



BON SECOURS MEMORIAL  
COLLEGE OF NURSING

student catalog  
& handbook  
2012-2013



BON SECOURS MEMORIAL COLLEGE OF NURSING



*Students, faculty and alumni from the College of Nursing pose with villagers during an international mission trip to Haiti. The College has made annual trips to Haiti and the Dominican Republic for more than a decade providing valuable medical care.*

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 directly to the CEO of Bon Secours Memorial Regional Medical Center. The CEO reports to the Memorial Regional Medical Center Board of Directors.

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, other College administered programs, or employment practices.

The contents of the Student Catalog and Handbook (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 in the Catalog, curriculum, calendar, financial aid, and College policies as deemed necessary. Policy changes are communicated via the College's website, [www.BSMCON.edu](http://www.BSMCON.edu) and the learning management system. 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 2012-2013 academic year.

Bon Secours Memorial College of Nursing  
8550 Magellan Parkway, Suite 1100, Richmond, VA 23227  
P: (804) 627-5300 | F: (804) 627-5330 | [www.BSMCON.edu](http://www.BSMCON.edu)



# welcome

Welcome to Bon Secours Memorial College of Nursing! As one of our students, you will have opportunities to enrich your learning, develop your leadership potential, and enhance your professional growth. We are your partners on this journey and we hope you will take full advantage of these opportunities.

This Catalog and Handbook contain information you will need to progress through the program. Please read and use this document as a reference. When guidelines/policies are added or modified, a notice will appear on the learning management system and [www.BSMCON.edu](http://www.BSMCON.edu) under Policies. Please seek clarification if you have questions.

Best wishes for a successful year ahead!

Sincerely,

**Melanie H. Green, PhD, RN, CNE**

Vice President and Provost

## college administration/staff

**Melanie Green, PhD, RN, CNE**  
**Susan Bodin, EdD, RN, BC**  
**Regina Welch, EdD, MS**  
**Leslie Winston, MEd, BS**

Vice President/Provost  
 Dean of Nursing, Professor  
 Dean of Finance and Administration  
 Dean of Student Services

**Marlene Cicchetto**  
**Crystal A. Filer-Ogden**  
**Ingrid Fulton**  
**Peggy C. Gault**

Financial Aid Specialist  
 Director of Financial Aid  
 Receptionist  
 Administrative Secretary &  
 Clerical Supervisor  
 Manager of Information Technology  
 Librarian  
 Administrative Secretary  
 Computer/System Support Specialist  
 Evening/Weekend Receptionist  
 Registrar  
 Career Counselor  
 Director of Clinical Simulation Center  
 Evening Receptionist  
 Administrative Secretary  
 Registrar Specialist  
 Building Coordinator  
 Director of Marketing  
 Admissions & Recruitment Specialist

**Carol Greco**  
**Kathleen Hierholzer**  
**Linda Jackson**  
**Sunjung Lee**  
**Rhina Mingee**  
**Gail A. Murphy**  
**Allison A. Peterson**  
**Holly Pugh**  
**Joan (Lyn) Ragland**  
**Patricia D. Roberson**  
**Shawn M. Ruppert**  
**Beverley W. Shepherd**  
**Amanda Stanley**  
**Maria Vasquez**

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# telephone numbers

**MAIN TELEPHONE:** ..... **804-627-5300**  
**MAIN FAX:** ..... **804-627-5330**

Admissions .....	627-5381
Admissions and Recruitment Specialist .....	627-5339
Billing.....	627-5385
Building Coordinator.....	627-5388
Career Counselor.....	627-5305
Counseling, Personal.....	342-1501
Financial Aid Director .....	627-5329
Financial Aid Specialist.....	627-5301
Librarian.....	627-5340
Information Systems.....	627-5387
Registrar.....	627-5335
Registrar Specialist.....	627-5331
RN-BSN Program Manager .....	627-5349
Student Academic Success, Director .....	627-5327

# emergencies

## EMERGENCY DIRECTORY

(Note: Dial 9 first to get an outside line)

Ambulance Service.....	911
Fire Department.....	911
Police, emergency.....	911
Police, non-emergency.....	501-5000
Poison Control.....	800-552-6337
Security, Windsor.....	335-7901
Security, Memorial Regional Medical Center.....	764-6026
Windsor Property Manager .....	264-8005
BSMCON Building Coordinator.....	627-5388
BSMCON Dean, Finance and Administration.....	627-5350
BSMCON Dean, Nursing.....	627-5352
BSMCON Dean, Student Services.....	627-5327
BSMCON Executive Secretary.....	627-5325
BSMCON Main Number.....	627-5300
BSMCON VP/Provost.....	627-5346

## ALERTS

The College has implemented a broadcast alert and notification system as part of its safety plan. The Vice President/Provost, Deans, and Building Coordinator have been assigned system access to broadcast text message alerts. In case of an emergency, a College administrator will contact all employees and students via text message and email with an appropriate alert. Students must activate the text messaging option on the Update Bio link in their information system account. Students who do not have a cell phone or who do not request text alert activation shall assume full responsibility for obtaining information regarding College closures and related actions via other modes of communication.



# accreditation

Bon Secours Memorial College of Nursing is approved to operate by the State Council of Higher Education in Virginia and the Virginia Board of Nursing. The College is accredited by the Accrediting Council for Independent Colleges and Schools to award the bachelor's degree. The BSN program includes the essential content recommended by the American Association of Colleges of Nursing. The BSN program is accredited by the Commission on Collegiate Nursing Education (CCNE). The College of Nursing is owned by Bon Secours Memorial Regional Medical Center, which is responsible for the College's operation.

## **Accrediting Council for Independent Colleges and Schools**

750 First Street, NE  
Suite 980  
Washington, DC 20002-4241  
(866) 510-0746 Toll free

## **American Association of Colleges of Nursing Commission on Collegiate Nursing Education**

One Dupont Circle, NW  
Suite 530  
Washington, DC 20036  
(202) 463-6930

## **State Council of Higher Education in Virginia**

101 N. 14th Street  
Richmond, VA 23219  
(804) 225-2600

## **Virginia Board of Nursing**

9960 Mayland Drive,  
Suite 300  
Henrico, VA 23233  
(804) 367-4400

# history of the college

The College began as the Richmond Memorial School of Nursing in 1961, sponsored by Richmond Memorial Hospital. Chartered as a “permanent memorial” by the City of Richmond on July 21, 1947, the hospital was established because a group of caring citizens wanted to provide a monument honoring the memory of the young men and women from the Richmond, Chesterfield, and Henrico, Virginia area who gave their lives in World War II. The Honor Roll, in the form of a large marble tablet, named those who died from September 20, 1940 to December 31, 1946. The marble tablet was placed in the hospital chapel.

With the opening of Hanover Medical Park in Mechanicsville, Virginia in 1993, the hospital further expanded patient services. Health Corporation of Virginia, the parent company of Richmond Memorial Hospital, launched a replacement hospital for Richmond Memorial at Hanover Medical Park in collaboration with Bon Secours Richmond. Bon Secours Memorial Regional Medical Center opened on May 30, 1998. At this time, the school was renamed the Bon Secours Memorial School of Nursing. In 2010, in response to the need to prepare registered nurses at the baccalaureate level of education, the school officially changed its status to a baccalaureate degree-granting college. In May 2012, the College graduated the last class of diploma students. During its 51 years of operation, the diploma program produced over 2000 registered nurses who have delivered exceptional health care to their patients as a result of the excellent educational foundation provided by this school.

Firmly rooted in this tradition of excellence, the College offers a Bachelor of Science in Nursing (BSN) program with both pre-licensure and post-licensure (RN-BSN) tracks. The BSN program includes the essential curricular content recommended by the American Association of Colleges of Nursing. The College is dedicated to facilitating a view and practice of health care as a ministry that anticipates the need to adapt to the ever-changing and demanding health care environment in order for our graduates to provide the highest quality care.

Bon Secours Health System is a Catholic, not-for-profit, community-based health care system whose mission is to provide “*good help to those in need*”. The Sisters of Bon Secours (French for “good help”), an international religious congregation devoted to the care of the poor and sick, was founded in Paris, France in 1824. In the United States, the congregation’s health care ministries, which are operated by the Bon Secours Health System, Inc., include acute care hospitals, long-term care facilities, clinics, physicians’ practices, home health care services, and hospices.

## **Bon Secours Richmond Health System Joint Hospitals Board**

Thomas W. Winfree, Chairman  
Nalia Townes Ahmed  
Toni Ardabell, CEO  
Jean Ann Bolling  
John D. Bowman, M.D.  
Peter B. Cleal  
Mark Gordon, CEO  
Richard A. Jackson, M.D.  
Kenneth J. Jones  
Sr. Anne Marie Mack, CBS  
Joanne D. Natrass  
Michael D. Robinson, CEO  
Sr. Victoria Segura, M.D., CBS  
William Shewmake  
Nancy C. Thomas  
Jane G. Watkins  
Michael D. Williams





# bon secours memorial college of nursing

## mission

***Advancing the Bon Secours tradition of good help to those in need®...***

The mission of the College is to deliver a holistic student-centered learning experience designed to develop healthcare professionals who provide outstanding care to the community.

## vision

We will be the college of choice for individuals called to serve in the healthcare professions.

## 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 reflective caring practices that embody an institutional culture of respect, integrity, and generosity.

**Excellence**—integration of quality practices to promote ethical, spiritual, intellectual, and professional growth.

**Growth**—commitment to personal and institutional effectiveness to foster a spirit of inquiry, stewardship, and sustainability.



# academic policies & procedures

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# academic calendar

The calendar is subject to change. Please access the very latest calendar via SonisWeb.

FALL 2012/13	
Aug 20, 2012	Semester begins
Aug 20, 2012 – Aug 24, 2012	Add/drop period
Aug 24, 2012	Last day to drop a course w/ 100% refund
Aug 31, 2012	Last day to withdraw from courses with a grade of "W"
Sept 1, 2012 – Sept 3, 2012	Labor Day weekend – College closed
Sept 4, 2012	No classes
Sept 24, – Oct 5, 2012	Advising period for Spring 2013
Oct 8, 2012	Registration opens for Spring 2013 courses
Oct 26, 2012	Last day to withdraw from a course with "WS" or "WU"
Nov 16, 2012	Intent to Graduate form due for Spring 2013 graduates
Nov 21, 2012	No classes
Nov 22, 2012 – Nov 25, 2012	Fall break – College closed
Dec 7, 2012	Classes end
Dec 10, 2012 – Dec 14, 2012	Examination period

SPRING 2012/13	
Jan 7, 2013	Semester begins
Jan 7, 2013 – Jan 11, 2013	Add/drop period
Jan 11, 2013	Last day to drop a course w/ 100% refund
Jan 18, 2013	Last day to withdraw from a course with a grade of "W"
Jan 21, 2013	Martin Luther King, Jr. Day - No classes
Mar 11, 2013 – Mar 17, 2013	Spring break – No classes
Mar 18, 2013 – Apr 1, 2013	Advising period for Fall 2013
Mar 22, 2013	Last day to withdraw from a course with "WS" or "WU"
Mar 29, 2013	Good Friday - College closed
Apr 1, 2013	Registration opens for Fall 2013 courses
Apr 12, 2013	Intent to Graduate form due for Fall 2013 graduates
Apr 30, 2013	Make-up day for March 29
Apr 30, 2013	Classes end
May 1, 2013 – May 7, 2013	Examination period
May 16, 2013	Graduation

SUMMER 2012/13	
May 20, 2013	RN-BSN - Semester begins
May 20, 2013 – May 24, 2013	Add/drop period
May 24, 2013	RN-BSN - Last day to drop a course w/ 100% refund
May 27, 2013	Memorial Day – College closed
May 31, 2013	RN-BSN - Last day to withdraw from a course with a “W”
July 1, 2013	Last day to withdraw from a course with “WS” or “WU”
July 4, 2013	Independence Day - College closed
July 30, 2013	Make-up day for July 4
July 30, 2013	RN-BSN - Semester ends

The College academic year is defined as two standard terms (Fall, Spring) of 15 (fifteen) weeks plus a final examination week. Full time status, during a standard term, is enrollment in 12 credit hours of study or more. This treatment is applied to all students whether or not they participate in Title IV financial aid. A Summer term, if offered, is defined as 10 (ten) weeks inclusive of the final examination period. Full time status during a Summer term is enrollment in 12 credit hours of study or more.

Academic programs may have variations to this definition. Any such variations are defined in the corresponding program policy.

### Completion Date of Program:

The official completion date of the program shall be defined as the last date of the term as specified on the Bon Secours Memorial College of Nursing academic calendar.

## academic classification

Student academic classification is based on the number of credit hours successfully completed including transferred hours. Classification is as follows:

CLASSIFICATION	CREDITS
Freshman	0 – 29
Sophomore	30 – 59
Junior	60 – 89
Senior	90 or above

### Enrollment Standards:

ENROLLMENT STATUS	CREDITS
Full-time	12 or above
Half-time	6 – 11
Less than half-time	1 – 5

**Normal Course Load:**  
Students may enroll for a maximum of 19 credit hours during Fall and Spring semesters and 12 credit hours during the Summer semester. A student who wishes to exceed the normal course load must seek approval from the Dean of Nursing.

# grading system

Academic programs of the College have the option of using a grading method that is appropriate for the program. However, all grades are translated into the following quality points:

GRADE	MEANING	QUALITY POINTS PER CREDIT HOUR
A	Excellent	4
B	Above Average	3
C	Average	2
D	Unsatisfactory	1
F	Failure	0
I*	Incomplete	Not used in GPA
P*	Passing, Credit awarded, no effect on GPA	Not used in GPA
W*	Withdrawal	Not used in GPA
WA*	Administrative Withdrawal	Not used in GPA
WS*	Withdrawal - Satisfactory Progress	Not used in GPA
WU*	Withdrawal - Unsatisfactory Progress	Not used in GPA
AU*	Audit (No credit)	Not used in GPA

- \* Not tabulated in grade point average
- \* Simulation and Clinical grades are based on satisfactory "Pass" or unsatisfactory "Fail" work.
- \* The grade point for a course is tabulated by multiplying the total number of course credits by the quality points (as above).

## grade point average (gpa)

A student's GPA is an index of scholastic performance and is computed on the ratio of quality points earned to semester hours attempted. \*Courses with grades of I, P, W, WA, WS, WU, AU are not used in the calculation of the GPA. A student's GPA is calculated by dividing the sum of earned quality points by the sum of attempted hours for all courses receiving a grade used in calculating the GPA (see above). Only course work taken while enrolled at the College is used in the GPA.

### EXAMPLE:

COURSE	GRADE	CREDIT HOURS	x	QUALITY POINTS	=	TOTAL QUALITY POINTS
NUR 2101	B	3	X	3	=	9
NUR 2102	B	4	X	3	=	12
NUR 2103	P*	2	X	n/a	=	n/a
BIO 205	A	4	X	4	=	16
Sub Total		13-2		(*P grade not used in calculation)		
<b>Total</b>		<b>11</b>				<b>37</b>

**37 / 11 = 3.36 semester GPA**

## incomplete grades

An incomplete grade may be assigned by the instructor for theory or clinical requirements when extenuating circumstances such as illness or other emergency prevent a student from completing course requirements by the end of the course. Failure to satisfactorily complete the necessary course requirement(s) within the approved time frame will result in course failure. This time frame shall be by the first official date of the following semester. A waiver may be granted by the Dean of Nursing or Program Director in extenuating circumstances in which the time frame is unreasonable. If a waiver is granted, the student must meet the course requirement(s) no later than the end of the 4th week of the following semester.

## auditing a class

Class size permitting, students may register for courses on an audit (AU) basis. Auditing a course means a student enrolls in a course but does not receive academic credit.

Students wishing to audit must submit a Course Approval form to the Dean of Nursing or Program Director. Registrations for audit will only be accepted during the published add/drop period. Students who register for a course on an audit basis are subject to attendance regulations of that course and, unless otherwise specified at the discretion of the instructor, are subject to the same course requirements as other students in the class. Students may be administratively withdrawn for a violation of course requirements. Audit courses do not count as part of the student's course load and are not included in the calculation of GPA. The regular tuition/fee rate is charged for audit courses.

## grade change

If an instructor finds that it is necessary to change a student's grade (other than from an Incomplete to a letter grade as defined above), the grade change must be made before the first day of the class of the next semester (including Summer). A Grade Change form must be submitted to the Office of the Registrar. Grades can only be changed in extenuating circumstances if the instructor submits a written request for deadline extension to the appropriate Dean of Nursing or Program Director.

## administrative withdrawal

In extenuating circumstances, e.g., a serious medical or mental health issue, death of a close family relative (parent, grandparent, sibling, or spouse), etc., the Dean of Nursing or Program Director may administratively withdraw (WA) a student from a course. A grade of WA has no impact on GPA calculation. The Dean of Nursing or Program Director may request a written statement from the student and/or health care provider briefly explaining the circumstances for the administrative withdrawal, or in the case of a death, an obituary of the close family relative. The Dean of Nursing or Program Director will inform the Office of the Registrar concerning the awarding of WA grades and the Office of Fiscal Services concerning any account adjustment to reflect a pro-rated refund of tuition and fees for that semester. Students should contact the Office of Financial Aid to see how their course withdrawal may impact their financial aid status.



# background checks

Prior to initial enrollment at the College, each student is required to have a background check to include the Virginia Child Protective Services Report. The background check must be repeated annually prior to the beginning of each academic year in which the student enrolls annually. Students enrolling in the RN-BSN track are exempt from this requirement.

# address/name change

When there is a change in any contact information (home and email addresses, telephone numbers, name), the student must provide a written notice to the Office of the Registrar. A formal name change can only be made when the student provides a copy of an updated Social Security card, and either a court order, marriage license, or a divorce decree.

# closings — late openings

Students should exercise common sense and good judgment in determining their ability to travel safely during inclement weather. Prevailing conditions in the area where they live and personal risk must be assessed and acted on accordingly. This includes giving notice to their instructors of any absence.

- Students are responsible for attending all classes and clinical experiences at the College (BSMCON), as well as all classes at J. Sargeant Reynolds Community College (JSRCC). During inclement weather conditions, however, BSMCON classes and clinical rotations as well as JSRCC classes may be cancelled.
- Students and faculty must check for an announcement of BSMCON opening delay, early closure, or cancellation/opening announcements on the following: 1) learning management system, 2) College main desk at (804) 627-5300, 3) Channel 12 NBC TV, 4) text message alerts. JSRCC and BSMCON may cancel classes for a portion of the day or all day. BSMCON and JSRCC do not necessarily close/open on the same schedule.
- The College offices will remain open for faculty and staff to work if at all possible. The College offices may have a delayed opening or early closure.

# verification of attendance

All students are required to verify attendance each semester in which they are enrolled. Students will be notified by email with instructions and when to start this process. Students are required to self-certify their attendance using the College's data management system, SONIS. Students receiving financial aid are required to self-certify prior to any disbursement of financial aid. The student certification does not preclude instructors from taking class attendance.

# communication

The Bon Secours Memorial College of Nursing provides email and other necessary system access to enhance each student's academic experience. As email is the primary means of communication between College personnel and students, the College expects that students will maintain frequent email contact by reading and, if requested, responding to any emails sent by the College in a timely manner.

Students may apply for Bon Secours ActiveSync to access College emails from their personal wireless devices. Application forms are available during new student orientation. This access will be terminated upon graduation or withdrawal from the College.

Faculty may determine how email is used in their courses and will make appropriate notations regarding email requirements in the course syllabi. Faculty may not transmit grades through email. Additionally, due to email account size limits, email correspondence between faculty and students should be limited to text only, and students and faculty should exchange files only through the learning management system.

The College uses its information system and learning systems for both individual and group communication. No personnel or student may use these systems to transmit unsolicited email that violates the general principles of conduct outlined in the student handbook and/or other policies.

Personnel and students are expected to take into consideration the sensitive and/or confidential nature of any information they want to transmit, as email may not be appropriate means of communication in some circumstances. The College does not allow students to forward their College email to another email account as transmitting patient information outside the Bon Secours system would result in a HIPPA violation. The use of email should comply with all Bon Secours Health Care System, local, state, and federal regulations, including the Family Education Rights and Privacy Act of 1974 (FERPA).

## communication devices — personal electronic

Personal electronic communication devices (including but not limited to beepers, pagers, and cell telephones) may not be visible in class or clinical areas, and must be on vibrate.

During testing times, they must be turned off.





# appeal process for student grievances/complaints: academic and non-academic

The appeals policy described below is applicable to academic and non-academic student grievances as well as student complaints of unlawful discrimination or unfair treatment on the basis of:

- Title VII of the Civil Rights Act of 1964 as amended by the Equal Employment Opportunity Act of 1972
- Title IX of Education Amendments of 1972, as amended
- Section 504 of the Rehabilitation Act of 1973, as amended, and regulations implemented by HEW consistent therewith
- Americans with Disabilities Act of 1992
- Provisions of Executive Order Number 11246 as amended 66 by 11375
- Family Educational Rights and Privacy Act of 1974 as amended
- Governor's Executive Order Number One, Virginia Equal Employment Opportunity Plan, effective February 6, 1974

## definitions

**Academic grievance:** a formal process through which a student can appeal through his/her course instructor and the college's administrative leadership the student's final grade in a course. A final course grade appeal must be based on at least one of the following claims: capricious action on the part of the faculty member that affects the student's final grade; prejudicial treatment of the student by the faculty member with respect to the application of the course syllabus, thereby affecting the student's final grade; or a documented error in calculating the student's final grade. A capricious action is defined as one made on a whim or without justifiable reasons. Prejudicial treatment is defined as treating the student lodging the final grade appeal differently than other students in the course with respect to the instructor's application of the course syllabus.

**Non-academic grievance:** a formal process through which a student or student group can appeal a non-academic decision made by a faculty or staff member that negatively affects a student/student group's standing with the college. A non-academic grievance or complaint may include disputes between a student/student group and an office of the College regarding the interpretation and/or application of the policies and procedures of the College, student governance issues, student activities, and other concerns that a student might present for redress. A non-academic grievance may be based on one of the following claims: arbitrary and/or capricious actions by a staff member or administrative office; prejudicial treatment of a student by a staff or faculty member or administrative office; or an administrative error in the application of a policy by a staff or faculty member or administrative office.

**Student:** any person who is officially registered at the College during the specific academic semester or term in which the grievance occurs.

**Student Grievance Committee:** an ad-hoc committee established to hear a Level III grievance matter. Committee composition includes: the appropriate Administrative Cabinet member, one (1) teaching faculty member, one (1) Student Affairs Committee representative, and one (1) student.

## policy:

It is the policy of the College that appropriate processes and procedures be followed in all matters pertaining to the rights of students.

An academic grievance must be initiated within five (5) business days after the official last day of instruction (including the exam period) for the semester or term in which the incident occurred. Grievances may be submitted electronically by email. A non-academic grievance must be initiated within five (5) business days from the time the student identifies as becoming aware of the issue. In the event that a student is at a distance and is unable to travel to campus to meet, meetings may be facilitated by teleconference.

