



COLLEGE
CATALOG
2016
2017

ADDENDUM
October 21, 2016

 **Bon Secours**
Memorial College of Nursing

welcome

Welcome to Bon Secours Memorial College of Nursing. We are delighted you chose our College to pursue your education. Our nursing programs exceed expectations, as shown by our unsurpassed NCLEX-RN exam pass rates, a proud distinction of excellence. As a BSMCON nursing student, you will be immersed in coursework, simulation labs and clinical experiences while building leadership, supporting community and developing personal and professional relationships that will undoubtedly last beyond your time with us.

We are here to guide you through this journey. Our experienced faculty and dedicated staff will help celebrate your victories and support any challenges. As you progress through the program, the information provided in this College Catalog will be indispensable. Please read and use this document as a reference. When guidelines/policies are added or modified, an update will appear on www.BSMCON.edu under Policies. Please seek clarification if you have questions. Best wishes for a successful and memorable year ahead!

Sincerely,

Melanie H. Green, PhD, RN

Vice President and Provost



Bon Secours Memorial College of Nursing (the College) is a division of Bon Secours Memorial Regional Medical Center of the Bon Secours Virginia Health System. The College reports to the Bon Secours Richmond Joint Hospitals Board of Directors, which is the governing authority for the College. The Board has designated that the College Vice President and Provost reports directly to the CEO of Bon Secours Richmond as the executive officer for the College.

The College is an equal opportunity education institution. The College does not discriminate based on race, color, religion, age, marital status, national origin, gender, sexual orientation, military veteran status or disability in the administration of its educational policies, admissions policies, scholarship and loan programs, or other College administered programs.

The contents of the College Catalog (Catalog) do not create a contract, nor do they constitute a guarantee of continued enrollment at the College. The College reserves the right to modify, amend, or delete statements and to make changes to the Catalog, curriculum, calendar, financial aid, and College policies as deemed necessary. Policy changes are communicated via the College's website, www.BSMCON.edu. Each student is expected to abide by the information contained in the Catalog. Failure to read the Catalog will not excuse the student from accountability.

Effective 2016–2017 academic year.

college administration/staff

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Dean of Nursing

Dean of Clinical Simulation Center

Dean of Finance and Administration

Dean of Student Services

Associate Dean of Student Services

Associate Dean of Nursing

Director of Institutional Effectiveness

Simulation Technical Specialist

Programming Coordinator

Coordinator of Continuing Education

Financial Aid Specialist

Certification Instructor

Certification Coordinator

Building Coordinator

Executive Assistant

Sr. Development Officer

Librarian

Nursing Academic Success Coordinator

Administrative Secretary

Certification Instructor

Registrar

Coordinator for Distance Education
and Instructional Design

Administrative Secretary

Career Counselor

Director of Student Success

Administrative Secretary

College Health and Wellness

Program Coordinator

Registrar Specialist

Technical Coordinator

Marketing Assistant

Admissions and Recruitment Specialist

Admissions Assistant

Bon Secours Memorial College of Nursing

Mission

The mission of the Bon Secours Memorial College of Nursing is to foster holistic lifelong learning through innovative career education designed to cultivate servant leaders who are passionate about bringing people and communities to health and wholeness.

Vision

We will be the college of choice for those who consider caring to be calling and a ministry inclusive of the needs of all people.

Values

As a higher education institution, we commit that our mission, vision, and strategic direction are framed within these value statements:

COMPASSION - intentional engagement in caring practices that embodies a culture of respect, integrity, and justice

QUALITY - commitment to education excellence that promotes lifelong intellectual, ethical, and spiritual growth

SERVICE - cultivation of an attentive spirit that seeks to empower others in the co-creation of a just and caring world

Goal Statements

Caring - Provide a framework for positively impacting society through culturally sensitive service to the global community.

1. Create opportunities for faculty, staff and students to provide culturally sensitive service to local, regional, national, and international communities.
2. Cultivate an environment of respect, compassion, and servant leadership which actively promotes and facilitates the development of servant leaders.
3. Embed the core concepts of ministry, mission, and civic engagement into the curriculum and campus life.

Learning - Foster an environment designed to engage the learner in the development of a critical and creative consciousness.

1. Attract, empower, and retain mission-focused students, faculty, and staff committed to academic excellence and lifelong learning.
2. Provide a stimulating learning environment that excites curiosity, encourages creativity and integrates community commitment into the learning process.

Transforming - Liberate the potential of the College community by expanding individual and collective capabilities with respect to knowledge, discernment, and growth.

1. Empower faculty and staff to reach their full potential through professional development and mission-related opportunities...
2. Integrate a variety of learning styles into the delivery of the curriculum to enhance the growth of the whole person.
3. Cultivate an understanding of the importance of the College within the Bon Secours Ministry – a Ministry of Education.

[Replaces page 28 & 29]

add/drop period

The add/drop period begins on the first day of the semester as indicated on the College's Academic Calendar and continues until midnight on the Monday following the first week of the semester. A student may add or drop courses during the add/drop period through CampusNexus® (formerly SONISWeb). Courses dropped during the add/drop period are removed from the student's schedule and transcript.

withdrawal from a course

Once the add/drop period has ended, a completed "Withdrawal from a Course" form must be submitted to the Office of the Registrar through CampusNexus® (formerly SONISWeb).

If a student withdraws from a course before the end of the second week of the semester, the grade will be recorded as "W" with no consequence to cumulative grade point average. A course withdrawal after that time but prior to the completion of 60 percent of the semester or session, results in a "WS" or "WU" depending on academic standing. After completion of 60 percent of the semester or session, a student may not withdraw and will receive a grade of "F" unless there are mitigating circumstances.

A student with mitigating circumstances may request to withdraw from semester enrollment after the 60 percent point in a semester or session by submitting a written request to the dean of the academic program. Supporting documentation must be provided with the request for a late withdrawal. Refer to ADM 2.02 College Grading System policy for additional details.

Applicable dates as outlined above are published in the College's Academic Calendar.

A student who ceases to attend a general education course must follow course withdrawal procedures at the host college in addition to notifying the Office of the Registrar at the College. The student must make arrangements for an official transcript to be sent from the host college to the College at the end of the semester.

[Replaces page 33]

If the student's financial aid appeal is approved, a status of "Financial Aid Probation" is assigned. The student's financial aid will be reinstated for one semester and the student will be considered making SAP during that period. If the student does not meet SAP standards at the end of the semester or meeting all the requirements of the "Academic Plan for Success" that was pre-approved by the Office of Student Success., the student is no longer eligible for financial aid until SAP standards are met and will be assigned a status of Financial Aid Termination. The student may not appeal this decision.

financial aid reinstatement

Students assigned a status of Financial Aid Termination will have their financial aid eligibility reinstated for the following semester if they make SAP at the end of their current enrolled semester.

resignation from the college

A student is expected to remain continuously enrolled while pursuing their degree. Continuously enrolled is defined by course enrollment in Fall and Spring courses or on a leave of absence for one semester; however, a student may find it necessary to discontinue the pursuit of academic endeavors either temporarily or permanently for a variety of reasons. A student who discontinues enrollment is considered on Leave of Absence (LOA). If the student does not enroll for more than one semester the student will be administratively resigned from the College.

leave of absence (LOA)

At BSMCON, leave of absence (LOA) is defined as a period of non-attendance initiated by a student or College administration for a period of one semester. Because this leave is considered temporary, it is understood that the student has the intention of returning to the College; consequently, the student will not have to apply for readmission as long as the student returns within the approved timeframe. Unlike a resignation, a LOA allows the student to maintain an affiliation with the College. If a student desires to extend a LOA, the student must request the extension following the process below. Any granted extension will not be for longer than a period of one year from the time the student originally began the LOA.