Students are encouraged to contact the Dean of Student Services for assistance in understanding this policy. In addition, the Dean of Student Services will assist students in determining the appropriate person with whom a student must file an appeal, and providing that person's contact information.

## procedures:

### Level I

- The student with a grievance must provide in writing a formal letter to the instructor or non-instructional party outlining the grade or decision in which he or she is grieving and request to meet with his or her instructor or person whose actions he or she is grieving. In the instance of an academic grievance, the student must submit a copy of the letter that is being submitted to the instructor to the academic dean/program director of the unit that is responsible for the instructor. In the instance of a non-academic grievance, the student must submit a copy of the letter to the administrative unit supervisor of the person he or she is grieving.
- The instructor or non-instructional party has ten (10) business days from the date the grievance is received to schedule a meeting with the student. Within five (5) business days after the meeting, the instructor or non-instructional party must provide the student a letter outlining the decision of the meeting. A copy of the letter should be forwarded to the academic dean/program director and Dean of Student Services. The academic or administrative unit should follow up in order to ensure the meeting is held. In the event the instructional or non-instructional party is unavailable, the academic dean/director or administrative unit supervisor has the discretion to move to Level II or postpone the hearing until the instructional or non-instructional party is available. The academic dean/program director must document his or her effort to contact the instructor or non-instructional party. The academic dean/program director or supervisor will communicate his or her decision to move the Level I meeting to a Level II hearing.
- At the meeting, the student must clearly present his or her case regarding the grieved issue and the resolution that he or she would



like to occur. Every reasonable effort should be made by both parties to resolve the matter at this level. No attorneys or other advisors/counselors are allowed to be present to represent either party. No audio taping or other recording will be permitted during the conference, but both parties are encouraged to make notes as they feel appropriate. Prior to the meeting, the faculty member or student may request to have a silent observer in the meeting. However, both the student and faculty member must agree to the silent observer. If an agreement regarding the appeal is made, a copy of the agreement and other appropriate documentation, including the original grievance letter, must be forwarded to the Dean of Student Services.

- If the student is not satisfied with the disposition of his/her grievance at Level I, he/she may continue to Level II.

## Level II

- The student may file a written appeal of the Level I grievance decision with the faculty or staff member's academic dean/director or appropriate administrative unit supervisor within ten (10) business days after receiving the written decision from the Level I meeting. The written statement provided for Level I describing the issues grieved must be part of the student's written request for the Level II hearing. Within ten (10) business days of receipt of the written grievance, the academic dean/program director or administrative unit supervisor will schedule a conference with the parties in an effort to resolve the grievance (the actual conference may occur after the 10 days, but its date should be established within this time frame).
- The role of the dean/program director is to chair the meeting, facilitate the discussion, seek to mediate a resolution between the parties, ensure that college policies have not been violated, and render a decision concerning the matter. No attorneys or other advisors/counselors are allowed to be present to represent either party. No audio taping or other recording will be permitted during the conference, but both parties are encouraged to make notes as they feel appropriate. The academic dean/program within ten (10) business days after the conference, shall prepare a report of the disposition of the matter providing copies to the student and the instructor or non-instructional party. In addition, a copy of the report and the official grievance letters (Level I and Level II) must be forwarded to the Dean of Student Services.

## Level III

- If the student is not satisfied with the disposition at Level II, within ten (10) business days of the receipt of the disposition from the academic dean/director or administrative unit supervisor, the student may file a written appeal to the appropriate Administrative Cabinet member; students are encouraged to contact the Dean of Student Services for assistance in determining the name and contact information of the appropriate Administrative Cabinet member. Within ten (10) business days of receipt of this appeal, the Administrative Cabinet member will set a date for a meeting for all parties involved.
- The actual meeting should occur no later than thirty (30) business days after receipt of the appeal letter by the Administrative Cabinet member, unless reasonable circumstances prevent this meeting from occurring.

However, any meeting date scheduled or rescheduled beyond the thirty-day time frame must be mutually agreed upon by the student and the Administrative Cabinet member.

- The appropriate Administrative Cabinet member will serve as the convener and facilitator of the committee for the Level III hearing. The Administrative Cabinet member will chair the hearing but will not be able to vote. In the event the designated Administrative Cabinet member is unable to participate in the hearing due to a challenge or conflict of interest, another Administrative Cabinet member will be selected to convene and facilitate the hearing.
- The Student Grievance Committee (see definition in Section II) will be formed in order to objectively hear the facts of the grievance and to render a decision.
  - Any Student Grievance Committee member associated with the academic school/program or administrative unit where the grievance originated will not be eligible to hear the grievance. In the event of a challenge to the membership of the Student Grievance Committee based on bias, the committee member being challenged will be replaced by another committee member. If a substitute is unavailable at the time of the hearing, the hearing shall be rescheduled.
  - The committee will be chosen from a pool of committee members that are available to participate in the hearing. The available pool will consist of: one faculty member from each academic school/program, two Student Affairs representatives, and two student representatives. Non-student members on this committee pool will be appointed for two-year terms. Student members on this committee pool will be appointed for one-year terms. In addition, one alternate for each of the above members will be appointed.
- At the Level III meeting, the student and instructor or non-instructional party may bring one attorney or advisor/counselor. If an attorney or advisor/counselor is to be present, the party retaining him/her must notify the meeting chair at least five (5) business days prior to the Level III hearing or the attorney or advisor/counselor will not be allowed to be present. The attorney or advisor/counselor's role is as an observer; and he/she may not speak to the committee members, the instructor or non-instructional party, or the student while the meeting is in session. The attorney or advisor/counselor can only speak to the party he or she is representing. If consultation with the attorney is needed, a request for a recess may be asked. The meeting chair can deny requests if it is deemed that they are disrupting the continuity of the meeting. Both parties may bring persons to provide testimony that support their position. Additionally, both parties may have no more than two other persons to attend as observers. Observers shall not testify nor present any evidence.
- The meeting chair is responsible for collecting all pertinent documents, calling the meeting, distributing documentation, determining the issue(s) of the case to be heard, and conducting the meeting in an orderly, efficient, and equitable manner. He/she will also provide for the audio taping or other recording method of the meeting and may provide a copy to either party upon request. At the beginning of the meeting, the chair will review the issues of the case to the group and establish the procedure by which testimony will be presented. He/she may decide on the length of time needed to explore an issue, set time limits for



speakers, and ask for testimony by any person deemed important to the investigation of the facts. The chair may request a security officer to be present. Disruptive persons may be asked to leave the room by the chair.

- The Student Grievance Committee shall determine the outcome of the meeting by a majority vote; the Administrative Cabinet member may not vote. Within ten (10) business days after the meeting, the Administrative Cabinet member will prepare a report of the disposition of the matter including the determined outcome. Copies of the letter will be provided to the student, the instructor or non-instructional party, and all other parties as appropriate. In addition, a copy of the report and the official grievance letters (Level I, Level II, and Level III) must be forwarded to the Dean of Student Services.
- The finding of the Level III grievance committee is final.

In the event of a complaint about the College, as a last resort, students may contact the Accrediting Council for Independent Colleges and Schools, American Association of Colleges of Nursing Commission on Collegiate Nursing Education, State Council of Higher Education in Virginia, or the Virginia Board of Nursing. Addresses of these agencies are listed below.

In the event of a written complaint to one of these agencies or a “Standards” non-compliance issue, and subsequent notification to the College, immediate priority will be given to resolution of the deficiency in order to maintain accreditation. The Provost is expected to respond to the agency in the time frame provided outlining the resolution/plan for resolution of the issue addressed.

Accrediting Council for Independent Colleges and Schools (ACICS)  
750 First Street, NE  
Suite 980  
Washington, DC 20002-4241  
(202) 336-6780

Commission on Collegiate Nursing Education (CCNE)  
One Dupont Circle, NW  
Suite 530  
Washington, DC 20036  
(202) 463-6930

State Council of Higher Education in Virginia (SCHEV)  
101 N. 14th Street  
Richmond, VA 23219  
(804) 225-2600

Virginia Board of Nursing  
9960 Mayland Drive, #300  
Henrico, VA 23233  
(804) 367-4400

## Final Disposition of Records

All materials and decisions related to the appeal will remain confidential and will be retained by the Dean of Student Services for three years from the date of final decision, and not before the aggrieved student graduates, at which time all materials will be destroyed, unless the Dean of Student Services directs otherwise.

# insurance

## health

Students are required to carry private health insurance throughout enrollment in the program to cover needed health services that are beyond first aid. Students must provide a copy of their current health insurance card prior to entrance. If a student changes health insurance providers, a copy of the new card must be given to the outside agency that is maintaining the College's records.

The annual health and immunization requirements must be completed by the date specified in order for the student to continue attending classes or clinical assignments.

*Not applicable to RN-BSN post-licensure students.*

## professional liability

The student is encouraged to carry professional liability insurance in order to go into the clinical area. The student pays an annual premium for the amount of coverage which can be purchased through the National Student Nurses Association.

# students with disabilities

The College is committed to providing students access to higher education through the delivery of reasonable accommodations and services to students with disabilities as outlined in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. The College's policies and procedures regarding students with disabilities are designed to ensure equal access to educational programs, services, and activities.

It is the College's policy to provide reasonable accommodations to a student who has an identified disability and is otherwise qualified to fulfill the requirements of the program. "Otherwise qualified" means that the applicant or student who requests an accommodation will be referred to the Student Services Office, where designated staff will work in cooperation with the appropriate academic departments of the College in providing a reasonable accommodation. The College cannot assure that any accommodation will be immediately available for an applicant who fails to disclose an identified disability during the enrollment process or fails to provide reliable documentation of that disability.

It is the responsibility of the applicant or student who requires accommodation to identify himself or herself as an individual with a disability and to provide current medical, psychological, educational, or other professional verification of the disability that describes the nature of the disability, the resulting functional limitations, and the need for special accommodations as these would apply in the educational environment.



Additional specific documentation guidelines can be found in the Office of Student Services. Information pertaining to an applicant's or student's disability will be shared only among those individuals who have an educational interest in that information. A previous Individualized Education Plan (IEP) is not appropriate as verification of the need for educational accommodations at the collegiate level.

In addressing the needs of a student with an identified disability, the College will:

- Provide special measures with due consideration for the student's feelings, dignity and privacy.
- Strive to minimize the student's disadvantage in a manner that does not provide an advantage over other students.
- Hold the student accountable for meeting academic objectives, once measures are in place.

A number of characteristics and/or temporary conditions are excluded from the category of disability, therefore making these conditions or characteristics ineligible for services. This may include temporary impairments or impairments that do not limit major life activities. Examples may include, but are not limited to, the following: broken bones, pregnancy, persons who are non-native English speakers (English as a second language). For questions, please contact the Office of Student Services.



# standards for student performance

## in this section:

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- 25 Student Code of Conduct
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# student rights & responsibilities

The College seeks to reinforce a sense of personal responsibility, respect for others, and mature behavior as well as foster the development of professional standards. As a member of the student body, the student is expected to meet the College's standards of personal as well as professional responsibility and accountability.

## rights

A student has a right to:

- Learn and pursue his or her educational goals without fear of unlawful discrimination, intimidation, prejudice, or threat.
- Free inquiry, free expression and assembly, so long as he or she does not interfere with the rights of others or the operation of the College.
- Learn in a safe environment that is free of disruption and is conducive to teaching and learning.
- Be advised of the course objectives and how grades are assigned.
- Inspect and review his or her student record within a specified time frame upon written request, and to expect confidentiality regarding this record.
- Evaluate the curriculum and make recommendations for change.
- Right to appeal disciplinary actions.

## responsibilities

A student's acceptance of admission into the College signifies that the student has an interest in learning and that he or she wants to be a part of this academic community. As such, the student will be required to respect the learning environment and its members; devote the amount of time and effort necessary to meet the educational objectives; conduct himself or herself in a manner consistent with ethical, legal and professional standards; and know and comply with College policies and guidelines. At all times, a student must satisfy and comply with the College's academic standards, financial requirements and guidelines, and policies.

# student code of conduct

The student is considered a responsible adult and is expected to conduct him or herself in an ethical and professional manner at all times both within the College and the community. The student's behavior must, at all times, reflect: integrity and honesty, the exercise of rational judgments, sensitivity and caring; self-control; acceptance of different beliefs, values and lifestyles; flexibility; and a willingness to accept guidance and direction. Self-evaluation and commitment toward learning are essential components of the educational process. The College is authorized to enforce the standards of conduct specified herein and to impose such disciplinary measures as are deemed appropriate in response to student conduct that reasonably may be

expected to discredit or injure the College or its reputation, or that otherwise may endanger the safety and welfare of others. Such disciplinary sanctions include but are not limited to suspension and dismissal from the College.

## conduct subject to disciplinary action

Conduct that is subject to disciplinary action by the College includes but is not limited to the following:

- Endangering the safety and welfare of clients, students, faculty, or staff
- Substance or alcohol abuse.
- Violation of local, state, or federal laws.
- Misuse, destruction, or damage of College or BSHSI property.
- Sexual harassment, assault, misconduct, physical and/or mental abuse or threat of such abuse of any person involved in educational or College activities or in clinical areas.
- All forms of dishonesty including honor violations, knowingly giving false information, altering or falsifying any experience or details related to a clinical experience.
- Unprofessional and/or disruptive conduct.
- Conviction of an offense that would render the student unemployable by Bon Secours Health System.
- Failure to comply with guidelines/policies of the College and/or the clinical agencies. Nothing contained herein shall preclude or otherwise affect the initiation or conduct of proceedings under the Honor Code, which relate to allegations of dishonesty.

## discipline for misconduct

The College is authorized to impose at any time such disciplinary measures as are deemed appropriate, up to and including suspension and dismissal from the College. Penalties are not sequential and may be imposed at the College's discretion.

- **Warning:** A written or oral notice to a student advising that he or she is violating or has violated the College rules and may be subject to more severe disciplinary action if the behavior continues.
- **Probation:** A written notice to a student advising that he or she has violated the College rules and will be dismissed if corrective action is not taken immediately.
- **Restitution:** Repayment in money or service for damage to or loss of the property of another.
- **Suspension:** Exclusion from attending the College as a student for a specified period of time not to exceed one year. During a suspension, a student may not participate in any College activities.
- **Interim Suspension:** Temporary separation of a student from the College to provide reasonable time for fact-finding and decision making in the situation.
- **Dismissal:** Termination of student status for an indefinite period. The conditions of readmission, if such is to be permitted, will be stated in a letter of dismissal.
- **Corrective Measures:** May be included if an act of dishonesty/honor code violation has occurred.



## reporting procedure; right of removal

In the event that a student is suspected of violating any provision of this Policy, then a faculty or staff member promptly shall provide the student with oral notice of the suspicion and an opportunity to tell his or her account of the incident. The hearing may occur immediately and may consist of an informal conversation between the student and the faculty or staff member. If the faculty or staff member thereafter concludes that there has been a violation, a report shall be made to the Dean of Student Services. Notwithstanding such reporting obligation, the faculty or staff member shall have the immediate right, where reasonably necessary in his or her discretion to preserve an appropriate learning environment and/or to protect the health and safety of the student or of others, to remove such student from class, from a clinical program, or from any other College related activity or function.

## disciplinary process

Upon receiving a report of a suspected violation of this Policy, the Dean of Student Services shall provide the student with oral or written notice of the allegations against him or her and, if the student denies the charges, an opportunity to rebut any such charges by presenting his or her version of what occurred. In the event that, after complying with such procedure, the Dean of Student Services finds the student to have violated any provision of this Policy, then the Dean of Student Services will impose such disciplinary sanctions as he or she deems reasonable and appropriate under the circumstances, including but not limited to the disciplinary measures set forth in the above paragraph. Any such finding of a violation will be entered into the student's official record, together with a statement of the disciplinary sanctions imposed. Disciplinary sanctions, other than suspension and dismissal, will be removed from the student's record upon the student's graduation or permanent departure from the College.

## appeal

Refer to the Appeal Process for Student Grievances/Complaints for Student Appeal Process.

## honor system

The College believes that integrity is essential to the practice of nursing and the pursuit of education. The Honor System is a code of internal ethics designed to assure the preservation of personal and group integrity and to provide an opportunity for self government and self discipline. Nothing contained in the Honor System Constitution shall be deemed to create any basis for a cause of action in any form outside the internal procedures established by the Honor System Constitution. Each student must assume responsibility for acting honorably in all situations and upholding the policies, rules, and regulations of the College. Lying, cheating, stealing, plagiarism, and failure to report an honor offense are considered violations of the Honor System for which a student may be the subject of corrective measures up to expulsion.

## the honor pledge

Acceptance of admission to the College also constitutes acceptance of the Honor System. Upon admission, each student signs the general Honor Pledge statement found in the Honor System policy. In addition, the following short Honor Pledge statement will be written or stamped on all graded work and signed by the student: "I have neither given nor received aid, other than acknowledged, on this assignment or test, nor have I seen anyone else do so."

## violations of the honor code

Students are expected to conduct themselves in accordance with the Honor Code at all times during which they are engaged in their studies or clinical work at the College (BSMCON) or representing BSMCON.

BSMCON has five categories of honor violations:

### **LYING – "Making any oral or written statement which the individual knows, or should have known, to be untrue."**

Examples of lying include, but are not limited to, the following actions:

- Making a false statement to an instructor or other BSMCON employee.
- Falsifying evidence or testifying falsely in an honor proceeding.
- Altering records or other academic materials.

### **CHEATING – "Giving or receiving, offering or soliciting information on any test or other assignment, not authorized by the instructor."**

Examples of cheating include, but are not limited to, the following actions:

- Copying from another student's paper.
- Use during a test of any unauthorized materials.
- Working with another student on any test, take home quiz, nursing care plan, computer or laboratory work, or any other assignment when the instructor has expected independent and unaided effort. Such collaboration includes the exchange of material or ideas verbally or otherwise.
- Submitting, without prior permission, the same care plan or academic work that has been previously submitted in identical or similar form.
- Buying, selling, possessing, soliciting, transmitting, or using a test or any material purported to be the unreleased contents of a future examination.
- Bribery or solicitation of any person to obtain examination information.
- Substitution for another person during an examination.

### **STEALING – "Taking or attempting to take, without right or permission."**

An example of stealing includes, but is not limited to the following:

- Unauthorized removal of library books or journals, exams, computer programs, or any other academic materials.

### **PLAGIARISM – "To steal and pass off the ideas or words of another as one's own, without crediting the source."**

Examples of plagiarism include, but are not limited to, the following actions:

- Quoting word for word from a source without using quotation marks, footnotes, in-text citation, or bibliographic citation.



- Summarizing and paraphrasing ideas without acknowledging the source.
- Submitting work for credit which has not been written by the student.

**FAILURE TO REPORT – “When behavior suspicious of an Honor Code violation is not brought to the attention of Honor Council officials for investigation.”**

## honor council organization

The Honor Council is the judicial body organized for the purpose of hearing, by way of committees, specific cases brought forth by a student or faculty member regarding a possible violation of the Honor Code. The Honor Council presumes the accused student to be innocent until proven otherwise. The Honor Council Advisor, the Honor Council Sponsor, and any alternates who are appointed by the Dean of Student Services, are required to be employees of BSMCON.

## reporting violations of the honor code

### Obligation to Report

Each student and faculty member is responsible for reporting any suspected Honor Code violation to the Honor Council Advisor within 10 business days of the date on which he or she has knowledge of the violation, unless there are unusual circumstances.

### Meeting

The Honor Council Advisor, Honor Council Sponsor, and Honor Council Chairperson shall, as soon as practicable thereafter, meet with the individual who reported the violation to obtain any required clarification and then meet with the accused student. In the meeting with the accused student, the Honor Council Advisor and Honor Chair shall explain the substance of the report and invite the student to explain his or her version of the matter. If the Honor Council Advisor, Sponsor, and Honor Chair believe that a violation may have occurred, the matter shall be referred to the Honor Council for a hearing. If it is determined that the accused has not violated the Honor Code, and there is no appeal by the accused or the accuser, the case shall be finalized. All documents related to the case shall be destroyed.

### Hearing

The Honor Council Hearing Committee will be composed of five members, consisting of the Honor Council Chair, three other Honor Council members, and the President of the Student Government Organization (SGO), none of whom is directly involved in the case. Written notice of the hearing date, time, and location shall be sent to the accused student.

The hearing is in the nature of an administrative hearing in which the rules of evidence and the procedures used in a court of law are not applicable. A record (stenographic, tape-recorded, or other means) will be made of the hearing. The hearing shall be closed to the public and may not be attended by any College student, faculty, or staff member who is not one of the following: an Honor Council member, the Honor Council Advisor, the SGO President, the accused student, another student who accompanies the accused and is in good standing, the accuser(s), or a witness who is called to testify.

Each individual who offers testimony agrees to be truthful and may, at the discretion of the Honor Council Chair, be asked to take an appropriate oath of truthfulness. The accused and the accuser(s) are invited to be present throughout the hearing of evidence but not during the deliberations of the Honor Council Hearing Committee. The accused may be accompanied and assisted by a fellow student who is in good standing. However, only the accused may address the Honor Council or testify during the hearing; the accused may not bring an attorney to the case hearing. Any witness may be present during his or her testimony only, unless the witness' testimony is received by another means.

Following an introductory statement by the Chair, testimony is given in the following order, unless the Chair decides otherwise in order to accommodate the schedules of those involved or for another good reason:

- accuser(s)
- witness(es) for the accuser(s)
- accused
- witness(es) for the accused
- rebuttal - opportunity for accuser(s), accused, or presenters to question any witness who has testified or to question a new witness
- recall - opportunity of Hearing Committee to recall any witness
- closing statements of accuser(s) and accused

The Honor Council members will have the right to participate in the questioning of any witness.

Deliberations of the Honor Council shall proceed in private in two phases: first, consideration and determination of violation; and second, if a violation is found, consideration and determination of the appropriate corrective measure(s) to be imposed.

The Honor Council shall determine by at least a three-fifths majority (three of the five members) that the accused violated the Honor Code by clear and convincing evidence; otherwise, the accused is exonerated. Clear and convincing evidence is evidence that produces in a person's mind a firm belief or conviction as to the matter at issue. Clear and convincing evidence involves a greater deal of persuasion than is necessary to meet the preponderance of the evidence standard. The clear and convincing standard does not require proof to an absolute certainty or beyond a reasonable doubt.

No prior honor violation may be considered by the Honor Council when making a determination as to whether a violation occurred in this instance. However, prior honor violation(s) may be considered in deciding upon the appropriate corrective measure(s) to be imposed. The Honor Council Sponsor may assist the Honor Council in preparing the written decision. The accused and the Honor Council Advisor shall receive a copy of the written decision of the Honor Council Hearing Committee within 5 business days after conclusion of its deliberations. The accuser(s) will be informed of the result by the Honor Council Advisor or Honor Council Sponsor. Failure of the accused student to attend a scheduled hearing shall not prevent the Honor Council from conducting the hearing and making a decision.



## Corrective Measures

If the accused is found culpable of an Honor Code violation, the Honor Council members will recommend the appropriate corrective measure(s) based on the nature and severity of the current violation and the history of any prior violations. In deciding upon one or more corrective measures, the Honor Council may consult with the Honor Council Sponsor, but must itself decide by a simple majority vote upon any corrective measure(s) to be imposed. The Honor Council Sponsor and Dean of Student Services reserve the right to dispute the suggested corrective measure(s) and request that the Honor Council reconvene and reconsider the appropriate corrective measure(s). The Honor Council may impose one or more corrective measures. Although the Honor Council can consider and assign other sanctions, the recommended sanctions for a student's first violation is a "O" for the assigned course work and placement on Honor Probation.

## Probation

Any student found guilty of an Honor Code violation shall be subject to one or more of the following corrective measures:

- loss of credit for course work or the course;
- Honor Probation- a written warning that indicates that a subsequent determination of an Honor Code violation may result in a sanction of suspension and/or expulsion;
- restitution to pay for the repair or replacement of material items;
- volunteer or community service for a specified number of hours;
- a monetary fine to be paid to the Laura Murphy Fund;
- suspension for one or more semesters (including the current semester);
- expulsion or permanent dismissal, in which case the student is not eligible to return to the College;
- other corrective measures as deemed appropriate by the Honor Council and Honor Council Sponsor.

The Honor Council Sponsor or Honor Council Advisor shall provide the accused student with written notification of the corrective measure(s) imposed within 5 business days after the conclusion of the Honor Council's deliberations.

In any hearing resulting in a finding of violation, the corrective measure(s) imposed is entered into the student's official record. Corrective measures, other than suspension and expulsion, will be removed from the record upon the student's graduation or permanent departure from BSMCON. Suspension or expulsion will remain on the student's permanent record.

## Appeal Procedures

The student has the rights of appeal described above and in this section. The finding of violation or the imposition of corrective measure(s) may be appealed only when the accused student asserts and substantiates one or more of the following:

- The findings of a violation are unsupported by credible evidence in view of the entire record;
- There was substantial departure from the required procedures, which departure materially affected the fairness or reliability of the decision-making process;

- There is previously unavailable evidence which, if proven accurate, would substantially alter the finding of violation or the appropriateness of the corrective measure(s) imposed; or
- The corrective measure(s) imposed is disproportionate to the gravity of the violation.

On any appeal, copies of the student's written statement of appeal explaining the reasons therefore and describing the particular relief requested, shall be submitted both to the Dean of Student Services and to the Honor Council Advisor or Sponsor no later than 4:00 p.m. on the fifth business day after the Honor Council's decision.

Failure to file an appeal, in a timely manner, or to assert as the basis for appeal one or more of the grounds stated above, shall constitute a waiver of the right to appeal.

Upon receipt of an appeal, the Dean of Student Services shall furnish a copy to the Honor Council and request that a written response be submitted within 5 business days, with a copy of the response provided to the student. The Honor Council Sponsor may assist in the preparation of the committee's written response. The Dean of Student Services may at his or her discretion elect to schedule a meeting with the student and any other participants in the process, or the Dean of Student Services may decide the appeal based on the record including the student's statement of appeal and the response. In any meeting, the Dean of Student Services may be accompanied by another administrator or faculty member. The Dean of Student Services may request additional information and may remand the case to the Honor Council with instructions for further proceedings. The Dean of Student Services's decision will be in writing and shall be final.

## **Honor Council Records**

All materials used as evidence for a hearing, any written and taped recordings of the hearing, and the ultimate decision are maintained in a locked secured location at the College. No one has access to these records except members of the Honor Council, the Dean of Student Services, the Honor Council Advisor, and the Honor Council Sponsor. The Honor Council Advisor, Honor Council Sponsor, or Dean of Student Services must be present before student access to these materials is permitted.

If a student is involved in an Honor Council proceeding which results in a final decision of violation, past records of the student may then be considered in determining the corrective measure(s) to be imposed. Hearing records are kept until the student graduates or permanently leaves the College.

## **Follow-Up Procedures**

Any student found culpable of an Honor Code violation is assigned a Faculty Mentor, who monitors the student's compliance with the corrective measure(s) imposed and reports to the Honor Council Advisor or Sponsor.

## **Designees**

The titles of Honor System or BSMCON officials used herein shall in all events be deemed to include the designees of such officials and any successors in the event of reorganization.





## No Other Proceedings

Except as outlined above, no other avenues of redress shall apply to students charged with an Honor Code violation.

# confidentiality

## client

Students receive training about privacy procedures and regulations regarding how the health care industry must protect client data (Health Insurance Portability and Accountability Act). These regulations require that all client care information remain confidential and available only to authorized personnel. Students must not share client information with unauthorized personnel and must not discuss client information in the cafeteria, hallways, elevators, or other places where family members, other clients, or the public may hear. No information identifying a client may be written on the student's clinical paperwork; only client initials are used. No part of the medical record may be copied or client documentation removed from the clinical area. If any client material is printed during provision of care, it must be shredded on the unit prior to leaving the clinical experience. Students have access to client records only when the need relates to clinical assignments. A student who needs to review a chart in the Medical Records Department must write a permission request, obtain the instructor's signature, and take the request to Medical Records. The record must be reviewed in the areas designated by the Medical Records Department. Breach of client confidentiality will result in disciplinary action up to, and including, dismissal from the program.

## college

Information from within the College is also considered confidential. Students must not share sensitive/confidential information regarding the other students, faculty, staff, nursing/health care personnel, or any other individuals with unauthorized persons. Examples include issues such as grades, honor charges, clinical experiences, personal matters, or other issues of a sensitive nature. Breach of confidentiality will result in disciplinary action up to, and including, dismissal from the program.

## family educational rights and privacy act (FERPA)

The Family Educational Rights and Privacy Act affords students certain rights concerning their education records:

- **Inspect and review their education records.**

A student may submit a written request to the Office of the Registrar identifying as precisely as possible the record(s) the student wishes to inspect. Records will be made available for review in a timely manner, not to exceed forty-five days after the request has been received. The Office of the Registrar will inform the student when and where the records may be inspected.

- **Request amendment of education records.**

If a student believes his/her record is inaccurate, misleading, or violates his/her rights and privacy, the student may submit a written request to the College official responsible for the record requesting an amendment to the record. The student must identify the part of the record he/she wants changed and why it is inaccurate, misleading or violates the student's rights and privacy. If the request for amendment is denied, the student may request a hearing to challenge the contents of the record on the grounds that the record is inaccurate, misleading, or violates the student's rights.

- **Consent to disclosure of personally identifiable information contained in the student's education records.**

The College designates the following items as Directory Information (considered public information): Student name, address, valid email address, major field of study, past and present participation in officially recognized activities, dates of attendance, honors and awards, degrees conferred (including dates), most recent previous institutions attended, and enrollment status. Information that can never be disclosed as directory information are a student's social security number, gender, religious preference, grades, and GPA. The College may disclose directory information without prior written consent of the student, unless the Office of the Registrar is notified in writing by the student during registration each academic year to block release of directory information. Education records other than directory information shall not be released without prior written consent of the student except as authorized by the Family Educational Rights and Privacy Act. Typical exceptions include:

- College officials, including faculty, who have a legitimate educational "need to know."
- Authorized representatives of the U.S. Department of Education, Office of Inspector General, or state and local education authorities.
- The Department of Homeland Security (DHS); Immigrations and Customs Enforcement (ICE) for the purpose of complying with Request Form ICE relative to the College's participation in The Student Exchange Visitor Information System (SEVIS).
- Military Recruiters who request Student Recruiting Information (Solomon's Amendment), which includes name, address, telephone listing, age (or birth year), class level, major, degrees received and most recent educational institution of enrollment (some conditions exist).
- Authorized representatives of the Department of Veterans Affairs for student receiving educational assistance from the agency.
- Financial aid that the student applied for or received.
- Parents, if the student is a dependent of the parent as defined by the Internal Revenue Service.
- Compliance with a court order or subpoena.
- Accrediting organizations to carry out their accrediting function.
- Appropriate officials if a health or safety emergency exists and the information will assist in resolving the emergency.



- Organizations conducting studies or audits concerning administration of student aid programs.
  - Agents acting on behalf of the College such as Clearing Houses and degree/enrollment verifiers.
- **File a complaint with the U.S. Department of Education concerning alleged failure by the College to comply with this Act.**

Family Policy Compliance Office  
U. S. Department of Education  
400 Maryland Ave. SW  
Washington, D.C. 20202-5920  
Phone (202) 260-3887  
Fax (202) 260-9001  
email: [ferpa@ed.gov](mailto:ferpa@ed.gov)  
Web: [www.ed.gov/policy/gen/guid/fpco/index.html](http://www.ed.gov/policy/gen/guid/fpco/index.html)

Please refer to the College's website for the complete Family Educational Rights and Privacy Act (FERPA) policy.

NOTE: If a student believes the College has not fulfilled its obligations under FERPA regulations, the student should feel free to contact the Dean of Student Services at 804-627-5350.

## parental notification

Parents of tax-dependent students may be notified when a student is placed on probation or suspension. Parents may also be notified if certain policies and procedures are violated. Documentation of tax dependent students is required on an annual basis.

## dress code

Students are expected to maintain a professional demeanor while in the classroom and in the clinical setting. All students must have their name badges on at all times, even in the building while attending class. Please see Bon Secours Virginia Policy HR-04: The Bon Secours Virginia Health System. dress code policy is written to ensure that all employees and students appear to Bon Secours customers in a professional manner. Students who fail to adhere to this dress code may be asked to leave the class, clinical simulation center, or the clinical setting until the necessary changes have been made.

## drug & substance abuse

The College aims to protect the health, safety and welfare of its students, faculty and staff by enforcing a drug-free environment. In compliance with this commitment and the Drug-Free Schools and Communities Act of 1989, the College recognizes any unlawful use, possession, manufacture, sale, or distribution of any illegal or controlled substance, including alcohol beverages, as a violation of the Student Code of Conduct. Disciplinary action will be taken against any student who is found in violation of substance abuse on campus,

off campus at College owned or leased facilities, or attending activities that are sponsored, initiated, authorized or supervised by the College. Refer to the Student Code of Conduct found elsewhere in this document.

College faculty and staff must comply with the BSHSI's policy on Employee Substance Abuse. (BSHSI Policy HR-19, Book IV.) Any student who is employed by Bon Secours Health System shall be governed by the Employee Substance Abuse policy. Substance abuse is cause for disciplinary action that may include dismissal from the program.

Accepted students must successfully complete a drug screening to fulfill admission requirements. Positive results on admission drug screening will result in the student's immediate dismissal from the College. Students who are dismissed for this reason may not reapply until at least six (6) months later. Reapplication is not a guarantee of readmission.

Upon notification to the Dean of Student Services, students who are suspected of substance or alcohol abuse while enrolled in the program, either in the classroom, laboratory or clinical setting, will be required to immediately submit to drug and alcohol testing through a contracted drug testing company. The student will be required to pay for testing. Refusal to undergo testing will result in dismissal from the program. Positive results on the drug test will result in the student's dismissal from the College.

## visitors and pets in the academic setting

The College is committed to maintain an environment that is conducive to teaching and learning. In compliance with this commitment, the College prohibits children in the classrooms and laboratories.

Any individual who is not a current student or employee of the College must register at the reception desk and must enter the name of the person or persons with whom they have business. All employees of the College are authorized to refuse access to the facility to any person who does not provide identification and sufficient reason for his or her presence, and anyone who interferes with the academic business activities of the College will be required to leave the premises. Adult guests are permitted in classrooms and laboratories only with the instructor's approval. No student will be summoned at any visitor's request except in the case of a genuine emergency requiring immediate notification of the student.

In addition to registering at the reception desk, children under 18 must be continuously supervised while on College property by their adult host. Children are not permitted in the library, classrooms, or laboratories.

The College's computers, copiers, and other educational and business equipment are restricted for use only by students and employees.

Pets, domestic animals kept for pleasure or companionship, are not permitted in College buildings. Students, visitors, or employees who desire to use a service animal on campus must contact the Office of Student Services to obtain a list of required documentation and guidelines for service animal use.



# admissions, progression & graduation

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# admissions/readmissions

## admissions

To be eligible for admission to the College, the application and all required materials must be received in the Office of Admissions by the deadlines as published on the College web site.

Admission into the programs of the College is competitive. An applicant who meets all admission requirements is not guaranteed admission to the selected program.

Upon acceptance to a program of the College, students must meet any additional requirements (e.g., passing a criminal background check); otherwise, the student will be dismissed from the program.

### **International Applicants**

International students seeking admission to the College must have a visa that allows study in the United States (e.g., F1). The College does not issue student visas.

### **Applicants with Non-U.S. Credentials**

The College requires that any transcript or documentation issued outside the United States must be evaluated formally by an independent evaluation service. A list of approved international transcript evaluation centers may be requested by contacting the Office of Admissions.

## readmissions

A student who has officially resigned from the College and who is eligible for readmission may be readmitted to the College. The applicant must meet the admission requirements established during their absence. Readmitted students must complete the program within 150% of attempted credit hours.

- Submit a completed application for admission.
- Completion of the application form is not a guarantee of readmission.

Refer to Nursing Program chapter for specific requirements for admission/readmissions

## enrollment agreement

The College shall use an Enrollment Agreement that shall be completed and signed by an applicant accepted to the College. The Agreement shall include the following information: the program that the applicant shall enroll in, enrollment period, the tuition and other charges (e.g., for tools, books, or other supplies), the refund policy, the resignation policy, and acknowledgement of reviewing the Student Handbook and Catalog and the Essential Functions of a Nursing Student. A copy of the Agreement signed by a College official will be returned to the applicant. Signed Agreements will be filed in student records. An Enrollment Agreement may be cancelled in writing within three business days of returning it to the College.



# registration for classes

A student is required to meet with his/her advisor during the advising period in the Fall and Spring to review curriculum planning for the Fall, Spring, and Summer semesters. If a student does not meet with his/her advisor during advising week, an online registration hold will be placed on the student's record until the advising requirement is met. Students in the RN-BSN track are exempt from this requirement.

Students are responsible for registering themselves in non-nursing classes taken at J. Sargeant Reynolds Community College or other accredited institutions. The student should keep the Office of the Registrar advised if the student adds or drops a non-nursing class in order for the College to maintain an accurate record of enrolled credits each semester.

Online registration is held during a defined period each semester for the upcoming semester. Information regarding registration is distributed to students through student email and the learning management system.

## 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 the close of business on Friday of the first week of the semester. A student may add or drop courses during the Add/Drop Period through the College Student Information System (SONIS). Courses dropped during the Add/Drop Period are removed from the student's schedule and transcript.

Once the Add/Drop period has ended, a completed Add/Drop/Withdrawal from a Course form must be submitted to the Office of the Registrar.

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% of the semester or session, results in a "WS" or "WU" depending on academic standing. After completion of 60% 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 a course after the 60% point in a semester or session by submitting a written request to the Dean of Nursing. Supporting documentation must be provided with the request for a late withdrawal.

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.

# transfer credit

The College will review nursing and non-nursing courses successfully completed prior to enrollment at the College for transfer credit.

The College's website includes a listing of courses from Virginia public institutions that have been accepted for transfer credit. This information is a guide to how classes at your current or former school may transfer to BSMCON. The fact that a course appears on the list is not a guarantee that the course will transfer in your individual case. The equivalency table is subject to revision.

Final determination of transfer credit acceptance is ultimately made by the Provost, once a complete transfer evaluation packet is received. A transfer evaluation packet is not complete without official transcripts of all completed coursework.

## General Education Courses Prior to Enrollment

The College will accept transfer credits providing:

- Credits were earned at institutions accredited by agencies recognized by the United States Department of Education.
- Official transcripts are sent directly to the College by the institution.
- Course content and credit were substantially similar to the required College course.
- Grade of "C" or above was achieved.
- Math and Science courses must be less than or equal to five years in age from the date of application to be considered for transfer credit. This requirement does not apply to students enrolling in the RN-BSN program.
- Courses other than those listed in the curriculum may be approved for transfer credit by the Provost.
- Only courses taken while enrolled at the College are included in a student's GPA.

Dual enrollment courses that meet the above criteria are accepted. An official transcript from the college that awarded the dual enrollment credit must be provided.

## Credit through Examination

Students may receive transfer credit through Advanced Placement (AP), International Baccalaureate (IB), and College Level Examination Program (CLEP). The College will follow the J. Sargeant Reynolds Community College AP, IB, and CLEP policy for applicable course transfer credit guidelines. Transfer credit is awarded only if the student achieves an acceptable examination score. Students may receive transfer credit for CLEP exams while they are enrolled as well. Required scores and appropriate credit hour guidelines can be found in the J. Sargeant Reynolds Community College catalog.

## International Credit

Credit from international post-secondary institutions may be awarded for applicable required courses. The applicant must send official transcripts to an





approved agency to obtain a course by course evaluation. All fees for such service must be paid by the applicant. The agency's evaluation must be sent directly to the College. Refer to the Office of Admissions for a list of approved agencies.

## Notice Concerning Transferability of Credits Earned at the College

The transferability of credits you earn at the College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn in your educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending BSMCON to determine if your credits, degree, diploma or certificate will transfer.

# satisfactory academic progress

Satisfactory academic progress (SAP) of students is monitored as mandated in federal regulations. SAP must be maintained by all students whether they receive financial aid or not. There are three measures for SAP:

- **Cumulative Grade Point Average (GPA):**  
In order to meet the qualitative standard for SAP, students must maintain, every semester, a minimum cumulative GPA of 2.0 on a scale of 4.0, C, or its equivalent, or have academic standing consistent with graduation. Students who do not achieve a cumulative GPA of 2.0 will be placed on Academic Probation for one semester. Students who do not meet the cumulative GPA standard for two consecutive semesters will be dismissed. A student not meeting the cumulative GPA standard may appeal the dismissal.
- **Percentage of Attempted Courses Completed (PACE):**  
In order to complete the program within the maximum timeframe, a student must complete a minimum of 67% of all credits attempted. Students who do not achieve 67% will be placed on Academic Probation for one semester. Students who do not raise their cumulative credits attempted above 67% at the end of the probation period will be dismissed.
- **Maximum Standard Number of Credits for Program Completion:**  
Students must complete all academic requirements within 150% of the published length of the program. Students who do not complete all academic requirements within 150% of the published length of the program will not be able to register for classes until they have been approved for registration by the Dean of Nursing or Program Director. Transfer credits accepted towards completion of student's program and all credits attempted while enrolled at the College will count toward the 150% of the published length of the program. Students who complete the program within 150% of the published length of the program length will

receive a degree. If a student exceeds this timeframe, the College may place that student in an extended enrollment status. At the discretion of the College, a student who exceeds 150% of the published length of the program either as a regular student or with extended enrollment status will receive the original academic credential for which he or she enrolled provided there are no additional financial obligations to the College.

BSN PROGRAM	STANDARD PROGRAM CREDITS	MAXIMUM PROGRAM CREDITS (150% OF STANDARD)
Pre- and Post- Licensure	124	186

## changing programs within the college

For any student wishing to change programs within the College, any credits and grades earned (excluding transfer credits prior to enrollment at the College) that count towards the new program will be included in determination of GPA and SAP. Students may transfer to another program in the College if they are in good standing, meet the admission standards of the new program, and are accepted into the new program.

## title IV financial aid eligibility

To be eligible for federal, state, and institutional aid programs, a student must meet SAP policy standards, regardless of whether the student has received financial aid previously. Violation of any one of the three measures of SAP (cumulative GPA, percentage of attempted courses completed, maximum standard number of credits for program completion) will result in loss of financial aid eligibility. These standards represent minimum performance requirements based on federal statutes and regulations and do not necessarily coincide with academic program requirements. SAP standards apply to all students including those who wish to establish or maintain financial aid eligibility. These standards apply to a student's entire academic record at the College, whether or not financial aid was received for prior terms of enrollment. Failure to maintain SAP will result in cancellation of eligibility to receive funds from federal (Title IV), state, private, and College aid programs.

## SAP notification

SAP is verified at the end of every semester. Students are notified in writing by the Office of the Registrar when they do not meet SAP. Recipients of Title IV financial aid are notified in writing by the Office of Financial Aid when they do not meet SAP and lose their financial aid eligibility. A student who has lost his/her financial aid eligibility will have his/her financial aid eligibility reinstated for the following semester if he/she makes SAP at the end of his/her current enrolled semester.

## SAP appeal process

A student who is placed on academic probation, academic warning, or dismissed for failure to maintain SAP may appeal the action through the following process:



## Academic Appeal

Refer to Appeal Process for Student Grievances/Complaints: Academic and Non-Academic policy on the College's website.

## Financial Aid Appeal

The financial aid appeal must be submitted in writing and describe any mitigating circumstances the student feels deserve further consideration, e.g., death in the immediate family (father, mother, spouse, child, sibling, stepfather, stepmother, stepchild, stepbrother or stepsister), illness of the student, etc. The financial aid appeal and supporting documentation is sent to the Director of Financial Aid, who reviews the written records, collects other information as necessary, and issues the final determination within ten (10) working days from the receipt date of the original request. Financial aid appeals are not reviewed until all the information requested has been received.

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 satisfactory academic progress during that period. If the student does not meet SAP standards at the end of the semester, the student is no longer eligible for financial aid until SAP standards are met. The student may not appeal this decision.

If the approval of the financial aid appeal is contingent upon the student meeting with the Director of Student Success to develop an "Academic Plan for Success" to re-establish SAP, the student will have ten (10) working days from being notified of the required action, to submit a copy of the "Academic Plan for Success" to the Director of Financial Aid. It is the student's responsibility to initiate contact with the Director of Student Success to begin the process. Failure to submit "Academic Plan for Success" to the Director of Financial Aid will result in the student not being eligible for financial aid until SAP standards are met. The student may not appeal this decision.

An "Academic Plan for Success" will support the student in his/her effort to meet SAP standards by a specific point in time. As long as the student is successfully following the requirements of his/her "Academic Plan for Success," the student is considered meeting SAP and continues to be eligible for financial aid. If, at the end of his/her "Academic Plan for Success" period, the student does not meet the standards of SAP, the student is no longer eligible for financial aid until SAP standards are met. The student may not appeal this decision.

## definitions

**Academic Probation:** Students who 1) do not achieve a cumulative GPA of 2.0 in all coursework, or, 2) do not complete 67% of all attempted credits are placed on Academic Probation for a period not to exceed one semester. A student who does not meet these SAP standards may continue course work within his/her current level of curriculum or in courses without prerequisites but is not allowed to progress to the next level of the curriculum or graduate. If these SAP standards are not achieved by the end of the probation period, the student is academically dismissed and must resign from the College. A probation period is defined as one semester (Fall, Spring, or Summer). Students on Academic Probation are strongly encouraged to contact the Director of Student Success. It is the student's responsibility to ensure his/her academic success. Students on Academic Probation are NOT eligible for financial aid unless a financial aid appeal has been approved.