Process:

A student who desires a LOA should submit a completed LOA form to the Office of the Registrar by the end of the add/drop period in any given semester. Should the student not return within the approved timeframe, the student will be dismissed effective the date the student began the LOA. If a student on a LOA desires to request an extension (2 semesters is the maximum and the semesters are defined as Fall and Spring), the student must submit another LOA form with the Office of the Registrar.

Resignation

Student Initiated Resignation: This is a permanent resignation from the College indicating that the student has no intention of returning to the College. If the student decides to return at a later date, the student must apply for readmission.

Process:

A completed Request for Permanent Resignation from the College form must be submitted to the Office of the Registrar.

Financial Refund Policy (to replace ADM 5.02)

Bon Secours Memorial College of Nursing provides financial refunds to students as defined in this policy in accordance with the provision of applicable definitions, procedures involved, and the refund schedule used.

DEFINITIONS

Last Date of Attendance: A student's last date of attendance is the last date documented by the instructor of an academically-related activity in a course, such as attendance in the course; or completion and submission of a course assignment, exam, tutorial, clinical experience, skills lab or simulation experience.

Determined Date of Withdrawal (Date of determination):

The date of determination (DOD) is the date which the College has determined that a student has dropped/withdrawn from a course or resigned from the College, either voluntarily or administratively. For voluntary drops/withdrawals from a course or resignation from the College, the DOD is defined as the date the College receives written or electronic (via CampusNexus) notification from the student, such as adding or dropping a course in CampusNexus during the official add/drop period as defined in the Academic Calendar, or submission of forms such as the Add/Drop/Withdrawal from a Course or Leave of Absence (LOA) or Permanent Resignation from the College. For administrative drops/withdrawals from a course or resignation from the College, the DOD is defined as the last date of attendance.

REFUND SCHEDULE

Proportion of Term Completed* as of Determined Date of Withdrawal	Tuition and Fees Refund
Less than 10%	90% refund
10% up to but not including 20%	80% refund
20% up to but not including 30%	60% refund
30% up to but not including 40%	40% refund
40% up to but not including 60%	20% refund
More than 60%	No refund

[Con't - Replaces pages 46 & 47]

Proportion of term completed is calculated as the number of days completed up to the determined date of withdrawal divided by the total days in the semester. Any break of five days or more is not counted as part of the days in the semester, e.g. spring break.

With the exception of the \$95 application fee, all tuition and fees paid in a semester will be eligible for refund according to this schedule. There are no refunds for students who are the subject of a college-initiated resignation (i.e., dismissed or terminated from the College). Additional costs incurred by the student, outside of the tuition and fee structure, are not refundable.

Tuition and fee refunds are made within 45 days of withdrawal and after all outstanding balances to the College are paid.

[Replaces page 52]

Bachelor of Science in Nursing

general information

The traditional Bachelor of Science in Nursing degree is designed to fulfill the mission of the College. It offers students a well-rounded, student-focused education in which students begin nursing courses in the Sophomore year while completing remaining required general education courses. Students focus on Nursing courses in the junior and senior year to complete a total of 124 required college credits for a Bachelor of Science in Nursing degree.

state authorization

The College of Nursing is licensed and operates only in the Commonwealth of Virginia. Admission to the College is limited to the residents of certain states, and the College only accepts students from (i) states in which the College is registered/licensed, and (ii) states for which no registration/licensure is required. It should be noted that if a student, prior to program completion, relocates to a state in which BSMCON does not have authority to operate, this may adversely impact the student's ability to complete the program or gain in-field employment. BSMCON has followed the process outlined above for out-of-state applicants and has the ability to provide distance education in the following states that do not require authorization: Kentucky, New York, Florida, Texas, South Carolina, and Pennsylvania. BSMCON has followed the process outlined above for out-of-state applicants from Maryland, and has the authorization to provide distance education to students in the state of Maryland.

curriculum planning

Upon admission, the student will collaborate with an academic advisor to develop an individual curriculum plan. The program publishes a suggested curriculum plan that illustrates the sequencing of courses in a manner that represents pre- and corequisite course requirements. All non-nursing courses may be taken before beginning any nursing courses, but may not be taken any later than specified according to the pre and corequisite requirements.