**Academic Warning:** Students who are being readmitted may 1) not have a cumulative GPA of > 2.0, or, 2) not have completed 67% of all attempted credits while they repeat a course. A readmitted student who does not meet these SAP standards by the end of the second semester in which they return is academically dismissed and must resign from the College. Students are considered to be on Academic Warning for these two consecutive semesters unless a GPA of 2.0 is achieved by the end of the first semester, placing the student in good academic standing. Students on Academic Warning are strongly encouraged to contact the Director of Student Success. It is the student's responsibility to ensure his/her academic success. Students on Academic Warning are NOT eligible for financial aid unless a financial aid appeal has been approved.

**Default on Payment:** All financial obligations must be met prior to the start of registration of courses for the next semester. A student who defaults on payment is not eligible to register for the next semester.

**Incomplete Grades:** Courses receiving a grade of Incomplete are counted in the student's attempted credits. However, these courses cannot be counted in a student's earned credits until the student has received a completion grade. If a student fails to meet the percentage of attempted courses completed standard due to an incomplete grade, and, the subsequent recording of a final grade within a semester brings the student into compliance with that SAP standard, financial aid eligibility will be restored for the current semester.

**College Approved Leave of Absence:** For Title IV financial aid purposes, a College approved leave of absence is considered a resignation from the College and is subject to the Refund Policy.

**Non-Credit Coursework:** Only courses approved for the curriculum are recorded on the academic record, are used to evaluate SAP, and are used to determine financial aid.

**Other Non-punitive and Failing Grades:** All courses receiving grades of Failing (F), Incomplete (I), Withdrawn (W), Administrative Withdrawal (WA), Withdrawal – Satisfactory Progress (WS), Withdrawal Unsatisfactory Progress (WU), and Audit (AU) are considered NOT earned course credits. These grades/credits are not used in the calculation of GPA. These credits are considered in the calculation of attempted credits, percentage of attempted courses completed, the maximum allowable credits for program completion and meeting SAP requirements.



**Readmitted Students:** All prior College credit hours attempted and GPA will be used in determining a readmitted student's SAP.

**Remedial Coursework:** Remedial coursework will be counted in determining financial aid eligibility, enrollment status, and is considered in the calculation of attempted credits, percentage of attempted credits completed, and maximum allowable credits for program completion. Remedial coursework completed will not count toward a student's GPA. Students will be limited to no more than thirty (30) remedial credits for financial aid eligibility.

**Repeated Courses:** A student who receives less than a "C" in a course must repeat the course to meet curriculum requirements. Both the original and the repeated course grade will be considered in the calculation of GPA, attempted credits, percentage of attempted credits completed, and meeting SAP requirements. A course may be repeated only once. Refer to program specific policy for additional requirements related to failure and repetition of course work.

**Transfer Credits:** Transfer credits completed prior to enrollment will not count toward a student's GPA. Only courses taken while enrolled at the College will count toward a student's GPA. Transfer credits accepted towards completion of student's program will count as both credit hours attempted and credit hours completed and will be considered in the calculation of percentage of attempted credits completed, maximum allowable credits for program completion, and meeting SAP requirements.

## resignation

A student who officially or unofficially permanently leaves the College or is dismissed is considered resigned from the College. Refer to Academic Definitions Policy on the website.

### resignation from the college

A student planning to resign from the College must submit a Resignation Form to the Office of the Registrar and complete the Resignation Checklist. When resigning from the College, the student is not required to withdraw from general education courses taken at another college. However, the student must follow that institution's policy if course withdrawal is desired.

### dismissal

- The College reserves the right to retain only those students who demonstrate the requirements of scholarship, health, and personal suitability for enrollment in the College.
- A student may be dismissed from the College at any time for reasons including, but not limited to:
  - Academic failure (class or clinical/practicum).
  - Health related issues that prevent the student from fully functioning as a student.
  - Endangering the safety and welfare of patient – potential or actual.
  - Conduct that discredits or injures the College.
  - Documented misuse of alcohol, chemicals, or drugs.

- Violation of local, state, or federal laws.
- Destruction, removal, or damage of College property.
- Unprofessional or disruptive conduct
- The student's course grades will be recorded as Withdrawal Satisfactory Progress (WS), Withdrawal Unsatisfactory Progress (WU), or Administrative Withdrawal (WA) depending upon academic standing at the time of dismissal.
- The student must return library materials, College I.D., and make arrangements for any financial obligations.
- The student may continue in enrolled general education courses at other colleges, if she/he chooses.
- A dismissed student has the right to appeal a decision of dismissal (see Student Appeal of Academic or Administrative Decisions policy).

## leave of absence

A student may be granted a period of time, not to exceed one year, in which student status is maintained although the student is not enrolled in courses.

A student in good standing who wishes to temporarily discontinue work in his/her academic program must submit a completed Request for Leave of Absence Form to the Office of the Registrar. A leave of absence must be approved by the Dean of Student Services. Students with a College approved leave of absence are exempt from continuous enrollment requirements for the approved leave period. A leave of absence does not extend time limits for completion of degrees. Required courses may not be available the semester in which the student returns from a leave of absence.

The College will accommodate short absences due to military service obligations, provided that satisfactory academic progress is being made by the service members and reservists prior to suspending their studies. Military service members and reservists may be readmitted to the program if they are temporarily unable to attend class/clinical or have to suspend their studies due to service requirements.

A student who leaves without permission or who fails to return by the end of a granted term of leave is considered dismissed from the College and may return only by applying for readmission. For Title IV financial aid purposes, a College approved leave of absence is considered a resignation from the College and may be subject to the Refund Policy.

The College may also initiate a student's leave of absence.



# graduation

## Requirements

A student who is eligible to receive a degree and participate in graduation activities must:

- Submit an Intent to Graduate form to the Registrar's Office by the date published in the College's Academic Calendar.
- Complete at least 25% of credit hours required for the degree through instruction offered by the College.
- Complete all degree requirements by the end of the academic session in which the degree is to be conferred.
- Complete all program requirements.
- Settle all indebtedness to the College to include returning of library and school materials.

A hold will be placed on a student's record at the time of graduation for outstanding obligations to the College. These obligations might include receipt of final transcript from another institution, financial balances, library books or fines. If unfulfilled, these obligations may prevent the release of any information concerning the conferring of the student's degree.

After completing the BSN degree, students are eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). A passing score permits the respective board of nursing to award the Registered Nurse license.

## Graduation Exercises

Graduation exercises are held twice a year at the close of the Fall and Spring semesters. Students must complete all graduation requirements in order to participate in graduation exercises. Students completing requirements during the Summer term will have their degrees posted at the end of the Summer term and may participate in Fall graduation exercises as there is no Summer commencement. Transcripts showing the posted degree will be available one week following the end of the Summer term.

## Latin Honors

Graduation honors are awarded to undergraduate students who have maintained high levels of scholastic achievement. Levels of honor are:

3.50 - 3.749	cum laude
3.75 - 3.899	magna cum laude
3.90 - 4.0	summa cum laude

**THE VIRGINIA BOARD OF NURSING MAY DENY A PERSON THE RIGHT TO TAKE THE LICENSING EXAMINATION IN VIRGINIA DUE TO CONVICTION OF A FELONY OR MISDEMEANOR INVOLVING MORAL TURPITUDE OR FOR OTHER REASONS CITED IN SECTION 54.1-3007 OF THE CODE OF VIRGINIA.**

# transcripts

The College maintains a permanent record, the transcript, of a student's academic history of courses that are part of the College curriculum. In accordance with the Federal Family Educational Rights and Privacy Act (FERPA) of 1974 as amended, transcripts cannot be released without the student's written consent. The College does not fax or email transcripts to individuals or institutions due to FERPA security issues. Transcripts cannot be issued until all financial obligations to the College have been fulfilled.

An official copy of a transcript bears the impression of the College seal and must be signed. Official transcripts are often required when applying to another college or university. An unofficial copy of a transcript does not bear the College's seal. These are often used for students' personal records.

Upon written request and fee payment (listed on the College's website and on the Transcript Request form) by a current or former student, official or unofficial transcripts are mailed to individuals or institutions. Current students and alumni may also order transcripts through the College's Student Information System accessed through the College's website.

At the end of each semester during which a required general education course is taken, the student must arrange to have an official transcript sent directly from that institution to the College's Office of the Registrar. These official grades are due by the start date of next semester. Failure to provide official transcripts may result in the student being placed on a registration hold and/or withdrawn from College courses.

The College accepts electronically sent transcripts provided they are certified by the sending institution's authorized delivery agent. Electronic transcripts are received by the Office of the Registrar. The College has the right to refuse electronic transcripts or may request additional information if there is a question about the authenticity of the document.





# financial policies & resources

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# tuition, fees & terms of payment

Below is a breakdown of estimated costs for the 2012-2013 academic year. The per credit cost of the general education classes are provided for J. Sargeant Reynolds Community College (in-state) where many of our students complete those requirements.

The student bill is due in total on the established due dates; there are no installment payment plans. The Nursing credit hour costs are the same for in-state and out-of-state students. The College reserves the right to make changes in tuition and fees and other costs with notice and annually communicates its tuition and fee schedule to all students. Students enrolled in general education credits at local institutions are responsible for acquiring tuition and fee schedules directly from those institutions.

## 2012-2013 tuition & fees

BSN TRACK	
\$330	Nursing Tuition (per credit)
\$95	Application Fee (non-refundable)
\$66	Educational Services Fee (per nursing credit)

RN-BSN TRACK	
\$450	Nursing Tuition* (per credit)
\$95	Application Fee (non-refundable)
\$66	Distance Learning Fee (per credit)

\*Includes the cost of books

## fees

- BSN Educational Services Fee includes College activities, student assistance, learning resources, verification services, and graduation (ceremony, pin, diploma, and transcript processing).
- RN-BSN Distance Learning Fee includes distance technology, support services, and graduation.

## discounts

- Student Assistance: Individualized short-term personal counseling services are available to all College students. Students who are also Bon Secours employees must apply to receive a service credit to their account balance.
- Tuition: Students who are Bon Secours employees or an immediate family member of a Bon Secours employee will receive 20% tuition credit only for nursing courses.



## additional costs

- Allow for cost of books, supplies, annual background checks, CPR certifications, NCLEX licensure examination, and other expenses.
- Health insurance is required at student expense. Proof of insurance is required.
- Uniform, shoes, lab coat, stethoscope and watch with second hand are required.
- Transportation and parking fees are the student's responsibility.
- Returned check charges may vary depending on bank-assessed fee.
- TEAS testing retake fee \$40.
- Transcripts \$5 each.

## payment terms

Payment of tuition and fees are due before the first day of each semester. Registration is not confirmed or guaranteed until the student's account is paid in full; non-payment will result in dropped classes and/or registration holds.

Students must report to the Registrar and follow BSMCON procedures when enrolling for general education classes at J.S. Reynolds's Community College (JSRCC) or any other approved institution. JSR tuition is posted to the student's BSMCON account; students who have already paid JSRCC for courses should remit a proof of payment to the Bursar to credit their account.

Students retaking a class or who are in grade appeal and have started another class are responsible for the tuition and fees.

## default on payment

All financial obligations are met prior to the start of registration of courses for the next semester. A student who defaults on payment is not eligible to register for the next semester.

## student accounts

**Refunds:** Students having a negative balance in excess of posted charges will receive a refund within 14 days from the date the negative balance appears on the account.

**Holds:** Students having a positive balance due or outstanding documentation after the first day of the semester will be put on an account hold. An account hold will prevent student access to online registration, transcripts, and diplomas. Holds relating to account balance can be resolved by online payments or directly contacting the College's Bursar. Holds related to documentation can be resolved providing outstanding documents to the Office of the Registrar. Holds not resolved before the last date of a semester will result in student dismissals and/or accounts sent to collection.

# the book advance program

The Book Advance Program allows students to use a portion of their estimated financial aid to purchase textbooks and supplies from any business. It is not free or considered additional funds.

The Book Advance Program provides cash advances of financial aid awards to eligible financial aid recipients. Students are able to purchase books and supplies with their advances at the College's on-line bookstore, JSRCC bookstore, at neighborhood bookstores, or other online bookstores. The book advance determination is based upon the student's enrollment, the student's cost of attendance book allowance, and the student's financial aid eligibility.

This book advance is for educational expenses only. Students are not permitted to purchase books for other students. Misuse of the book advance credit is in violation of federal regulations.

Book Advances are issued 10 calendar days before the start of the student's semester. This timeframe is the earliest an advance can be issued and this procedure is in compliance with federal regulations. There will be no exceptions to this rule.

Book Advances are issued by Direct Deposit (to account student has authorized). For a student to update his/her account information a student must complete a "Reimbursement Authorization" which may be found on the website.

## book advance eligibility requirements

- Student must have an estimated financial aid/scholarship award.
- Student must have sufficient aid to cover his/her outstanding student account balance and have enough funds to cover the book advance amount.
- Student must be registered in classes for the upcoming term.
- Student must be meeting the Standards of Satisfactory Academic Progress.
- Please note: not all types of financial aid are eligible to receive a book advance. Common types of aid that ARE eligible include:
  - Federal Pell Grants
  - Other Federal Grant Programs
  - Federal Student Loans
  - Most Scholarships

## student's responsibility

- The student must meet all terms and conditions for his/her financial aid.
- Spend the money wisely! Use the funds to purchase the required books and supplies needed for his/her classes.



- If the student receives a book advance and is later determined to not be eligible for it, then student is responsible for returning the funds back to the College.
- If the student receives a book advance then decides not to come to College, student is responsible for repaying the amount he/she received.
- The student cannot receive additional book advances above the amount he/she is eligible to receive.

## scholarships

Scholarships have been established by many sponsors. All scholarship funds are managed by the Bon Secours Foundation. The Office of Student Services processes the scholarships. The Office of Financial Aid disburses the scholarships. Most scholarships are chosen by the College's Administrative Cabinet.

The deadline for scholarship applications for continuing students is the first Monday in April. New student scholarship applications are due by July 1. Scholarship disbursement is usually 2 semesters (Fall and Spring) unless the student's award letter advises differently.

Scholarship funding amounts may vary from year-to-year. Financial need for scholarships is determined by the student's FAFSA information. Essay requirement is a typed 200 words or less answer to the scholarship requirement. All scholarship awardees are required to send a thank you note to the awarder prior to disbursement. The scholarship may also require the awardee to participate in an award luncheon.

Scholarship applications and information can be found on the learning management system, Student Services, and the Scholarship tab.

The following scholarships are available:

### **Gloria H. Booker Scholarship**

This scholarship was established in honor of Mrs. Booker's devoted forty years of dedicated and compassionate teaching and service.

- Must submit an essay (not to exceed one page) explaining how the student has volunteered for college activities and community projects, demonstrate a strong commitment to compassion, and have no honor code violations. Also, to include how the applicant promotes the Bon Secours values of respect, integrity, compassion, and stewardship.
- Merit based, for a rising junior or senior, and has a cumulative grade point average of 3.0.

### **Glenn LeBlanc Men in Nursing Scholarship**

This scholarship was created by a graduate who pursued a career in pediatric nursing and wanted to support men in their pursuit of nursing education. The award is to a male nursing student.

Applicants are required to have a 3.0 cumulative grade point average and must submit a written essay expressing "How Men Can Make a Contribution in Nursing."

## **Lettie Pate Whitehead Scholarship**

The Lettie Pate Whitehead Foundation is a charity dedicated to the support of women in nine southeastern states. To be eligible for a scholarship, the student must be a southern, Christian female having financial need.

- Meet Satisfactory Academic Progress measures.
- Attend required classes and clinical experiences in the preceding semester.

## **Mary Marshall Nursing Scholarship**

- Awarded by the Virginia Board of Health (VBH). Awards vary depending upon the funds available.
- Require recipients to be Virginia residents with demonstration of need and a cumulative GPA of at least 3.0.
- Applications must be submitted to the College by June 22 for completion of College section.
- Applications are due to VBH by June 30.
- Must be repaid through work cancellation within the State of Virginia or through repayment to the Virginia Board of Health. NCLEX must be taken within 60 days of graduation.

## **Modlin Scholarship**

- GPA of 3.5.
- Eligibility is based upon merit, not need.
- Must submit an essay explaining the applicant's academic excellence, leadership, and community service prior to and throughout their nursing education.

## **LeReve Mallory Peluso Scholarship**

- Junior level student.
- GPA of 3.0.
- Essay explaining the applicant's involvement within the School as well as their reason for wanting to focus on the nursing of babies in the Newborn Nursery.
- Recipient is selected by the Peluso family.

## **Jean Ritz-See Scholarship**

This award is given annually in honor of Ms. Ritz-See by her family.

- Junior level student.
- Financial need, GPA of 3.0.
- Essay explaining in detail how the applicant has exhibited leadership and academic excellence and a desire to work in the Newborn Nursery.



## Mary Jane Naecker Young Award

The class of 1965 presented, as its class gift to the School, \$500 to honor its class advisor, Mrs. Mary Jane Young. The instructions were to provide a \$100 scholarship to a deserving Junior student each year for a five year period. In 1980, following Mrs. Young's death, her brother G. Edwin Naecker informed the School that he wished to include Mrs. Young's family name, Naecker, as part of the name of the award.

- Each year this award is presented to an enrolled Junior student who best fulfills the established criteria.
- Financial need.
- A student who will uphold the standards of the School and the nursing profession.
- Possess and demonstrate leadership ability, good citizenship qualities, and School spirit.
- Be recommended by the faculty.
- Refund the full amount of the award upon withdrawal or resignation from the College.

*Miscellaneous scholarships may be periodically added throughout the Academic Year. The requirements, award amount, and the process for determining awardee can be found on the learning management system.*

## other student funds

Other student funds are periodically awarded to qualifying students. Students will be notified by the Office of Student Services through email and information will be posted on the learning management system, Student Services, Scholarship tab.

The College does not participate in the Virginia Student Assistance Authorities (VSAA) Financial Aid Programs.

## Laura Murphy Discretionary Fund

The Laura Murphy Discretionary Fund was created by Laura Murphy, a former Dean, to help students during times of financial crisis. Limited funds, with a zero interest loan, are available for students during personal emergencies. Funds may not be used for tuition/fees and other College expenses. Students can request funds through the Dean of Student Services.

## Veteran Educational Benefits

Students eligible to receive veteran's educational benefits must complete the appropriate forms to receive benefits. Once the appropriate forms are completed, the Registrar will certify enrollment with the Veteran's Administration.

# financial aid

Bon Secours Memorial College of Nursing believes the primary responsibility for the cost of a student's education rests with the student and/or family. The College has a financial aid program designed to assist the qualified student in meeting educational expenses. Financial need is defined as the difference between the cost of the educational program and the amount of money the student and/or family can reasonably pay, as determined by the Department of Education calculations.

Federal, state, private, and College aid programs include but are not limited to: Federal Pell Grant, Federal Subsidized and Unsubsidized Stafford Loans, Federal PLUS Loan (Parent Loan for Undergraduate Students), Veterans Educational Benefits, National Guard Educational Benefits, and Scholarship.

A student's financial aid award will not be large enough to cover living expenses and school expenses. Therefore, students will need additional resources to support themselves and their education while enrolled in the College. Advance planning by the student is essential if financial needs are to be adequately met. Financial aid counseling is available to every student through an in-person, one-on-one meeting, or a one-on-one meeting through Skype with a Financial Aid Counselor, and through computer learning modules and college website presentations.

## definitions

- Cost Of Attendance (COA), as required by the Department of Education, includes: tuition and fees, books and supplies, room and board, applicable transportation costs, and miscellaneous expenses associated with the cost of the program in which the student is enrolled. All new students first year COA includes a one-time computer cost allowance for their undergraduate studies. Students who have not received the one-time computer cost allowance may submit a computer allowance request to the Office of Financial Aid for approval.
- Educational expenses are tuition/fees and certain related expenses required for enrollment in a course at an eligible educational institution. The course must be either part of a postsecondary degree program or taken by the student to acquire or improve job skills. Educational expenses does not include prior college loans, car payments, credit card payments, prior personal debt, expenses of family members, or other unrelated expenses.
- Financial need is defined as the difference between the cost of the educational program and the amount of money the student and/or his/her family can reasonably provide.
- A student loan is the lending of money, with interest and processing fees, to a student for educational expenses incurred while enrolled in the College.
- A scholarship award is the awarding of funds from a private foundation to a student to help subsidize his/her education while enrolled in the College.
- Enrollment status is full-time or part-time based upon the number of credit hours taken in a semester. Full-time is 12 or more credit hours; three-fourths time is 9-11 credit hours; half time is 6-8 credit hours; less than half time is 5 or fewer credit hours.





## eligibility requirements

To be eligible for aid provided by any of the College's financial aid programs, a student must meet the following criteria:

- Complete the Free Application for Federal Student Aid (FAFSA)
- Be a U.S. citizen, U.S. National, U.S. permanent resident, or eligible non-citizen as determined by federal guidelines.
- Have a valid Social Security Number.
- Possess a high school diploma, G.E.D., or successfully pass the Ability to Benefit (ATB) test.
- Be enrolled in a program leading to an approved certificate/diploma or degree.
- Be making satisfactory academic progress toward completion of the program of study.
- Not be in default on any federal student loan or owe a refund on a federal grant.
  - To check your federal loan or grant history, go to the National Student Loan Data System (NSLDS) website at [http://www.nsls.ed.gov/nslds\\_SA/](http://www.nsls.ed.gov/nslds_SA/) and click on Financial Aid Review (you will need your FAFSA PIN to view your history).
- Is not enrolled in an elementary or secondary school. A student who is concurrently enrolled in high school and college is not considered a "regular student," nor is s/he eligible for financial aid.
- Must be registered with Selective Service, if required (males only).
  - If you are not registered, you may register at [www.sss.gov](http://www.sss.gov).
  - If you registered and want to check your registration, you may check your registration at [www.sss.gov](http://www.sss.gov).
- Not have aid eligibility suspended or terminated due to a drug-related conviction that occurred while receiving Title IV assistance.
- Complete the verification process, if required. Students selected for verification should refer to the Financial Aid Verification Policy for complete details located on College website.
- Demonstrate financial need except for certain loans.

Students should refer to the College website for further information regarding financial aid policies.

## student responsibilities in accepting financial aid

By accepting financial aid awards, students acknowledge certain rights and responsibilities including:

### **A student has a right to:**

- Apply for additional assistance when increased financial need can be demonstrated and funds are available.
- Appeal a decision to the Director of Financial Aid.
- Expect and receive complete confidentiality of financial aid award information by the Office of Financial Aid.
- Know what financial aid programs are available at the College.