[Con't - Replaces page 52]

The College provides instruction in nursing and pathopharmacology courses; therefore, the transferability of non-nursing courses should be confirmed by the student with the Office of the Registrar. Failure to do so may result in no credit being granted for the course by the College. Non-nursing courses taken out of sequence must not conflict with the nursing course schedule.

The Baccalaureate of Science in Nursing (BSN) is awarded at the completion of the program requirements. Pre-licensure graduates are eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

curriculum plan revision

The initial curriculum plan is established mutually between the student and an advisor. Any subsequent revisions in the curriculum plan are to be made in collaboration with and approval of the student's faculty academic advisor through creation of a proposed revised curriculum plan. The revised curriculum plan is subject to approval of the Dean of Nursing or his/her designee. If the proposed revised curriculum plan is approved, it is filed in the student's academic record.

Students seeking to revise their curriculum plans are advised that space and schedule availability may impact their progression through the program. Full-time students who remain in unaltered progression will be afforded priority in course registration. Students with approved, altered curriculum plans will be guaranteed space in needed nursing and pathopharmacology classes, but may be limited in desired choices.

[Replaces page 70]

admission/readmission

To be eligible for admission to the College of Nursing in any published year, the application and all required materials must be received by the published deadlines. Admission to the pre-licensure BSN track occurs twice a year, in the fall and spring semesters. The Office of Admissions submits all completed pre-licensure applications to the Admission and Progression Committee for decision and approval.

Admission to the post-licensure (RN to BSN) track occurs three times a year, in the fall, spring, and summer semesters. The Office of Admissions submits all completed post-licensure applications to the Admission and Progression Committee for decision and approval.

Students must also adhere to the College Admission Policy (ADM 3.11).

Admission into the College of Nursing is competitive. An applicant who meets all requirements is not guaranteed acceptance to the program.

Pre-licensure Track Admission Requirements

- Graduation from an accredited high school with a 2.0 GPA or higher or General Educational Development (GED) certificate.
- Achievement of a cumulative grade point average of 2.5 or greater in all college courses attempted.
- Provision of official transcripts from high school, the GED program, and all post-secondary schools/colleges/universities attended.
- Notice to the College of any convictions or present indictment for any felony or misdemeanor offense other than traffic violations that have not been expunged.

[Con't - Replaces page 70]

- Completion of a minimum 32 general education credits toward the BSN degree which must include:

- English I (3 credits)
- English II (3 credits)
- Microbiology (3–4 credits) or Biology I (3–4 credits) and Biology II (3–4 credits)
- Developmental Psychology (3 credits)
- Introduction to Psychology (3 credits)

OR

Students with a bachelor's degree from an accredited college or university in another discipline must complete the following prior to admission:

- Microbiology (3–4 credits) or Biology I (3–4 credits) and Biology II (3–4 credits)
- Human Growth & Development (3 credits)

For transfer credit guidelines refer to policy ADM 3.10.

- Completion of the Test of Essential Academic Skills (TEAS) or SAT or ACT. No SAT, ACT, or TEAS are required if the applicant already has received a bachelor's degree or plans to complete a degree prior to admission start date.
- Two letters of reference are required from professional contacts only. References from relatives and friends are not accepted. Ideally, references should be obtained from two (2) of the following: a teacher, an employer, and/or a volunteer experience, preferably in a health care setting. Areas addressed in the reference form are: intelligence, initiative, reliability, cooperation, adaptability, emotional control, communication skills, and work habits. The applicant must strictly follow the requirements of this section regarding who is asked to complete the reference.

- Any applicant who has previously enrolled in or is currently enrolled in a nursing program is required to provide a letter from the director of the program verifying academic standing and clinical competence.