- Know the deadlines for submitting applications for each of the available financial aid programs.
- Know how financial aid is awarded, how decisions on awarding are made and the basis for these decisions.
- Know how financial eligibility is determined including how costs for tuition and fees, room and board, transportation, books and supplies, personal/miscellaneous expenses, etc. are estimated in the budget.
- Know what resources (such as family contribution and other financial aid, assets) are considered in the determination of financial aid eligibility.
- Know how much financial need has been met.
- Information about the various components of the financial aid package.
- Know the College Refund Policy.
- Know what portion of financial aid must be repaid and what portion is grant aid, (if the financial aid package includes loans, a student has the right to know the full amount of the loan, the interest rate, when repayment is to begin, the yearly and total amounts of debt, repayment procedures, deferment and consolidation availability, length of repayment, consequences of default, and the ability to prepay the loan without penalty at any time.
- Know how the College determines whether a student is making satisfactory academic progress and the consequences if the student is not making satisfactory academic progress.

### **A student is responsible for:**

- Completing all application forms accurately and submitting them timely to the Office of Financial Aid (or the Central Processor for the FAFSA or Renewal Form).
- Providing accurate information (misrepresentation of information on a financial aid application is a violation of federal law).
- Supplying all additional documentation and/or information as requested by either the Office of Financial Aid or the agency to which an application is submitted.
- Reporting any change in the financial situation from that reported on the Free Application for Federal Student Aid.
- Notifying the Office of Student Financial Aid when additional financial aid is received from outside sources.
- Using funds awarded solely for educational expenses incurred to attend Bon Secours Memorial College of Nursing during the period for which the award was made.
- Attending class on a regular basis and to make normal progress toward graduation. Repeated course withdrawals may jeopardize eligibility for financial assistance.
- Repaying all educational loans according to the repayment provisions agreed on at the time loans were accepted and promissory notes were signed.
- Reading carefully all forms that require a signature and keeping copies of them.
- Accepting responsibility for all agreements signed.



- Signing promissory notes for student loans, following the repayment schedule, notifying school, loan servicer agency of changes in name, address, social security number, or attendance, completing an entrance counseling before receipt of first loan disbursement and exit counseling before resigning from the College or graduating.
- Performing the work that is agreed upon in accepting a federal work-study position.
- Knowing the College Refund Policy.
- Knowing the College Financial Aid Guidelines.
- Providing any requested forms to defer repayment of student loans.
- Providing a personal thank you letter to scholarship Donor.

## the college participates in the following federal financial aid programs:

### **Federal Pell Grant**

The Federal Pell Grant is for students who have not earned a baccalaureate degree or first professional degree. Eligibility is determined from the information you submit on the Free Application for Federal Student Aid (FAFSA) form. Part-time students are also eligible for these funds on a prorated basis.

### **Federal Supplemental Educational Opportunity Grant (FSEOG)**

Additional gift assistance awarded to undergraduate students who also qualify for the Pell Grant, FSEOG is available to students who would not be able to attend college without this assistance. Funds are limited and awarded on a “first come” and “highest need” basis. These funds are also available to part-time students. Awards may range from \$200-\$4,000.

### **Federal Work Study (FWS)**

The Federal Work Study (FWS) Program provides jobs for BSMCON students with financial need. FWS encourages students to perform community service and work related to their courses of study to help pay for education expenses. FWS hourly wage will depend on the type of work and required skills needed for the position. The total Work Study award depends on the application date, the level of the student’s need, and the College’s FWS allocation. Work Study money is not paid until earned. Students are paid on the same schedule as employees at the College (bi-weekly). Positions are available on-campus and off-campus.

On-campus versus off-campus jobs:

- On-campus work is usually done for the College.
- Off-campus work is usually provided by a private non-profit organization or a public agency, and the nature of the work must be in the public interest.

## student loans

Loans can be awarded to a student regardless of need. A student must be enrolled at least half-time to qualify for a loan under the Stafford Loan Program. Amounts are based on the student's filing status and grade level. Repayment begins six months after the student is no longer enrolled at least half-time in any college or university. First-time borrowers must complete a Master Promissory Note and Entrance Loan Counseling. Interest rates are set annually, July 1st.

### **Subsidized Federal Direct Stafford Loan**

This loan is need based, and eligibility is determined from the results of the Free Application for Federal Student Aid. Interest payments are made by the federal government while the recipient is at least a half-time student. A student must be enrolled at least half-time to qualify for this loan.

### **Unsubsidized Federal Direct Stafford Loan**

This loan is not based on financial need, although a Free Application for Federal Student Aid must be filed. The student is responsible for the interest. Interest starts when the first disbursement is made by the lender.

The student can choose to pay the interest or have it capitalized with the principal. Students must be enrolled at least half-time to receive funds from this program.

### **Federal Direct PLUS Loan (Parent Loan for Undergraduate Students)**

Parents of dependent students may apply for a Direct PLUS Loan to help pay their child's education expenses as long as certain eligibility requirements are met.

To be eligible for a Direct PLUS Loan for Parents:

- The parent borrower must be the student's biological or adoptive parent. In some cases, the student's stepparent may be eligible.
- The student must be a dependent student who is enrolled at least half-time at a school that participates in the Direct Loan Program. Generally, a student is considered dependent if he or she is under 24 years of age, has no dependents, and is not married, a veteran, a graduate or professional degree student, or a ward of the court.
- The parent borrower must not have an adverse credit history (a credit check will be done). If the parent does not pass the credit check, the parent may still receive a loan if someone (such as a relative or friend who is able to pass the credit check) agrees to endorse the loan. The endorser promises to repay the loan if the parent fails to do so. The parent may also still receive a loan if he or she can demonstrate extenuating circumstances.
- The student and parent must be U.S. citizens or eligible noncitizens, must not be in default on any federal education loans or owe an overpayment on a federal education grant, and must meet other general eligibility requirements for the federal student aid programs



## Private Alternative Loan

The Office of Financial Aid at the College recommends the use of private education loan programs ONLY after all other types of financing options (including federal loans) are considered to assist in meeting a student's cost of attendance (COA). Students are required to provide any private loan lender with a signed loan "Self Certification Form" (available on the College website). The Office of Financial Aid is willing to work with any lender the borrower selects as long as the lender agrees to provide loan services to our students. The College does NOT endorse any lender and encourages students to research Alternative Loans prior to applying to find the best deal.

# sap & title iv financial aid eligibility

To be eligible for federal, state, and institutional aid programs, a student must meet SAP policy standards, regardless of whether the student has received financial aid previously. Violation of any one of the three measures of SAP (minimum 2.0 cumulative GPA, a minimum of 67% of credits from attempted courses completed, and not more than 150% of standard program credits) will result in loss of financial aid eligibility. These standards represent minimum performance requirements based on federal statutes and regulations and do not necessarily coincide with academic program requirements. SAP standards apply to all students including those who wish to establish or maintain financial aid eligibility. These standards apply to a student's entire academic record at the College, whether or not financial aid was received for prior terms of enrollment. Failure to maintain SAP will result in cancellation of eligibility to receive funds from federal (Title IV), state, private, and College aid programs.

Please refer to the Satisfactory Academic Progress Policy for complete details located on the College website.

## notification

SAP is verified at the end of every semester. Students are notified in writing by the Office of Financial Aid when they do not meet SAP and lose their financial aid eligibility. A student who has lost his/her financial aid eligibility will have his/her financial aid eligibility reinstated for the following semester if he/she makes SAP at the end of his/her current enrolled semester.

## financial aid appeal

The financial aid appeal must be submitted in writing and describe any mitigating circumstances the student feels deserve further consideration, e.g., death in the immediate family (father, mother, spouse, child, sibling, stepfather, stepmother, stepchild, stepbrother or stepsister), illness of the student, etc. The financial aid appeal with supporting documentation is sent to the Director of Financial Aid, who will review the written records, collect other information as necessary, and issue the final determination within ten (10) working days from the receipt date of the original request. Financial aid appeals will not be reviewed until all the information requested has been received.

If the approval of the financial aid appeal is contingent upon the student meeting with the Director of Student Success to develop an “Academic Plan for Success” to re-establish SAP, the student will have ten (10) working days from being notified of the required action, to submit a copy of the “Academic Plan for Success” to the Director of Financial Aid. It is the student’s responsibility to initiate contact with the Director of Student Success to begin the process. Failure to submit “Academic Plan for Success” to the Director of Financial Aid will result in the student not being eligible for financial aid until SAP standards are met. The student may not appeal this decision.

An “Academic Plan for Success” will support the student in his/her effort to meet SAP standards by a specific point in time. As long as the student is successfully following the requirements of his/her “Academic Plan for Success,” the student is considered meeting SAP and continues to be eligible for financial aid. If, at the end of his/her “Academic Plan for Success” period, the student does not meet the standards of SAP, the student is no longer eligible for financial aid until SAP standards are met. The student may not appeal this decision.

## refunds

Refer to the Academic Definitions policy.

### policy:

#### **General Regulations Governing Refund:**

The College’s refund policy is based on the Federal Return of Title IV Funds Policy and applies to all students regardless of status. (Note: The definition of a College-approved leave of absence is not the same as the Federal definition of an approved leave of absence. For refund processes, the Federal definition applies. Students starting a College-approved leave of absence will be treated as resigned from the College but will retain the status of “student”. )

Refunds of tuition and fees are calculated on a pro-rata percentage determined by dividing the number of calendar days in the semester the student completed by the total calendar days in the semester. Total calendar days in a semester includes weekends, but excludes breaks of five days or more. The unearned portion shall be refunded up to the point in time that the amount equals 60%. Students who withdrawn from the College after 60% of the semester are not entitled to a refund of any portion of institutional charges.

The College uses the Date of Determination to calculate the percentage of term completed and the amount of refund, which will be paid within 45 days from the date of determination (DOD) unless federal or state requirements specify otherwise.



## Federal Return to Title IV Funds — Financial Aid Recipients

Federal law requires Colleges to calculate how much federal financial aid a student has earned if that student:

- completely withdraws (Resignation from the College), or
- stops attending before completing the semester, or
- takes an approved leave of absence, or
- does not complete all modules (courses which are not scheduled for the entire semester) for which he/she has registered at the time those modules began.

Colleges are required by federal statute to determine how much financial aid was earned by students who resign from the College or take a leave of absence prior to completing 60% of a payment period or term. For a student who resigns from the College after the 60% point-in-time, there is no unearned aid. However, a College must still complete a return calculation in order to determine whether the student is eligible for a post-resignation disbursement. The calculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

**Earned Aid** (percentage of payment period or term completed) = the number of days completed up to the resignation date divided by the total days in the payment period or semester. (Any break of five days or more is not counted as part of the days in the semester.)

The payment period for most students is the entire semester. However, for students enrolled in modules (courses which are not scheduled for the entire semester), the payment period only includes those days for the module(s) in which the student is registered.

Funds are returned to the appropriate aid program based on the percentage of unearned aid using the following formula:

**Unearned Aid** (aid to be returned) = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or semester.

If a student earned less aid than was disbursed, the College would be required to return a portion of the aid and the student would be required to return a portion of the aid. The student borrower may owe a debit balance to the College when Title IV aid is returned.

If a student earned more aid than was disbursed, the College would owe the student a post-resignation disbursement which must be paid within 120 days of the student's resignation from the College.

The College must return the amount of Title IV aid for which it is responsible no later than 45 days after determining the student's resignation date as defined in the Resignation from the College policy.

- **Funds are returned to the following sources in order of priority, as established by Congress:**
  - Unsubsidized Direct Stafford loans (other than PLUS loans).
  - Subsidized Direct Stafford loans.
  - Federal Perkins loans.
  - Federal PLUS loans.
  - Direct PLUS loans.
  - Federal Pell Grants for which a return of funds is required.
  - Academic Competitiveness Grants for which a return of funds is required.
  - National SMART Grants for which a return of funds is required.
  - Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required.
  - Federal TEACH Grants for which a Return is required.
  - Iraq and Afghanistan Service Grant for which a return is required.
  - Other Title IV assistance for which the return of funds is required.
  - Other federal, state, private or institutional financial assistance for which return of funds is required.
- **There are six basic steps to the formula for calculating the amount of funds that must be returned to the Title IV programs:**
  - Determine date of resignation from College and percentage of payment period attended by the student.
  - Calculate amount of Title IV aid earned by the student.
  - Compare amount earned and amounts disbursed to determine amount unearned.
  - Determine late disbursement if amount earned is greater than amount disbursed.
  - Determine amount of Title IV aid must be returned if amount earned is less than amount disbursed.
  - Calculate portion of funds to be returned by the College and student.

A student may have an outstanding balance with the College due to the return of Title IV funds. If the outstanding balance is not paid within three months from the date of resignation from the College, the College will send the student's account to its collection agency.

#### **REFERENCES:**

Return to Title IV - Higher Education Act (HEA), Section 484B; 34 CFR 668.22





# program academic policies & procedures

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# program

The College offers a bachelor of science in nursing (BSN) program. The BSN pre-licensure track offers a course of study leading to the graduate's eligibility to take the National Council of Licensure Examination — RN (NCLEX). Upon successful passage of the examination, the graduate is eligible to practice as a registered nurse. The post-licensure track (RN-BSN) is for RNs to earn the BSN via distance education.

## program mission

The College, a part of the Bon Secours Catholic health care ministry, is committed to: 1) developing the baccalaureate nurse generalist prepared to function at the entry level in acute, chronic, or community settings; 2) continuing education of the community's existing registered nurses; and 3) generating and applying new knowledge through research, theory, and clinical practice.

### Program Outcomes

At the conclusion of the program, the graduate will:

- engage in communication and collaboration with the interprofessional health care team;
- practice empathetic caring within the framework of the Catholic health ministry;
- integrate servant leadership into nursing practice to promote global health;
- provide safe, quality care incorporating evidence based nursing practice;
- demonstrate commitment to the nursing profession and lifelong learning.

## philosophy statement

The faculty of Bon Secours Memorial College of Nursing believes the following tenets:

### Nursing

- Nurses collaborate and cultivate partnerships with others to provide leadership, collegiality, empowerment, consultation, and supervision in today's complex, diverse health care environment.
- Nurses are lifelong learners and researchers, adding to and applying new evidence to the practice of nursing globally.
- Nurses utilize evidenced-based practice to deliver individualized care that is sensitive to the client's cultural, spiritual, and diverse needs.
- Nurses provide holistic care to promote wellness, prevent disease, restore health, and to provide comfort.
- Nurses are accountable and are ethically, legally, and morally grounded.
- Nurses use creativity to adapt to ever-changing systems and client needs.
- Nursing is both an art and a science.



## Nursing Education

- Faculty respect student's individual learning needs, model the value of caring, and validate students as individuals with intelligence, worth and dignity.
- Learning is a collaborative process between educator and student.
- Learning includes adapting to professional social norms and continuous quality improvement of practice.
- Liberal education will serve as a foundation of knowledge, skills and attitudes for application in nursing practice.
- Liberal education enables the nurse to engage within the local community and globally.
- Nursing education will foster personal and professional growth, and form the foundation for graduate education.
- Nursing education promotes transformative, self-directed, experiential discovery.
- Nursing education enables students to provide safe, competent care from birth to entry into the spiritual realm of death.
- Nursing education encourages respect of authentic dialogue to improve healthcare outcomes.
- Nursing education empowers students to apply leadership principles to the nurse generalist practice.
- Nursing education provides the student with an understanding of healthcare policies that influence nursing practice.
- Nursing education is based on translation of scholarship into nursing practice that includes discovery, integration, and application of knowledge.
- Nursing education facilitates competency in computer information technology to respond to the dynamic health care environment.
- Nursing education fosters collaboration with the interprofessional healthcare team to improve health through evidenced-based clinical preventive practice.
- Nursing education cultivates quality improvement practices to maintain and improve patient safety.
- Nursing education promotes the application of clinical reasoning and clinical judgment to produce safe health outcomes.
- Students will have opportunities to grow in Christian life to enhance their understanding and capacity to care for themselves and others.
- Students will apply knowledge of nursing theory and research essential to contemporary nursing practice.
- Students focus on moral, value-based reflective thinking that form the foundation of scientific inquiry and evidence.

## Caring

- Caring is expressed through application of nursing knowledge in practice, critical thinking skills, interpersonal skills, assertiveness, curiosity, courage and humor.
- Caring is expressed through provision of safe outcomes of care for diverse populations.
- Nursing is philosophically rooted in holistic caring for the biophysical, spiritual, mental, and social person.
- Nursing facilitates healing across the lifespan by extending a caring human presence.
- Self-care and self-reverence are requisites to caring for others.

## Health

- Health is created through unity and harmony of mind, body, and soul.
- Health is a dynamic state of being on a wellness-illness continuum.
- Health requires ensuring that the basic right of all individuals, especially the poor and the dying, have equitable access to the health care system.
- Human beings are unique and complex, with physical, emotional, cognitive, sociocultural, and spiritual dimensions.
- The individual person develops from the interaction of environment, family, culture, and society.
- The individual experience is valued and is worthy of inherent dignity and respect.

## Service

- Bon Secours encourages students to develop and apply the values of respect, compassion, justice, integrity, quality, innovation, stewardship and growth while providing good help to those in need, in accord with Bon Secours' organizational mission.
- Nurses apply knowledge of healthcare policy to advocate for vulnerable populations to promote social justice and ameliorate health disparities.
- Our community responsibility encompasses the Bon Secours' mission of "good help to those in need," which requires our involvement as change agents.



## essential functions, behaviors, & abilities of the nursing student

Students must be able to perform the Essential Functions, Behaviors and Abilities of the Nursing Student on the first day of class.

Nursing is a practice discipline. The professional practice of nursing draws upon the cognitive ability, psychomotor skills, interpersonal skills, emotional stability, and physical endurance of those persons engaged in the discipline. Given the nature of the curriculum at the College, a student must be prepared to meet the basic requirements of a practicing professional nurse.

A student accepted into this program must demonstrate competence in the areas of cognitive ability, psychomotor skills, interpersonal skills, emotional stability, and physical endurance. The individual student must not pose a significant risk or direct threat to the health, safety, or welfare of the individual or others. In addition, the student must demonstrate suitability for the practice of nursing as follows:

- Demonstrates integrity and honesty.
- Exercises safe, rational judgments.
- Demonstrates a high degree of sensitivity and caring.
- Behaves in a responsible manner.
- Effectively responds to the evaluation process.
- Follows directions.
- Maintains self-control.
- Demonstrates flexibility.
- Accepts the presence of different cultures, beliefs, values, and lifestyles.
- Commits a reasonable amount of time and effort to meet the educational objectives.

The following essential functions, behaviors, physical requirements, skills, and abilities are requirements for the nursing student.

### **The student must be able to:**

- Deliver nursing care to all types of clients in a variety of settings. Note: Students may be exposed to infectious body fluids, toxic drugs and solutions, or radiation. Clinical experiences will take place in community and hospital settings.
- Think critically while acting, analyze data, perform mental calculations, act in emergency situations, make discriminating judgments, assume leadership roles, and teach.
- Assess, collect and interpret patient data, and incorporate this data into a plan of care. Note: Collection of data requires the ability to see, hear, smell, and feel when performing functions such as physical assessment, neuro checks, and wound care. Also includes the ability to transfer information from one document to another without error.
- Implement and evaluate nursing care based upon a plan of care for an individual or group of individuals. Note: This includes the ability to prioritize, focus on patient outcomes, utilize standards of care, and operate standard nursing equipment.

- Deliver nursing care to conscious and unconscious patients such as bathing, toileting, feeding, ambulation, transfers, positioning, and transportation. Note: These functions may involve walking, standing, sitting, lifting, bending, stooping, kneeling, pulling, pushing, reaching, and twisting.
- Perform manual procedures such as administering medications, obtaining vital signs, and performing sterile procedures. Note: Coordination and dexterity are required.
- Perform complex technical skills such as regulating intravenous fluids, performing venipuncture, and operating electronic monitoring equipment. Note: Demonstration of precise eye/hand coordination with visual acuity is essential.
- Perform emergency measures such as cardiopulmonary resuscitation (CPR) and suctioning. Note: This requires emotional control and immediate response. CPR certification and re-certification are required.
- Communicate effectively, both verbally and in writing, with patients, faculty, peers, staff, and physicians. Note: The ability to read, write, see, and hear sufficiently is required to obtain, document, and communicate patient data and academic work.
- Complete assignments and examinations within the specified time limitations. Note: This includes clinical and skill lab functions as well as in the classroom.
- Demonstrate professional conduct and responsibility with accountability. Note: This requires behavior which reflects honesty and integrity, sensitivity and respect, functioning within safe ethical and legal standards, self-evaluation, and ongoing commitment to the learning process.

This description of essential functions, behaviors, and abilities of nursing students is intended to provide examples of areas of responsibility.

## course coding system BSN

To facilitate understanding of how the courses are coded:

ALPHA PREFIX	NUR - NURSING	PHR - PATHOPHARMACOLOGY
1st number:	(1, 2, 3, 4)	Indicates curriculum year level
2nd number:	Indicates curriculum program	
	1	BSN
	2	RN-BSN
3rd number:	Indicates cluster, topical relationships	
	1	Foundations
	2	Specialty
	3	Research
	4	Optional
	5	Professional
4th number	May indicate sequence or relationship, if any, between course	
Alpha Suffix	P	Indicates practicum corequisite



# bachelor of science in nursing – Pre-licensure

The curriculum is 8 semesters in length and requires 124 credit hours. Upon completion of the program, a Bachelor of Science in Nursing (BSN) is awarded, and the graduates are eligible for testing for licensure as a registered nurse.

At the completion of the curriculum, the student will have attained 68 credits in nursing courses and 56 credits in general education courses, totalling 124 credits.

## BSN sample curriculum – pre-licensure

FRESHMAN YEAR - SEMESTER 1	CREDITS
English Composition I	3
General Psychology	3
Communication Elective	3
Chemistry I or Biology I	4
Fine Art Elective*	3
<b>Total Credits</b>	<b>16</b>

FRESHMAN YEAR - SEMESTER 2	CREDITS
English Composition II	3
Developmental Psychology	3
Sociology	3
Chemistry II or Biology II (must be taken in sequence)	4
Anatomy & Physiology I	4
<b>Total Credits</b>	<b>17</b>

SOPHOMORE YEAR - SEMESTER 1	CREDITS
Nutrition	3
Anatomy & Physiology II	4
Microbiology	4
NUR 1100 Foundations of Nursing	2
NUR 2101 Professional Nursing Concepts	3
<b>Total Credits</b>	<b>16</b>

SOPHOMORE YEAR - SEMESTER 2	CREDITS
Statistics*	3
Literature Elective*	3
Ethics	3
NUR 2102 Lifespan Health Assessment & Clinical Prevention	4
NUR 2103 Competencies for Nursing Practice I	2
Religion Elective*	3
<b>Total Credits</b>	<b>18</b>

JUNIOR YEAR - SEMESTER 1	CREDITS
NUR 3111 Adult Nursing Science I	3
NUR 3111P Adult Nursing Science I Practicum	3
PHR 3101 Pathopharmacology I	3
NUR 3121 Nursing Informatics	2
NUR 3113 Vulnerable Populations & Global Health	2
NUR 3104 Competencies for Nursing Practice II	2
<b>Total Credits</b>	<b>15</b>

JUNIOR YEAR - SEMESTER 2	CREDITS
NUR 3112 Adult Nursing Science II	3
NUR 3112P Adult Nursing Science II Practicum	3
PHR 3102 Pathopharmacology II	3
NUR 3114 Mental Health and Mental Illness Nursing	2
NUR 3114P Mental Health & Mental Illness Nursing Practicum	2
NUR 3140 Professional Role Development: Contemporary Issues	2
<b>Total Credits</b>	<b>15</b>

SENIOR YEAR - SEMESTER 1	CREDITS
NUR 4111 Nursing Care of Women & Childbearing Families	2
NUR 4111P Nursing Care of Women & Childbearing Families Practicum	2
NUR 4115 Nursing Care of Children & Families	2
NUR 4115P Nursing Care of Children & Families Practicum	2
NUR 4113 Gerontological Concepts & Issues	2
NUR 4114 Metaphysical Nursing	2
NUR 4122 Nursing Research	3
<b>Total Credits</b>	<b>15</b>

SENIOR YEAR - SEMESTER 2	CREDITS
NUR 4142 Synthesis for Nursing Practice	3
NUR 4143 Clinical Immersion	5
NUR 4144 Professional Role Development: Servant Leadership	2
NUR 4145 NCLEX Review	2
<b>Total Credits</b>	<b>12</b>

<b>TOTAL PROGRAM CREDITS</b>	<b>124</b>
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ELECTIVE	CREDITS
NUR 3133 Global Outreach for Mission Trip (Optional)	2

All general education courses must be taken prior to beginning 3000 level courses - \* courses can be taken in the Freshman or Sophomore year.





## BSN course descriptions

All courses must be attempted according to the time frame designated in the curriculum plan. Courses may be taken earlier than designated, but may not be taken later unless the student is repeating the course. All prerequisites must be met before the student progresses each semester. BSN nursing courses at the College are taught within a 15-week semester plus one examination week unless otherwise noted. General education courses may be taken at J. Sargeant Reynolds Community College or another college or university recognized by the United States Department of Education. Equivalency is determined by the Bon Secours Memorial College of Nursing.

### J. Sargeant Reynolds Community College (JSRCC) Course Descriptions

**ART 100 Art Appreciation (3 cr.)** Introduces art from prehistoric times to the present day. Describes architectural styles, sculpture, photography, printmaking, and painting techniques. **Prerequisite:** English placement recommendation for ENG 111 and satisfactory completion of ENG 4 if required by reading placement test. Lecture 3 hours per week.

**ART 101-102 History and Appreciation of Art I-II (3 cr.) (3 cr.)** Presents the history and interpretation of architecture, sculpture, and painting. Begins with prehistoric art and follows the development of western civilization to the present. ART 101 and 102 may be taken out of order. **Prerequisite:** English placement recommendation for ENG 111 and satisfactory completion of ENG 4 if required by reading placement test. Lecture 3 hours per week.

**BIO 101-102 General Biology I-II (4 cr.) (4 cr.)** Explores fundamental characteristics of living matter from the molecular level to the ecological community with emphasis on general biological principles. Introduces the diversity of living organisms, their structure, function, and evolution. **Prerequisite for BIO 101:** satisfactory score on reading placement test. **Prerequisite for BIO 102:** BIO 101. Lecture 3 hours. Recitation and laboratory 3 hours. Total 6 hours per week.

**BIO 141 Human Anatomy and Physiology I (4 cr.)** Integrates anatomy and physiology of cells, tissues, organs, and systems of the human body. Integrates concepts of chemistry, physics, and pathology. Part I of II. **Prerequisites:** High school biology and chemistry completed within five years of registering for this course or BIO 101 (or an equivalent) or advisor approval. Lecture 3 hours. Laboratory 3 hours. Total 6 contact hours per week.

**BIO 142 Human Anatomy and Physiology II (4 cr.)** Integrates anatomy and physiology of cells, tissues, organs, and systems of the human body. Integrates concepts of chemistry, physics, and pathology. Part II of II. **Prerequisite:** BIO 141. Lecture 3 hours. Laboratory 3 hours. Total 6 contact hours per week.

**BIO 205 General Microbiology (4 cr.)** Examines morphology, genetics, physiology, ecology, and control of microorganisms. Emphasizes application of microbiological techniques to selected fields. Prerequisites: one year of college biology and one year of college chemistry or College approval. Lecture 3 hours. Recitation and laboratory 3 hours. Total 6 hours per week.

**CHM 111-112 College Chemistry I-II (4 cr.) (4 cr.)** Explores the fundamental laws, theories, and mathematical concepts of chemistry. Designed primarily for science and engineering majors. Requires a strong background in mathematics. Corequisite for CHM 111: MTH 163, MTH 166 or MTH 173.

**Prerequisite for CHM 112:** CHM 111. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

**CST 100 Principles of Public speaking (3 cr.)** Applies theory and principles of public address with emphasis on preparation and delivery. Lecture 3 hours per week.

**CST 105 Oral Communication (3 cr.)** Studies effective communication with emphasis on speaking and listening techniques, interpersonal communication and public speaking. Lecture 3 hours per week.

**CST 110 introduction to Speech Communication (3 cr.)** Examines the elements affecting speech communication at the individual, small group, and public communication levels with emphasis on practice of communication at each level. Lecture 3 hours per week.

**DIT 121 Nutrition I (3 cr.)** Studies food composition, dietary guidelines, and nutrients essential to healthy human life. Analyzes nutrient function and metabolism. Lecture 3 hours per week.

**ENG 111 College Composition I (3 cr.)** Introduces students to critical thinking and the fundamentals of academic writing. Through the writing process, students refine topics; develop and support ideas; investigate, evaluate, and incorporate appropriate resources; edit for effective style and usage; and determine appropriate approaches for a variety of contexts, audiences, and purposes. Writing activities will include exposition and analysis with at least one researched essay. **Prerequisite:** writing placement recommendation for ENG 111. **Prerequisite or corequisite:** ENG 4 if required by reading placement recommendation. ENG 111 is a prerequisite for ENG 112. Lecture 3 hours per week.

**ENG 112 College Composition II (3 cr.)** Continues to develop college writing with increased emphasis on critical essays, argumentation, and research, developing these competencies through the examination of a range of texts about the human experience. Requires students to locate, evaluate, integrate, and document sources and effectively edit for style and usage. Requires students to develop competency in preparing and delivering an oral presentation. **Prerequisite:** English 111 or its equivalent. A grade of "C" or better in ENG 111 and ability to use word processing software are recommended. **Prerequisite or corequisite:** ENG 5 if recommended by reading placement or by reading faculty. Lecture 3 hours per week.

**ENG 210 Advanced Composition (3 cr.)** Helps students refine skills in writing non-fiction prose. Guides development of individual voice and style. Introduces procedures for publication. **Prerequisite:** ENG 112 or approval by the English program head. Lecture 3 hours per week.

**ENG 241 Survey of American Literature I (3 cr.)** Examines American literary works from pre-colonial times to about 1865, emphasizing the ideas and characteristics of our national literature. Involves critical reading and writing. ENG 241 has been designated as a "writing intensive" course according to standards developed by the English Department. **Prerequisite:** ENG 112 or approval by the English program head. ENG 241 and 242 may be taken out of order. Lecture 3 hours per week.



**ENG 242 Survey of American Literature II (3 cr.)** American literary works from colonial times to the present; emphasizes the ideas and characteristics of our national literature. Involves critical reading and writing. ENG 242 has been designated as a “writing intensive” course according to standards developed by the English Department. **Prerequisite:** ENG 111 and ENG 112 or approval by the English program head. ENG 241 and 242 may be taken out of order. Lecture 3 hours per week.

**ENG 243 Survey of British Literature I (3 cr.)** Examines major British texts from the Anglo-Saxon period to the 18th century. Involves critical reading and writing. The course emphasizes the critical ideas and traditions of the British literary tradition and examines the literary texts within their social and historical context. ENG 243 has been designated as a “writing intensive” course according to standards developed by the English Department. **Prerequisite:** ENG 112 or approval by the English program head. ENG 243 and 244 may be taken out of order. Lecture 3 hours per week.

**ENG 244 Survey of British Literature II (3 cr.)** Examines major British texts from the Romantics to the contemporary period. Involves critical reading and writing. The course emphasizes the critical ideas and traditions of the British literary tradition and examines the literary texts within their social and historical context. ENG 244 has been designated as a “writing intensive” course according to standards developed by the English Department. **Prerequisite:** ENG 112 or approval by the English program head. ENG 243 and 244 may be taken out of order. Lecture 3 hours per week.

**ENG 251 Survey of World Literature I (3 cr.)** Examines major works of world literature from the ancient period to the early 17th century. Involves critical reading and writing. The course emphasizes both the global development of literary forms and their unique expressions within individual cultural contexts. The course also examines the social and historical influences on literary texts. ENG 251 has been designated as a “writing intensive” course according to standards developed by the English Department. **Prerequisite:** ENG 111 or approval by the English program head. ENG 251 and 252 may be taken out of order. Lecture 3 hours per week.

**ENG 252 Survey of World Literature II (3 cr.)** Examines major works of world literature from the 17th century to the present era. Involves critical reading and writing. The course emphasizes both the global development of literary forms and their unique expressions within individual cultural contexts. The course also examines the social and historical influences on literary texts. ENG 252 has been designated as a “writing intensive” course according to standards developed by the English Department. **Prerequisite:** ENG 111 or approval by the English program head. ENG 251 and 252 may be taken out of order. Lecture 3 hours per week.

**ENG 273 Women in Literature I (3 cr.)** Examines literature by and about women prior to 1900 from a variety of countries and cultures. Involves critical reading and writing. ENG 273 has been designated as a “writing intensive” course according to standards developed by the English Department. **Prerequisite:** ENG 112 or approval by the English program head. Lecture 3 hours per week.

**ENG 274 Women in Literature II (3 cr.)** Examines literature by and about women from 1900 to the present from a variety of countries and cultures. ENG 274 has been designated as a “writing intensive” course according to standards developed by the English Department. **Prerequisite:** ENG 112 or approval by English program head. Lecture 3 hours per week.

**HLT 143 Medical Terminology I (3cr.)** Provides an understanding of medical abbreviations and terms. Includes the study of prefixes, suffixes, word stems, and technical terms with emphasis on proper spelling, pronunciation, and usage. Emphasizes more complex skills and techniques in understanding medical terminology. Lecture 3 hours per week.

**MTH 126 Mathematics for Allied Health (3 cr.)** Presents scientific notation, precision and accuracy, decimals and percents, ratio and proportion, variation, simple equations, techniques of graphing, use of charts and tables, logarithms, and the metric system. **Prerequisites:** a placement recommendation for MTH 126 and one unit of high school mathematics or equivalent. Lecture 3 hours per week.<sup>10</sup>

**MTH 146 Introduction to Elementary Statistics (3cr.)** Introduces the methods of statistics including sampling from normally distributed populations, estimation, regression, testing of hypotheses, point and interval estimation methods. **Prerequisites:** a placement recommendation for MTH 146 and Algebra I or equivalent. Lecture 3 hours per week.

**MTH 240 Statistics I (3 cr.)** Presents an overview of statistics, including descriptive statistics, elementary probability, probability distributions, estimation, hypothesis testing, and correlation and regression. **Prerequisite:** a placement recommendation for MTH 240 and MTH 163 or MTH 166 or equivalent. (Credit will not be awarded for both MTH 240 and MTH 241.) Lecture 3 hours per week.

**MUS 121 Music Appreciation I (3 cr.)** Increases the variety and depth of the student's interest, knowledge, and involvement in music and related cultural activities. Acquaints the student with traditional and twentieth century music literature, emphasizing the relationship music has as an art form with man and society. Increases the student's awareness of the composers and performers of all eras through listening and concert experiences. Lecture 3 hours per week.

**PHI 220 Ethics (3 cr.)** Provides a systematic study of representative ethical systems. Prerequisite: English placement recommendation for ENG 111 and satisfactory completion of ENG 4 if required by reading placement test. **Prerequisite or corequisite:** ENG 5 or ENG 7 if recommended by reading placement test. Lecture 3 hours per week.

**PSY 201-202 introduction to Psychology I-II (3 cr.) (3 cr.)** Examines human and animal behavior; relating experimental studies to practical problems. Includes topics such as sensation/perception, learning, memory, motivation, emotion, stress, development, intelligence, personality, psychopathology, therapy, and social psychology. These courses may be taken out of sequence by permission of the instructor only. Prerequisite: English placement recommendation for ENG 111 and satisfactory completion of ENG 4 if required by reading placement test. **Prerequisite or corequisite:** ENG 5 and or ENG 107 if recommended by reading placement test. Lecture 3 hours per week.

**PSY 230 Developmental Psychology (3 cr.)** Studies the development of the individual from conception to death. Follows a life-span perspective on the developmental tasks of the person's physical, cognitive, and psychosocial growth. Prerequisite: English placement recommendation for ENG 111 and satisfactory completion of ENG 4 if required by reading placement test. **Prerequisite or corequisite:** ENG 5 and or ENG 107 if recommended by reading placement test. Lecture 3 hours per week.



**REL 231 Religions of the World I (3 cr.)** Introduces students to the religions of the world with attention to origin, history, and doctrine. Focuses on the development of systems of faith in various human cultures with a concentration on Eastern religions. Introduces the academic study of religion, issues of faith, and specific world religions. Examines the historical evolution, the fundamental doctrines and beliefs, the practices, institutions, and cultural expressions of these religious traditions. Also deals with some of the essential differences and similarities that exist among each religious tradition, and points to the uniqueness of each of them. Prerequisites: English placement recommendation for ENG 111 and satisfactory completion of ENG 4 if required by reading placement test. **Prerequisite or corequisite:** ENG 5 or ENG 7 if recommended by reading placement test. Lecture 3 hours per week.

**REL 232 Religions of the World II (3 cr.)** Introduces students to the religions of the world with attention to origin, history, and doctrine. Focuses on the development of systems of faith in various human cultures, with a concentration on the rise of the monotheistic faiths and the distinction between primal or “oral” religions and “historical” religions. Introduces the academic study of religion, issues of faith, and specific world religions. Examines the historical evolution, the fundamental doctrines and beliefs, the practices, institutions, and cultural expressions of these religious traditions. Also deals with some of the essential differences and similarities that exist among each religious tradition, and points to the uniqueness of each of them. Prerequisites: English placement recommendation for ENG 111 and satisfactory completion of ENG 4 if required by reading placement test. **Prerequisite or corequisite:** ENG 5 or ENG 7 if recommended by reading placement test. Lecture 3 hours per week.

**REL 255 Selected Problems and Issues in Religion - Women and the Bible (3 cr.)** Introduces students to the portrayal of women in the Bible. Examines, through selected Biblical texts, the role and depiction of women within this text. Studies the impact of scriptural writing on the role of women in the Western world through the lens of feminist scholars. Students are asked to think critically about the texts, the issues raised by feminist perspectives, and to analyze the impact of the Bible on women today and society as a whole. Prerequisites: English placement recommendation for ENG 111 and satisfactory completion of ENG 4 if required by reading placement test. **Prerequisite or corequisite:** ENG 5 or ENG 7 if recommended by reading placement test. Lecture: 3 hours per week.

**SOC 200 Principles of Sociology (3 cr.)** Introduces fundamentals of social life. Presents significant research and theory in areas such as culture, social structure, socialization, deviance, social stratification, and social institutions. Prerequisite: English placement recommendation for ENG 111 and satisfactory completion of ENG 4 if required by reading placement test. **Prerequisite or corequisite:** ENG 5 and or ENG 107 if recommended by reading placement test. Lecture 3 hours per week.

## Nursing Course Descriptions

### **NUR 1100 Foundations of Nursing Scholarship (2 cr.)**

Foundations of Nursing Scholarship introduces the student to selected concepts of nursing including professional standards, the philosophy and scope of nursing, the history of nursing, nursing theory, Watson's caring, Carper's ways of knowing, scholarship and evidence-based practice, health care organizational structure, Bon Secours values and the Catholic health care ministry, servant leadership, and professionalism and lifelong learning.

**Prerequisites:** Admission to BSMCON, English Composition I. **Corequisites:** English Composition II

### **NUR 2101 Professional Nursing Concepts (3 cr.)**

Professional Nursing Concepts introduces the student to the basic concepts of patient-centered care, safety, health, communication, education, basic physical and psychosocial needs, critical thinking, nursing process, interprofessional collaboration and conflict resolution. At completion of the course students will be able to apply the principles learned and generate a plan of care using the nursing process. **Prerequisites:** English Composition I, General Psychology, Biology I & II or Chemistry I & II, Developmental Psychology. **Corequisites:** Foundations of Nursing Scholarship, Microbiology, Nutrition, English Composition II, Communication Elective, Sociology

### **NUR 2102 Lifespan Health Assessment and Clinical Prevention (4 cr.)**

Lifespan Health Assessment and Clinical Prevention builds upon the foundational nursing and liberal education in the sciences and the arts to apply the knowledge, skills, and attitudes of health assessment and clinical prevention to nursing practice. The student will identify health assessment and clinical prevention as foundational to safe, quality, ethical, legal, moral, and professional nursing care. Through a body systems approach, the student nurse will discover a means to collect and interpret data that includes the holistic view, genetics and genomics, and common laboratory and diagnostic tests to formulate clinical judgment and nursing diagnosis about the individual's health state, response to actual or potential problems, life processes, or higher levels of wellness. The nursing student will apply principles from Healthy People 2010/2020, Agency for Healthcare Research and Quality (AHRQ) Clinical Preventive Guidelines, and other national standards to promote primary, secondary, and tertiary prevention. The student will appreciate self-care as foundational to servant leadership and will utilize caring theory in their approach to health assessment and clinical prevention. **Prerequisites:** English Composition I, General Psychology, Developmental Psychology, Communication Elective, Chemistry I & II or Biology I & II, Anatomy & Physiology I. **Corequisites:** Foundations of Nursing Scholarship, Professional Nursing Concepts, Ethics, Nutrition, English Composition II, Anatomy & Physiology II, Microbiology, Sociology

### **NUR 2103 Competencies for Nursing Practice I (2 cr.)**

Competencies for Nursing Practice I facilitates performance of basic nursing skills in the laboratory and clinical settings. Students will focus on the psychomotor performance based on basic professional nursing skills such as, hand washing, client hygiene, wound care, preparation and maintenance of a sterile field, nutritional assessment and management, assessment and modes of maintaining adequate oxygenation, and medication administration.

**Prerequisites:** English Composition I, General Psychology, Communication Elective, Biology I & II or Chemistry I & II, Developmental Psychology, Anatomy & Physiology I. **Corequisites:** Foundations of Nursing Scholarship,



Professional Nursing Concepts, Lifespan Health Assessment and Clinical Prevention, Ethics, Sociology, Microbiology, Nutrition, Anatomy & Physiology II, English Composition II

### **NUR 3104 Competencies for Nursing Practice II (2 cr.)**

Competencies for Nursing Practice II facilitates performance of nursing skills in the laboratory and clinical settings. Students will focus on the psychomotor performance based on foundational nursing knowledge, skills, and attitudes. Students will learn intermediate and advanced nursing skills such as venipuncture, IV therapy, Patient Controlled Analgesia (PCA), Total Parenteral Nutrition (TPN), Central Venous Access Devices (CVAD, airways and suctioning, mechanical ventilation, blood transfusions, electrocardiogram (EKG) and telemetry, chest tubes (CT), peritoneal dialysis (PD), pre- and post-op care, and end of life care. **Prerequisites:** Lifespan Health Assessment & Clinical Prevention, Competencies for Nursing Practice I.

### **NUR 3111 Adult Nursing Science I (3 cr.)**

Adult Nursing Science I introduces the students to patient-centered care across the health care continuum with an emphasis on clinical prevention, health promotion, health restoration, and health maintenance of adults. This course will focus on alterations in homeostasis secondary to fluid and electrolyte imbalance, ventilation and oxygen transport problems, perfusion compromise, genitourinary dysfunction, and endocrine disorders. Adult Nursing Science I will draw on knowledge gained in liberal education and will be aligned with Pathopharmacology I and Adult Nursing Science I Practicum for application of knowledge, skills, and attitudes learned during the course. **Prerequisites:** Lifespan Health Assessment and Clinical Prevention, Competencies for Nursing Practice I. **Corequisites:** Adult Nursing Science I Practicum, Pathopharmacology I, Nursing Informatics

### **NUR 3111P Adult Nursing Science I Practicum (3 cr.)**

Adult Nursing Science I Practicum allows students to apply knowledge, skills, and attitudes regarding the holistic care of adults across the health care continuum. Students have the opportunity to provide nursing care to clients with common acute and chronic health problems in primary, secondary, and tertiary settings. This practicum is aligned with Adult Nursing Science I and Pathopharmacology I. **Prerequisites:** Lifespan Health Assessment and Clinical Prevention, Competencies for Nursing Practice I. **Corequisites:** Adult Nursing Science I, Pathopharmacology I, Nursing Informatics

### **NUR 3112 Adult Nursing Science II (3 cr.)**

Adult Nursing Science II continues to emphasize patient-centered care across the health care continuum with an emphasis on clinical prevention, health promotion, health restoration, and health maintenance of adults. This course will focus on alterations in homeostasis secondary to care of the perioperative client, in addition, to the client with altered immune disorders, gastrointestinal disorders, movement and coordination disorders, and multisystem organ dysfunction. Adult Nursing Science II will draw on knowledge gained in liberal education and previous nursing courses. This course will be aligned with Pathopharmacology II and Adult Nursing Science II Practicum for application of knowledge, skills, and attitudes learned during the course. **Prerequisites:** Adult Nursing Science I, Adult Nursing Science I Practicum, Pathopharmacology I, Nursing Informatics, Vulnerable Populations and Global Health, Competencies for Nursing Practice II.