- An essay is required according to the specific guidelines from the Office of Admissions.

Once a student is offered admission to the program, the following are other requirements that must be completed before a student will be allowed to attend classes:

- Attend "New Student Orientation" and Curriculum Planning session.
- Submit clinical compliance requirements as stated in policy NUR 1.03.

Post-licensure Track Admission (RN to BSN)

Requirements

- Graduation from an accredited college or university; either diploma or associate's degree.
- Provision of official transcripts from high school, the GED program, and all post-secondary schools/colleges/ universities attended..
- Valid unrestricted license to practice registered nursing in the U.S.
- Successful completion of all but fifteen (15) or fewer credit hours of the general education
- Courses required for the BSN.

[Replaces section (computers & systems on page 85 & 86)]

computers & systems

The College has computer and software requirements for its students. This requirement defines the minimum computing platform evaluated for use during the enrollment at the college. The requirement also defines the hardware and operating system that will allow a student to successfully complete their course requirements. The requirements are updated annually and posted on the College's web site, BSMCON.EDU before June 1st each year. Students are recommended to purchase a printer for their use. There are limited printers available on campus and they may be operated on a for-fee basis.

Backups and External Drive Requirement

Students are expected to back-up their data on a continual basis. It is the student's responsibility to maintain the integrity of their data to prevent academic penalties. The College encourages the use of Web based options available through the Microsoft 365 offering. The use of external storage devices (thumb drives) on Bon Secour hardware is prohibited due to security precautions.

Technology requirements

Please note that any system older than two years may not have the processing power to work with our current version of Blackboard and its components, so please be sure to reference the recommended configuration below to ensure your system is current.

<i>Required PC Hardware Configuration</i>	<i>Required Mac Hardware Configuration</i>
Operating System: Windows 7 SP1 or Windows 10	Operating System: OS X 10.6.8 or higher
Intel Core 2 Duo or faster (2.33 GHz)	Intel Core 2 Duo or faster (2.33 GHz)
8 gigabytes (GB) RAM (64-bit) or higher	8 gigabytes (GB) RAM (64-bit) or higher
Intel Series 3000 graphics card	Intel Series 3000 graphics card
20 gigabytes (GB) or higher free disk space	20 gigabytes (GB) or higher free disk space
1024 x 768 monitor resolution or higher	1024 x 768 monitor resolution or higher
High speed Internet connection; 4 mbps or higher	High speed Internet connection; 4 mbps or higher
Microphone, speakers, headset, webcam	Microphone, speakers, headset, webcam
Browsers – Chrome* (36+), Edge* (20+), Firefox (31+), Internet Explorer (11+)	Browsers – Chrome* (36+), Edge* (20+), Firefox (31+), Safari (6+)

*Google Chrome versions 42+ and Microsoft Edge do not support NPAPI-type plug-ins, including Java plug-ins and many media browser plug-ins. Blackboard doesn't support these browsers for use with the Virtual Classroom and Lightweight Chat tools, the multiple-file upload interface, or embedded media that require NPAPI plug-ins for viewing.

<i>Requirements for Post-Licensure (RN-BSN)*</i>	<i>Requirements for Pre-Licensure (BSN)</i>
Access to a computer (desktop or laptop)	Access to a laptop computer
Regular, reliable access to a stable Internet connection	Regular, reliable access to a stable Internet connection
PERRLA**	PERRLA** (optional, but recommended at this time)
vSIM for Nursing Health Assessment	ATI Nursing Education
Current anti-virus/malware protection software	Current anti-virus/malware protection software
Microsoft Office 2010 or higher	Microsoft Office 2010 or higher
Acrobat Reader version 10.0 or higher	Acrobat Reader version 10.0 or higher
Java	Java
Adobe Flash Player	Adobe Flash Player
QuickTime version 7 or higher	QuickTime version 7 or higher
Windows Media Player series 9 or higher	Windows Media Player series 9 or higher
Silverlight © 3.x or higher plugin	Silverlight © 3.x or higher plugin

*Students who do not possess these computer requirements are not eligible to register for online courses.