**Corequisites:** Adult Nursing Science II Practicum, Pathopharmacology II

### **NUR 3112P Adult Nursing Science II Practicum (3 cr.)**

Adult Nursing Science II Practicum allows students to continue to build the knowledge, skills, and attitudes regarding the essential holistic care of adults across the health care continuum. Students have the opportunity to provide nursing care to clients with common acute and chronic health problems in primary, secondary, and tertiary settings. This practicum is closely aligned with Adult Nursing Science II and Pathopharmacology II. **Prerequisites:** Adult Nursing Science I, Adult Nursing Science I Practicum, Pathopharmacology I, Nursing Informatics, Vulnerable Populations and Global Health, Competencies for Nursing Practice II. **Corequisites:** Adult Nursing Science II, Pathopharmacology II

### **NUR 3113 Vulnerable Populations and Global Health (2 cr.)**

Vulnerable Populations and Global Health examines various vulnerable populations in order to develop the ability of students to deliver culturally competent care. Using a global perspective, students will analyze health disparities, community emergencies and common health issues facing diverse populations. Students will participate in a service-learning project with a vulnerable population. **Prerequisites:** Lifespan Health Assessment and Clinical Prevention, Competencies for Nursing Practice I, Fine Art Elective, Literature Elective, Religion Elective, Statistics

### **NUR 3114 Mental Health and Mental Illness Nursing (2 cr.)**

Mental Health and Mental Illness Nursing focuses on nursing responses to mental health and illness phenomena in individuals, families, and groups. Students assess and apply current evidence-based research to nursing practice at the primary, secondary, and tertiary preventative levels of care. Emphasis is placed on the holistic application of biopsychosocial, behavioral, and communication theories. The nursing process guides nursing care, with emphasis on a collaborative, interprofessional, client-centered approach.

**Prerequisites:** Adult Nursing Science I, Adult Nursing Science I Practicum, Pathopharmacology I, Nursing Informatics, Vulnerable Populations and Global Health, Competencies for Nursing Practice II. **Corequisites:** Adult Nursing Science II, Adult Nursing Science II Practicum, Pathopharmacology II, Mental Health and Mental Illness Nursing Practicum

### **NUR 3114P Mental Health and Mental Illness Nursing Practicum (2 cr.)**

The Mental Health and Mental Illness Nursing Practicum focuses on the practice of therapeutic communication and application of research-based evidence to the care of clients with mental health and illness issues at primary, secondary, and tertiary preventative levels of care. Emphasis is placed on the holistic application of biopsychosocial, behavioral, and communication theories. The nursing process guides nursing care, with emphasis on a collaborative, interprofessional, client-centered approach. Students will perform psychosocial assessments, lead therapeutic groups, provide mental health education, and provide direct care to mentally ill clients. Students will identify, plan, carry out, and share a reflective process concerning a service learning activity. **Prerequisites:** Adult Nursing Science I, Adult Nursing Science I Practicum, Pathopharmacology I, Nursing Informatics, Vulnerable Populations and Global Health, Competencies for Nursing Practice II.

**Corequisites:** Adult Nursing Science II, Adult Nursing Science II Practicum, Pathopharmacology II, Mental Health and Mental Illness Nursing

### **NUR 3121 Nursing Informatics (2 cr.)**

Nursing Informatics is designed to provide the baccalaureate nurse generalist student with an understanding of the fundamental use of





information and technology to communicate, manage knowledge, mitigate error, and support decision-making for safe patient care. The student will be expected to synthesize information generated by a wide range of computer applications into the knowledge necessary for clinical decision making in the safe and effective care of their patients. **Prerequisites:** Lifespan Health Assessment and Clinical Prevention, Competencies for Nursing Practice I

### **NUR 3133 Global Outreach for Mission Trip (2 cr.) Optional**

Global Outreach for Mission Trip provides an opportunity for reflection on and development of the knowledge, skills, and attitudes appropriate for the delivery of culturally competent nursing care for individuals, families, groups, communities and organizations. The student will develop a self-awareness of his/her own values and beliefs and will analyze major concerns and issues encountered by nurses in diverse populations. This course is based upon concepts of service learning, which is a way in which the student can develop his/her own sense of civic responsibility and help create a better world by acting locally or globally to solve social problems. This course is designed for the student who is self-motivated and interested in the topic of culturally competent nursing. **Corequisites:** Lifespan Health Assessment & Clinical Prevention, Competencies for Nursing Practice I.

### **NUR 3140 Professional Role Development: Contemporary Issues (2 cr.)**

Professional Role Development: Contemporary Issues presents the broad context of health care policy, finance, regulation, law, ethics, quality improvement, interprofessional collaboration, and the multiple roles of the professional nurse. There will be an emphasis on the scope and standards of nursing practice within the local, state and national health care systems. The knowledge gained through a liberal arts education and the prerequisite nursing courses will serve as a foundation for in depth discussions of these subjects. **Prerequisites:** Adult Nursing Science I, Adult Nursing Science I Practicum, Pathopharmacology I, Nursing Informatics, Vulnerable Populations and Global Health, Competencies for Nursing Practice II.

### **NUR 4111 Nursing Care of Women and Childbearing Families (2 cr.)**

Introduces women's health issues and the concept of family-centered nursing to promote positive outcomes for culturally diverse women and childbearing families. Emphasis is placed on the educational and health needs of the family as it experiences the birth process. **Prerequisites:** Adult Nursing Science II, Adult Nursing Science II Practicum, Pathopharmacology II, Mental Health and Mental Illness Nursing, Mental Health and Mental Illness Nursing Practicum, Professional Role Development: Contemporary Issues.

**Corequisites:** Nursing Care of Women and Childbearing Families Practicum

### **NUR 4111P Nursing Care of Women and Childbearing Families Practicum (2 cr.)**

Focuses on clinical experience of direct care of women and childbearing families in a health care facility or health care organization that will provide the student with optimal clinical experiences. **Prerequisites:** Adult Nursing Science II, Adult Nursing Science II Practicum, Pathopharmacology II, Mental Health and Mental Illness Nursing, Mental Health and Mental Illness Nursing Practicum, Professional Role Development: Contemporary Issues

**Corequisites:** Nursing Care of Women and Childbearing Families

### **NUR 4113 Gerontological Concepts and Issues (2 cr.)**

Promotes students' examination of successful aging across a continuum that will facilitate their appreciation of how aging has changed through history and is currently perceived and experienced across global cultures.

The course focuses on consideration of students' and global societal values and attitudes relating to aging; and, how such values and attitudes of older people themselves, family members, interprofessional care providers, and society influence the quality of care that older adults desire and actually receive. In addition, the course addresses application of a gerontological health/wellness focus, Watson's caring theory, professional nursing values, research/evidence/best practice, core competencies, varied practice roles and interprofessional care providers, and societal influence on the quality of care that old adults desire and actually receive. **Prerequisites:** Adult Nursing Science II, Adult Nursing Science II Practicum, Pathopharmacology II, Mental Health and Mental Illness Nursing, Mental Health and Mental Illness Nursing Practicum, Professional Role Development: Contemporary Issues

#### **NUR 4114 Metaphysical Nursing (2 cr.)**

Metaphysical nursing invites the student to explore the concept of self-care in order to inspire and inform compassionate and competent nursing practice. Within this course, the student investigates global caring-healing practices for integrative health while applying theories of knowing, caring, and holism. The student considers methods to support lifelong learning about integrative health and patient-centered care. Metaphysical Nursing builds on life experiences, a broad liberal education, foundational nursing education, and the Bon Secours values. **Prerequisites:** Adult Nursing Science II, Adult Nursing Science II Practicum, Pathopharmacology II, Mental Health and Mental Illness Nursing, Mental Health and Mental Illness Nursing Practicum, Professional Role Development: Contemporary Issues

#### **NUR 4115 Nursing Care of Children and Families (2 cr.)**

Introduces students to the developmental, psychosocial, health promotion, and physiological needs of children. Emphasis is placed on the care of children within the context of family. Opportunities are provided in a variety of institutional and community based settings. **Prerequisites:** Adult Nursing Science II, Adult Nursing Science II Practicum, Pathopharmacology II, Mental Health and Mental Illness Nursing, Mental Health and Mental Illness Nursing Practicum, Professional Role Development: Contemporary Issues  
**Corequisites:** Nursing Care of Children and Families Practicum

#### **NUR 4115P Nursing Care of Children and Families Practicum (2 cr.)**

Introduces students to the developmental, psychosocial, health promotion, and physiological needs of children. Emphasis is placed on the holistic care of children within the context of family. Opportunities are provided in a variety of pediatric health care and community settings. **Prerequisites:** Adult Nursing Science II, Adult Nursing Science II Practicum, Pathopharmacology II, Mental Health and Mental Illness Nursing, Mental Health and Mental Illness Nursing Practicum, Professional Role Development: Contemporary Issues.  
**Corequisites:** Nursing Care of Children and Families

#### **NUR 4122 Nursing Research (3 cr.)**

Provides foundational knowledge of nursing research and the use in evidence-based practice. Student will acquire skills related to reading and critiquing both qualitative and quantitative research with utilizing fundamental statistical knowledge. Students will also critique research located through a comprehensive literature review. **Prerequisites:** Adult Nursing Science II, Adult Nursing Science II Practicum, Pathopharmacology II, Mental Health and Mental Illness Nursing, Mental Health and Mental Illness Nursing Practicum, Professional Role Development: Contemporary Issues

**NUR 4142 Synthesis of Nursing Practice (3 cr.)**

Synthesis of Nursing Practice uses a systematic and comprehensive approach to provide a framework for transition to the baccalaureate nurse generalist role. Students synthesize nursing theory and healthcare concepts by building upon knowledge, skills, and attitudes gained in previous nursing courses and clinical experience. **Prerequisites:** Nursing Care of Women and Childbearing Families, Nursing Care of Women and Childbearing Families Practicum, Nursing Care of Children and Families, Nursing Care of Children and Families Practicum, Gerontological Concepts and Issues, Metaphysical Nursing, Nursing Research.

**NUR 4143 Clinical Immersion (5 cr.)**

Clinical Immersion supports knowledge application, professional role development, skill refinement, and transition to practice through precepted experiences. Clinical Immersion allows students to integrate previous learning and solidify the knowledge, skills, and attitudes essential for the baccalaureate nurse generalist as they prepare to assume their roles as professional nurses. It is an expectation that the student will participate in 100% of the 225 practicum hours. All practicum hours must be completed during weeks 1-14. **Prerequisites:** Nursing Care of Women and Childbearing Families, Nursing Care of Women and Childbearing Families Practicum, Nursing Care of Children and Families, Nursing Care of Children and Families Practicum, Gerontological Concepts and Issues, Metaphysical Nursing, Nursing Research. **Corequisites:** Synthesis for Nursing Practice, Professional Role Development: Servant Leadership, NCLEX Review

**NUR 4144 Professional Role Development: Servant Leadership (2 cr.)**

Professional Role Development: Servant Leadership provides an overview of leadership styles with an emphasis on servant leadership. Students explore their own leadership capabilities and explore servant leadership within the Bon Secours Health System. This course builds upon Professional Role Development: Contemporary Issues and previous nursing courses through advanced discussions of leadership, management, delegation, accountability, career management, and lifelong learning. **Prerequisites:** Nursing Care of Women and Childbearing Families, Nursing Care of Women and Childbearing Families Practicum, Nursing Care of Children and Families, Nursing Care of Children and Families Practicum, Gerontological Concepts and Issues, Metaphysical Nursing, Nursing Research

**NUR 4145 NCLEX Review (2 cr.)**

The NCLEX-RN course is designed to prepare the student with the tools to successfully pass the NCLEX-RN examination. Students will complete a pretest, review the material, and complete a post test on the summative information from all aspects of nursing expected of the baccalaureate nurse generalist. This course is based on the NCLEX blueprint regarding the safe and effective care environment, health promotion and maintenance, psychosocial integrity, and physiological integrity. **Prerequisites:** Nursing Care of Women and Childbearing Families, Nursing Care of Women and Childbearing Families Practicum, Nursing Care of Children and Families, Nursing Care of Children and Families Practicum, Gerontological Concepts and Issues, Metaphysical Nursing, Nursing Research. **Corequisites:** Clinical Immersion

**PHR 3101 Pathopharmacology I (3 cr.)**

Pathopharmacology I examines pathophysiological concepts and pharmacotherapeutics as related to the disruption of homeostasis in the

human body. Building on knowledge of anatomy and physiology, this course explores disease processes and pharmacological interventions within the following body systems: autonomic nervous, respiratory, cardiovascular, genitourinary, and endocrine. Pathopharmacology I is designed for the baccalaureate nurse generalist student and is closely aligned with Adult Nursing Science I. **Prerequisites:** Lifespan Health Assessment and Clinical Prevention, Competencies for Nursing Practice I. **Corequisites:** Adult Nursing Science I, Adult Nursing Science I Practicum, Nursing Informatics

### **PHR 3102 Pathopharmacology II (3 cr.)**

Pathopharmacology II examines pathophysiological concepts and pharmacotherapeutics as related to the disruption of homeostasis in the human body. Building on knowledge from prerequisite courses, this course explores disease processes and pharmacological interventions as related to the following topics: inflammation, pain, and fever; immune system; gastrointestinal system; musculoskeletal system; nervous system; mental health; multisystem dysfunction; and end of life. Pathopharmacology II is designed for the baccalaureate nurse generalist student and is closely aligned with Adult Nursing Science II. **Prerequisites:** Adult Nursing Science I, Adult Nursing Science I Practicum, Pathopharmacology I, Vulnerable Populations and Global Health, Competencies for Nursing Practice II, Nursing Informatics. **Corequisites:** Adult Nursing Science II, Adult Nursing Science II Practicum



# RN-BSN — Post-licensure

The RN-BSN program is offered in one mode: asynchronous online. It is a three semester program and requires 124 credit hours to complete. Thirty-five credits are granted after successful completion of NUR 3200 for prior nursing education. Upon completion of the program, a Bachelor of Science in Nursing (BSN) is awarded. Courses are offered online.

## RN-BSN program curriculum

TRANSFER	CREDITS
General Education	56

FIRST SEMESTER	CREDITS
NUR 3200 Transition and Validation of Nursing Scholarship	5
NUR 3201 Experiential Learning Credits *awarded after successful completion of NUR 3200	35
NUR 3202 Integrated Health Assessment	3
NUR 3203 Application of Pathopharmacology	3
NUR 3204 Orientation to Distance Education	1

SECOND SEMESTER	CREDITS
NUR 4212 Quality and Safety in Nursing Practice	4
NUR 4213 Clinical Prevention and Population Health	4
NUR 4214 Ethics in Nursing Practice	3

THIRD SEMESTER	CREDITS
NUR 4221 Nursing Informatics	3
NUR 4222 Nursing Research for RNs	3
NUR 4244 Servant Leadership and Health Care Management	4

<b>Total</b>	<b>124</b>
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## college course descriptions — RN-BSN track (online)

All courses must be attempted according to the time frame designated in the curriculum plan. The RN-BSN program courses are taught online within a 15 week semester, plus an examination week, as well as a 10 week summer session, unless otherwise noted. All general education courses must be taken prior to admission into the RN-BSN program.

### **Required General Education Courses (56 credits)**

Physical and Life Sciences: Biology I (4 credits) & Biology II (4 credits) or Chemistry I (4 credits) & Chemistry II (4 credits), Anatomy & Physiology I (4 credits) & Anatomy & Physiology II (4 credits), Microbiology\* (4 credits), Nutrition\* (3 credits)

Mathematics: Statistics (3 credits)

Social Sciences: Introduction to Psychology (3 credits), Developmental Psychology (3 credits), Sociology (3 credits)

Fine Arts: Elective (3 credits)

Performing Arts: Communication Elective (3 credits)

Humanities: Ethics (3 credits), English Composition I (3 credits) and English Composition II (3 credits), Literature Elective (3 credits), Religion (3 credits)

Refer to pp. 73-77 for course descriptions.

Acceptable score on NLN proficiency testing may substitute for course work in Microbiology and Nutrition for post-licensure applicants.

### **NUR 3200 Transition and Validation of Nursing Scholarship (5 cr.)**

Transition and Validation of Nursing Scholarship focuses on providing a foundation for success. It builds upon foundational knowledge from the liberal arts, sciences, humanities, and nursing education and experience to provide a bridge to professional advancement in nursing practice. The course introduces the Bon Secours' values, the Catholic health care ministry, servant leadership, tools for scholarship, the worldviews of nursing, nursing theory, and life-long learning. Role transition and professional socialization in various nursing settings are also a focus. **Prerequisite:** 56 general education credits.

### **NUR 3201 Experiential Learning Credits (35 credits)**

These credits are awarded after successful completion of NUR 3200. Credits are granted on experiential learning inclusive of graduating from a basic nursing program. **Corequisite:** NUR 3200, NUR 3202, NUR 3203, NUR 3204

### **NUR 3202 Integrated Health Assessment (3 cr.)**

Integrated Health Assessment focuses on providing an opportunity for the synthesis of knowledge previously acquired in both nursing education and practice experiences. Advanced nursing topics including integrated health assessment (both physical and holistic assessment), prioritization, and management of patient care are emphasized. **Corequisite:** NUR 3200, NUR 3201, NUR 3203, NUR 3204

### **NUR 3203 Application of Pharmacology (3 cr.)**

Application of Pharmacology focuses on the integration and application of pharmacologic principles and concepts throughout the lifespan. Principles of professional practice, evidence-based practice, and interprofessional communication are also discussed to promote patient safety and patient outcomes. **Corequisite:** NUR 3200, NUR 3201, NUR 3202, NUR 3204

**NUR 3204 Orientation to Distance Education (1 cr.)**

Orientation to Distance Education focuses on providing a foundation for the success in distance education. Introduces APA format, course delivery tools and methodology, communication tools, netiquette, e-library, and student responsibilities within distance education. **Corequisites:** NUR 3200, NUR 3201, NUR 3202, NUR 3203

**NUR 4212 Quality and Safety in Nursing Practice (4 cr.)**

Quality and Safety in Nursing Practice focuses on the development of core Quality and Safety in Nursing Education (QSEN) competencies. Designing safe, quality care and promoting patient outcomes are the primary focus. The QSEN competencies of patient-centered care, teamwork and collaboration, evidence-based practice, quality improvement, and safety are detailed. **Prerequisite:** NUR 3200, NUR 3201, NUR 3202, NUR 3203, NUR 3204. **Corequisite:** NUR 4213, NUR 4214

**NUR 4213 Clinical Prevention and Population Health (4 cr.)**

Clinical Prevention and Population Health focuses on primary, secondary and tertiary clinical prevention and strategies. Risk reduction, health promotion and disease and case management of individuals, families, and communities are addressed. Using a global perspective, population health is explored by analyzing health disparities and identifying common health issues facing vulnerable populations. **Corequisite:** NUR 4212, NUR 4214

**NUR 4214 Ethics in Nursing Practice (3 cr.)**

Ethics in Nursing Practice focuses on ethical principles which impact professional nursing practice. The role of the baccalaureate prepared nurse generalist is highlighted, including the role of the nurse on multidisciplinary ethics committees. Ethical philosophies/models are applied to nursing practice. Ethical terms, obligations, issues, and standards are explored. **Corequisite:** NUR 4212, NUR 4213

**NUR 4221 Nursing Informatics for RNs (3 cr.)**

Nursing Informatics focuses on technology in health care. Basics of nursing informatics are synthesized with the knowledge, skills, and attitudes necessary for safe and effective care of patients. The QSEN competency of informatics is highlighted. Content includes basic computer and communication technology, networking software, databases and their management, health care information systems, the World Wide Web, and electronic medical records. **Prerequisite:** NUR 4212, NUR 4213, NUR 4214. **Corequisite:** NUR 4222, NUR 4244

**NUR 4222 Nursing Research for RNs (3 cr.)**

Nursing Research for RNs focuses on providing foundational knowledge of nursing research and its use in evidence-based practice. Basic research principles are explored and both qualitative and quantitative research are critiqued and applied while utilizing fundamental statistical knowledge. **Corequisite:** NUR 4221, NUR 4244

**NUR 4244 Servant Leadership and Healthcare Management (4 cr.)**

Servant Leadership and Healthcare Management focuses on the principles of managing, leading, and servant leadership in health care organizations. Managing health care productivity, change in the health care environment, communication, time management, problem-solving, and health care finance are emphasized. Characteristics of servant leadership provide the course foundation. **Corequisite:** NUR 4221, NUR 4222

## technology requirements

Basic computer literacy is a prerequisite for the program. Students are expected to come with basic skills using Microsoft Office, Word and PowerPoint, email, saving attachments and transferring files. High-speed Internet access is required to participate in online components to include access to the library for the RN-BSN courses at Bon Secours Memorial College of Nursing.

- Laptop with wireless capability
- High speed internet
- 1.2 GHz or faster processor
- Windows XP or Vista Home Premium
- Microsoft Office 2007 or 2010 (preferred)
- Windows Media Player 6.0 or higher
- 1 GB or larger RAM
- 2 GB hard drive
- Sound card/speakers
- Web cam (may be built in)
- Headset with microphone
- CD/DVD
- Antivirus software
- Adobe Flash Player
- Acrobat Reader 7.0 or higher
- 1 GB USB memory jump drive
- JAVA 6

\* All students will be issued a BSMCON email account once accepted into the program. The College email is the official means of communication between faculty and students.





# admissions/readmissions

## admissions

To be eligible for admission in any published year, the application and all required materials must be received by the College of Nursing by the deadlines. Classes usually begin in August and January of each year. The deadlines are published on the College's web site. Students also need to adhere to the College Admission Policy. Admission into the College of Nursing is competitive. An applicant who meets all admission requirements is not guaranteed admission to the program.

### Basic Admission Requirements for All Applicants

- Graduation from an accredited high school, preferably ranked in the upper one-third of the class
- GED certificate in lieu of a high school diploma with an average score of 550 or greater. An average score of less than 550 is reviewed on an individual basis.
- Completion of 11 academic units in Grades 9-12 as follows:
 

English	4 units
Biology	1 unit
College Prep Chemistry	1 unit
Algebra I	1 unit
Social Sciences	2 units
Electives	2 units

(Recommended electives include computer science, psychology, physics, sociology, advanced biology, or foreign language)
- Achievement of a cumulative grade point average of 2.5 or above from high school courses and minimum grade of C in Algebra I, Biology, and College Prep Chemistry. Courses taken after high school may satisfy these requirements based on the decision of the Admissions Committee.
- Achievement of a cumulative grade point average of 2.5 or above for any college courses taken at institutions accredited by agencies recognized by the United States Department of Education. Transfer credit is given for a grade of C or above in comparable college non-nursing courses.
- Official transcripts are required from high school, the Graduate Education Development (GED) program, professional colleges, and 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.
- Submitted on-line application and application fee.

### Pre-licensure Track

In addition to the above requirements:

- All math and science courses must be less than or equal to five years in age at the time of the application submission to be considered for transfer credit.