**On a PC, PERRLA is compatible with Microsoft Windows operating system versions: XP, Vista, 7, 8 (Windows RT tablet version not supported, and Windows 10; Microsoft Office versions 2003, 2007, 2010, 2013, and 2016 are supported on a PC, but not the free "Starter Edition" or the "Click to Run" versions of 2010. On a Mac, PERRLA is compatible with Microsoft Office 2011 on Mac OS X (10.5.8 or later). Unfortunately, PERRLA is not compatible with Microsoft Office 2008 or the latest Microsoft Office 2016 version on Mac. You must have Microsoft Office 2011 installed on your Mac in order to run PERRLA.

academic definitions

The College subscribes to the following definitions in its policies.

Audit: To audit a course means a student enrolls in a course but does not receive academic credit upon completion of the course.

Calendar: The College academic year is defined as two standard terms (Fall, Spring) of 15 weeks plus a final examination week. A Summer term, if offered, is defined as 10 weeks inclusive of the final examination period.

Course Withdrawal

Voluntary Withdrawal: A student who informs the College of their withdrawal from course(s) or the College is considered to have voluntarily withdrawn.. The student provides notice of withdrawal by completing either in writing or electronically, a Withdrawal form or a Leave of Absence (LOA) or Permanent Resignation from the College form and submits it to the Registrar's Office.

Administrative Withdrawal: An administratively withdrawn student is one who has stopped performing academically-related activities such as course attendance; or completion and submission of a course assignment, exam, tutorial, clinical experience, skills lab or simulation experience.

Credit/Credit Hour: The number of credits awarded for a given course is determined by the number of lecture, lab, and/or clinical hours spent in class. .

The following formula is used to calculate credit hours: One semester credit is equal to:

One hour of lecture per week for a semester or the equivalent number of hours.

Two hours of lab per week for a semester or the equivalent number of hours.

Three hours of clinical per week for a semester or the equivalent number of hours.

Credit Conversion: Credits considered for transfer that are reported in quarter hours, are multiplied by two-thirds (.67) to equal semester hours.

Determined Date of Withdrawal (Date of

determination): The date of determination (DOD) is the date which the College has determined that a student has dropped/withdrawn from a course or resigned from the College, either voluntarily or administratively. For voluntary drops/withdrawals from a course or resignation from the College, the DOD is defined as the date the College receives written or electronic (via CampusNexus) notification from the student, such as adding or dropping a course in CampusNexus during the official add/drop period as defined in the Academic Calendar, or submission of forms such as the Add/Drop/Withdrawal from a Course or Leave of Absence (LOA) or Permanent Resignation from the College. For administrative drops/withdrawals from a course or resignation from the College, the DOD is defined as the last date of attendance.

Last Date of Attendance: A student's last date of attendance is the last date documented by the instructor of an academically-related activity in a course, such as attendance in the course; or completion and submission of a course assignment, exam, tutorial, clinical experience, skills lab or simulation experience.

Resignation Date

(34 C.F.R. § 668.22(e-C.F.R. as of Feb. 19, 2015))

- The resignation date is the date the student began the College's resignation process or officially notified the College in writing of intent to resign.
- For a student who resigns from the College without notifying the College, the date the College determines is related to 1) the circumstances beyond the student's control; or 2) the midpoint of the semester; or, 3) the student's last date of attendance (LDA) at a documented academically related activity.
- For a student who resigns from the College without providing notification to the College, the College must determine the resignation date no later than 30 days after the end of the earlier of 1) the payment period or period of enrollment; or, 2) the academic year, or the educational program.

References

Accrediting Council for Independent Colleges and Schools [ACICS]. (2015.) . Accreditation Criteria Policies, Procedures, and Standards. Effective Jan. 1, 2015. <http://www.acics.org>



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