- Scholastic Aptitude Test (SAT) or American College Testing (ACT) Scores (applicants 22 years of age and older or who have taken a minimum of 18 college credits on or before the deadline are exempt.).
- Placement tests that may include English and Math may be taken from a community college such as J. Sargeant Reynolds Community College (JSRCC).
- The Test of Essential Academic Skills (TEAS) is required after submitting an online application. A minimum score is required for the math and science sections in order to continue with the application process.
- Three letters of reference are required from professional contacts only. References from relatives and friends are not accepted. Ideally, references should be obtained from each of the following: a teacher, an employer, and a volunteer experience, preferably in a health care setting.
- If you have previously or are currently enrolled in a College of Nursing, a letter from the Director of the program verifying academic standing and clinical competence may be requested.
- Attend “New Student Orientation” and Curriculum Planning session to enroll in nursing class.
- Submit required paperwork by deadlines to the verification agency indicated by admissions for completion of the following:
  - Virginia Child Protective Services
  - Criminal Background Check
  - FBI Fingerprinting Check
  - Pre-Entrance Health Screening/Assessment
  - Information Form
  - Proof of health insurance
  - Copy of Social Security card
  - Copy of CPR card
- Submit any outstanding transcripts for review
- Submit signed “Enrollment Agreement”
- Urine Drug Screen

## Post-licensure Track

- Possess a valid and unrestricted RN licensure to practice as a registered nurse in the United States
- Graduated from a nursing program
- Completion of all required general education courses with a letter grade of “C” or better.
- Submit required paperwork by deadlines:
  - Official transcripts
  - Signed “Enrollment Agreement”



## readmissions

A student who has permanently and officially separated from the College, and who is eligible for readmission may be readmitted to the College. If the student was dismissed from the College, or withdrew as a result of academic or other difficulties, evidence must be shown that the student has progressed toward resolving the problems that resulted in the separation. The applicant must meet any admission requirements established during their absence. Students must complete the program within 150% of attempted credit hours.

Following dismissal from the College, a student may not reapply for readmission for two consecutive semesters. A student may only apply once for readmission. In order to be considered for possible readmission, a student must:

- Submit a completed readmission packet with a personal statement demonstrating insight into reasons for their previous dismissal and a thoughtful plan for success to include math and sciences within 5 years of the readmission application.
- Take a minimum of 9 credits at another accredited academic institution and attain a grade of “B” or better on these attempted credits. These courses must demonstrate a mastery of content or skill that relates to the profession of nursing (i.e. critical thinking; problem solving; medication mathematics; or, writing skills).
- Provide additional information relevant to a particular student’s situation as may be required.

Completion of these requirements is not a guarantee of readmission.

For those readmitted, the following will apply:

All courses required for the nursing major, which are taken after the student is readmitted must be completed with a “C”/satisfactory or better. If a course is failed with a “D”/unsatisfactory or below, the student may not proceed in the given program and will be dismissed.

## attendance

The student is expected to be present and on time for all classes and clinical experiences (virtual or face to face classes). Clinical experiences include but are not limited to pre/post conferences, clinical simulation centers, observational experiences, clinical seminars, and hospital/community clinical assignments. Appointments, work obligations, vacations, and other personal matters are not to be scheduled when the student is committed to the classroom or clinical area. A note from the student’s physician is required for absences resulting from communicable diseases or for absences of three consecutive days or longer. Prolonged absences and patterns of absenteeism/tardiness are addressed on an individual basis.

A student who wishes to observe a religious holiday that conflicts with class or clinical responsibilities must provide written advance notice to the instructor at the beginning of the semester. The student is responsible for all material covered and assignments made during such absences. Clinical hours missed due to religious observance are included in the maximum allowable time that can be missed.

## class attendance

With proper prior notification, the student is to make arrangements with faculty regarding any missed test, quiz, and/or gradable work upon returning to the next scheduled class. With proper notice and arrangements, full credit may be given for the test, quiz, and/or gradable work. If the student does not give proper notice and fails to make arrangements upon returning to class, a grade of zero may be given for the test, quiz, and/or gradable work. A student arriving late for a scheduled test or quiz will be permitted to take the test or quiz in the remaining allotted time.

## clinical attendance

A student who attends less than 90% of the practica hours for any practicum course receives a practicum grade of unsatisfactory, resulting in failure of the course. Only in extenuating circumstances may exceptions to this policy be made by the Dean of Nursing.

A student who is unable to report to a morning practicum assignment is to notify the assigned clinical unit and the clinical instructor at least 1 hour before the practicum is to begin. For an afternoon/evening practicum assignment, the student must notify the clinical unit and the clinical instructor at least 2 hours in advance.

Occurrences of clinical tardiness are reflected on the practicum evaluation tool. If a student is 5 minutes late, the student may receive a daily practicum grade of unsatisfactory. There is no provision for an individual student to make up clinical days, nor will any provisions be made by faculty.

*Clinical attendance is not applicable to RN-BSN post-licensure students.*

## basic life support certification

Students must maintain current certification in Basic Life Support (BLS) at all times while enrolled in the College. Students in the RN-BSN track are exempt from this requirement. Basic Life Support certification must be obtained through an approved provider of the American Heart Association, the American Red Cross or the American Safety Health Institute. Online courses without demonstration components are not acceptable courses.

Certification requires a Health Care Provider level course. The course must include the following skills for adult, child, and infant victims.

- Cardiopulmonary resuscitation (CPR).
- Rescue breathing.
- First aid for choking.
- 2-rescuer CPR (for adult victims only).

Students must present proof of current BLS certification upon initial entrance to the College. It is the student's responsibility to make arrangement for BLS re-certification the semester before the certification expires. Failure to do so may prevent the student from attending clinical experiences until current certification is obtained. Students must schedule attendance at BLS courses at times that do not conflict with nursing and academic courses or course requirements.



# class/clinical schedules

The Bachelor of Science in Nursing program is two semesters (Fall, Spring) of 15 weeks plus a final examination week. In addition to this schedule, the RN-BSN track also includes a 10-week Summer semester inclusive of the final examination period. Clinical experiences may be scheduled day and evening hours throughout the week, Monday through Saturday, in order to provide the best learning opportunities and to meet course objectives. Clinical experiences do not apply to the post-licensure track students.

# grading system - pre-licensure and post-licensure tracks

Evaluation is a shared responsibility between student and instructor, including self-evaluation, formative, and summative evaluations. Each course outline contains the course requirements and the criteria for determining the theory and/or clinical performance grades. Class (theory) grades are earned according to a letter system. Each letter is assigned a grade point value as follows that designates the quality of work done. Final grades are truncated. For example: 79.4 = 79; 79.5 = 79; 79.9 = 79.

LETTER GRADE	NUMERICAL EQUIVALENT	GRADE POINT INTERPRETATION	VALUE PER COURSE CREDIT
<b>Pre-licensure and Post-licensure Tracks</b>			
A	94-100	Excellent	4.0
B	87-93	Above Average	3.0
C	80-86	Average	2.0
D	73-79	Unsatisfactory	1.0
F	0-72	Failing	0.0
I*		Incomplete	Not used in GPA
WS*		Withdrew Satisfactorily	Not used in GPA
W*		Withdrew per policy for new course	Not used in GPA
WU		Withdrew Unsatisfactorily	Not used in GPA
P		Passing	Not used in GPA

\* Not tabulated in grade point average

A student who receives less than a “C” or “fails” in a course must repeat the course to meet curriculum requirements. A nursing or pathopharmacology course may be repeated only once.

A student’s GPA is an index of scholastic performance and is computed on the ratio of quality points earned to semester hours attempted. The GPA is determined as outlined in the policy titled “College Grading System.”

# health assessment

Students who have been admitted into the College must complete certain health requirements before starting enrollment. Pre-entrance health requirements must be completed and documentation submitted to the authorized verification agency selected by the College. The requirements set forth by the Code of Virginia and OSHA include submitting evidence indicating the ability to perform the essential functions of a student nurse. The College follows the CDC's Healthcare Personnel Vaccination Recommendations.

All students are required to submit to a urine drug test during the pre-admission health assessment. Students with positive drug screens will be denied acceptance into the College. Students may reapply to the College after six months. This policy adheres to Bon Secours' Human Resource Policy 19.

Students who are minors (under 18 years of age) must provide the College with written parental or guardian consent for emergency medical and surgical care upon entry into the program should it be needed at a later time. An applicant whose pre-entrance health assessment indicates a need for more clarification will be required to provide additional medical documentation prior to enrollment. The applicant assumes the cost.

*Not applicable to RN-BSN post-licensure students.*

# healthstream requirements

BSMCON students are required to complete selected Healthstream modules annually. The list of assigned, mandatory modules will be available on the student's Healthstream account.

Entering students will be taught how to access Healthstream during new student orientation. Students are required to satisfactorily complete all Healthstream assigned modules on an annual basis.

Enrolled students with incomplete module records will not be allowed to attend clinical lab experiences until all required modules are completed. Clinical absences accrued due to incomplete modules will count toward the Clinical Attendance Policy.

*Not applicable to RN-BSN post-licensure students.*



# progression and graduation

## Pre-licensure track

### Non-Nursing Courses

- Non-nursing courses may be taken before the scheduled semester. Non-nursing courses taken out of sequence must not conflict with the nursing course schedule. The transferability of non-nursing courses should be confirmed with the Office of the Registrar. Failure to do so may result in no credit being granted for the course by the College (see Course Prerequisites for additional information).
- A grade of D, F, or WU in any non-nursing course does not meet curriculum requirements and must be repeated.
- A student having difficulty with non-nursing courses is strongly encouraged to seek assistance from their general education course faculty or his/her advisor.
- A student planning to drop a general education course must discuss his/her intent with his/her advisor and the Dean of Nursing.
- A student receiving a failing grade in a non-nursing course must notify the Office of the Registrar and make an appointment with the advisor for curriculum planning immediately.

### Nursing Courses

The following criteria are used to determine satisfactory progress throughout the curriculum:

- A cumulative GPA of 2.0 or above in all nursing and non-nursing courses is required for progression to the next level of the curriculum and to graduate.
- Students earning grades of D, F, or WU in a single nursing or pathopharmacology course may repeat the course one time. A second failure of a nursing or pathopharmacology course will result in dismissal from the program.
- Nursing and pathopharmacology courses must be taken according to the time frame designated in the curriculum plan.
- A student planning to drop a nursing or pathopharmacology course must discuss his/her intent with his/her advisor and the Dean of Nursing.
- Students must meet all course requirements outlined in each course syllabus.

## Post-licensure track

The following criteria are used to determine satisfactory progress throughout the curriculum:

- A cumulative GPA of 2.0 or above in all nursing courses is required for progression to the next semester of the curriculum and to graduate.
- Students earning grades of D, F, or WU in a single nursing course may repeat the course one time. Two failures of nursing courses will result in dismissal from the program.
- Students must meet all course requirements outlined in each course syllabus.

Students should refer to other applicable policies regarding grades and progression, particularly Grading System, Honor Code System and Student Attendance and Tardiness.

## school uniform

### In the clinical setting or in the school clinical laboratory

The student uniform, identification badge, and insignia are worn only during clinical and simulation experiences.

- In the hospital clinical area, the complete school uniform will be worn by all students. A clean white sweater or the College white lab coat may be worn over the uniform.
- A lab coat with long straight sleeves and collar is part of the school uniform.
- The College insignia must be worn centered two inches from the left shoulder seam of all dresses, tops, and lab coats.
- Shoes must be clean, all white leather or all white synthetic with a closed toe. White shoes must be polished and have clean laces.
- Solid white socks or white stockings are part of the uniform.
- While in school uniform and in clinical areas, a limited amount of jewelry is allowed. Students may wear a watch, a wedding band with an engagement ring, Nursing College ring or pins, or a short gold or silver necklace. Small gold, silver, pearl, or gemstone stud earrings may be worn and must not exceed 6mm in size. Only one earring may be worn per earlobe, in the lowest opening. Facial and other body jewelry is not acceptable. If the jewelry is unable to be removed, then it must be covered with a bandage.
- Tattoos cannot be visible and must be entirely covered.
- Hair must be a natural color, and long hair must be secured so that it is off the neck for both males and females.
- Fingernails are to be no longer than the tip of the finger and may only be polished with clear polish. Artificial nails are not permitted.
- Male students may have a short, well-groomed beard, mustache, or goatee, which is kept clean and free of flaky skin.
- School uniforms must include a black pen, a watch with a second hand, scissors, clamps, a calculator, and a stethoscope.





## Clinical Setting For Clinical Preparation

When the student is in the clinical setting for clinical preparation, appropriate business casual attire is worn with the required College lab coat and identification badge.

For courses involving specialty or observational clinical areas, the school uniform may be worn to the specialty area and changed to the specified scrubs or attire. The course syllabus courses will outline the appropriate dress for specialty areas.

## College Clinical Simulation Center

Students in the clinical simulation center will wear the school uniform with the identification badge.

## In the Classroom or College Building

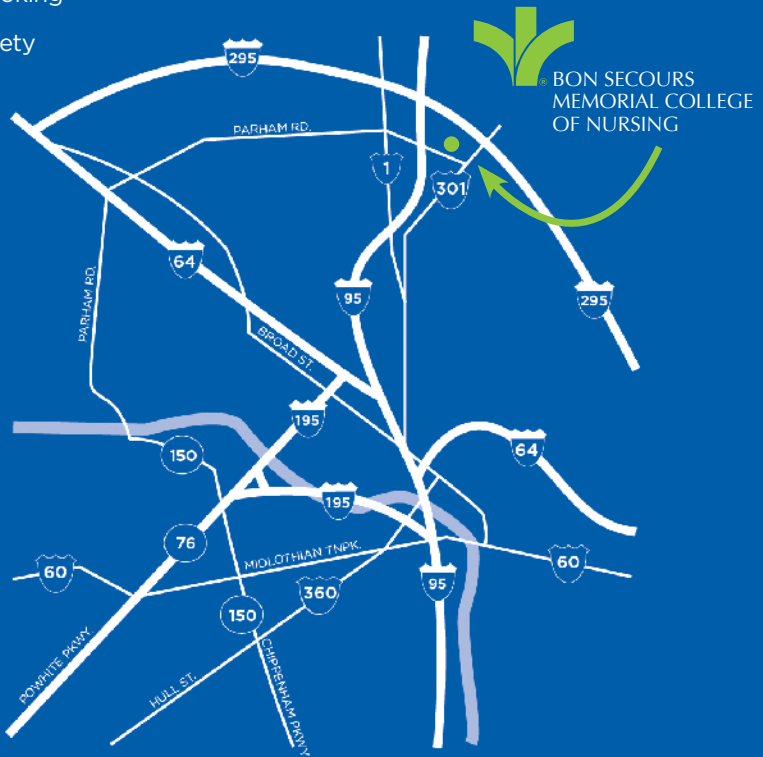
- While in the College building, a clean and well cared for appearance should be maintained. Appropriate dress for classroom includes dress pants, jeans (without holes or faded), dress shorts, dresses, or skirts.
- Clothing is inappropriate when it is strapless, backless, or revealing, or shows the midriff; has slits above the knee, or is form fitting. Dresses, skirts, and shorts should be no shorter than top of the knee (sitting or standing). Shoulder straps should be no fewer than two inches wide. Camisoles or spaghetti strap shirts or dresses are not appropriate.
- Tattoos must not be visible.
- No gum chewing is allowed in the classroom, clinical simulation center, and/or in the clinical setting.
- Both female and male students can wear sandals.
- No food or drink can be brought into the clinical simulation center or in patient care areas in the hospital setting.

# BON SECOURS MEMORIAL COLLEGE OF NURSING

## facility information

### in this section:

- 99 Directions
- 99 Parking Guidelines
- 99 Housing, Transportation, & Dining Services
- 99 Posting Notices
- 100 Smoking
- 100 Safety





# directions

Located in Henrico County, the College is easily accessible from major Interstates 95 and 295.

**From I-95:** Take I-95 to the Parham Road East exit. Continue on Parham Road approximately 2 miles. Turn left on Magellan Parkway/Windsor Business Park. The College is on the right at 8550 Magellan Parkway, Suite 1100.

**From I-295:** Take I-295 to US Rt. 301. Exit toward Richmond and travel to the second traffic light. Turn right on Magellan Parkway/Windsor Business Park. The College is on the right at 8550 Magellan Parkway, Suite 1100.

# parking guidelines

Spaces marked with blue squares in the front or rear of the College facility at 8550 Magellan Parkway or in the lower level parking at 8555 Magellan Parkway have been assigned to the College for employee and student parking. Vehicles parked in fire lanes, no parking areas, or in spaces not marked by blue squares may be subject to towing at the owner's expense. Parking directly on Magellan Parkway is strongly discouraged by both the College and the Windsor Park management.

The College is not responsible for loss or damages to any vehicles, and employees and students should comply with all posted signs within Windsor Park or at any location associated with their job responsibilities and/or clinical assignments.

# housing, transportation, & dining services

The College does not provide residential facilities, transportation, or dining services. Students are responsible for their housing and transportation. The student lounge is equipped with refrigerators, microwaves, and vending machines. No personal coffee makers or other appliances may be brought in or used in the lounge or other areas of the College. Contact the receptionist for refund if money is lost in the vending machines.

# posting notices

Posters, notices, or announcements related to SGO meetings and activities may be posted on the bulletin boards identified for student use. Such communications should be no larger than 8 1/2" x 11". The administration of the College reserves the right to remove notices that do not meet the stated criteria.

# smoking

The College supports the efforts of Bon Secours Health System to maintain a tobacco-free campus (BSV Policy – Tobacco Free Campus). Students and College personnel both have the responsibility of being good role models by practicing good health habits.

# safety

The College strives to maintain a safe, secure environment for students, faculty, staff, and visitors. As with any agency, the College cannot guarantee nor assure a crime free working environment. Refer to the safety manual posted on the College's website for more information on safety tips, fire safety, student illness, sexual assault, sexual harassment, etc.



# student services

## in this section:

- 103 Student Services
- 103 Clinical Simulation Center
- 104 Computers & Systems
- 105 Disclosure
- 105 Educational Facilities
- 106 Library Use
- 107 Student Organizations

# student services

A broad array of quality services are offered to students. In most cases, students “self identify” the need for the services and contact the respective offices of their own accord. Faculty or other appropriate individuals at the College may refer students for services. (The exceptions are Academic Advising and New Student Orientation that are required of each student.)

While the responsibility for success at our College rests with the student, the College is dedicated to offering quality services to assist students in achieving their academic and career goals.

**Academic advising** is coordinated through the Office of Student Success. An assigned faculty member meets individually with students at the start of their nursing education, each semester prior to course registration and any time that additional support may be needed. This is designed to build relationships between students and faculty and create a supportive setting in which students can discuss their course selection and progress. For the RN to BSN program students, this relationship is built through electronic exchanges.

**Academic counseling**- students seeking academic support can meet personally with the Office of Student Success where a customized action plan for success can be created. Follow up appointments are often recommended. Students routinely seek counseling for assistance with study skills techniques, managing test anxiety, and time management strategies.

**Career counseling** is offered through the College’s dedicated Career Counselor. Services include resume preparation, interview practice, job search assistance, and support in the job search process. The Career Counselor can guide students in the application process for positions within Bon Secours Virginia Health System and with other healthcare employers in the area. For the traditional BSN students, the Career Counselor apprises students of the timeline for the Early Career Decision program along with internship and externship opportunities.

**Disability support services** are offered to students who provide appropriate documentation and feel they need accommodations in order to succeed in their courses. Students seeking academic accommodations receive personalized guidance from the Office of Student Success, where they will be informed of any written medical documentation needed in order to avail themselves of these resources.

**Faculty academic support** (recitation) is offered to students to encourage their academic success and aid students in grasping the sometimes difficult concepts presented in nursing school. Faculty members dedicate a minimum of 2 hours weekly (outside of their normal class time) for reviewing topics with students, answering questions and helping students further clarify complex information.

**New student orientation** is offered through the Admissions Office and takes place several weeks prior to the start of Fall and Spring semester. On-site orientation is offered to students enrolled in the traditional BSN degree program. The first course in the RN to BSN program is entitled “Orientation to Distance Education,” and along with email communications, will serve to orient our distance education students.



**Personal counseling and support** is offered through the Employee Assistance Program, a division of Human Resources. Counseling services are offered in person and via telephone, and referrals to community resources are often part of this process.

**Peer tutoring** is offered for many of the nursing courses. Students can “drop-in” for help or can schedule an appointment based on tutoring staff availability. This excellent resource is free to students who feel the need for one-on-one academic support from a fellow student.

## clinical simulation center

Students are encouraged to utilize the clinical simulation center to improve or remediate basic technical nursing skills. Individual assistance is available by appointment with the Clinical Simulation Center faculty or the clinical instructor. Lab hours are posted on the door. The clinical simulation center will be kept locked in the absence of the Clinical Simulation Center faculty or an instructor.

As a cost-containment measure, all non-contaminated supplies should be reused.

## guidelines for responsible use of the Clinical Simulation Center (CSC)

- Students and faculty are to assist in clean up after each scheduled or practice simulation session by disposing of all trash in the designated container, and arranging chairs and equipment neatly.
- No eating or drinking is allowed in the CSC.
- Ink pens are not allowed in the CSC. The ink will permanently stain the mannequins.
- Students are expected to bring the appropriate equipment (stethoscope, pen light, scissors, and forceps) to use in scheduled practice or demonstration experiences.
- All students using the CSC must be supervised by a faculty member or designee.
- Students are not to practice any invasive procedures on another person except for blood glucose monitoring under direct supervision of the CSC faculty or designee.
- Sharps containers are provided for needles, intravenous needles, butterfly needles, syringes, and glass. No product wrappers, gloves, or tape should be put into sharps containers. A receptacle for waste contaminated with body fluids (red bag trash) is located in each simulation room.
- Hand washing is to be done with soap and water or antiseptic hand cleanser prior to and after practicing nursing skills.
- Students are expected to wear their uniforms to all clinical simulation experiences. Students must wear a lab coat to independent practice sessions.

Failure to adhere to these guidelines may result in loss of privilege to use the CSC independently.

## equipment use

- Students are not to practice on the electronic-equipped mannequins without the assistance of the CSC faculty or an instructor.
- Report malfunctioning or broken equipment (e.g., IV pumps, feeding pumps, models and mannequins or monitors) to lab faculty promptly.
- Keep all electronic equipment and monitors plugged into an electrical outlet at all times to avoid running down the batteries.
- Students are responsible for replacing any lost, stolen, or damaged equipment.
- Below is a list of equipment that may be checked out for a limited time period:
  - blood pressure cuff
  - stethoscope, including teaching stethoscope
  - reflex hammer/tuning fork
  - glo-germ lotion or powder, travel light, and children's hand washing video

# computers & systems

## computer & audio visual equipment

Students are encouraged to use student-designated computers in the library, computer lab, and computer classrooms; however, instructor workstations may not be used by students except under direct supervision of a College employee.

## internet access

Access to a computer with Internet access is required for all students enrolled in the program. All RN-BSN (online) Program Track students must have access to high speed Internet.

## prohibited activity

It is a violation of policy to use the College's systems to distribute, download, upload, stream, scan, store, or share any material including software, data, document, sound, music, video, picture, design, graphic, game, or any other electronic file including peer-to-peer file sharing when:

- the file is copyrighted but distribution to the user has not been authorized by the copyright owner;
- the intended use under the relevant circumstances is specified as illegal by any federal or state law, statute, regulation, proclamation, order, or decree;
- when the material is considered by the College to be protected information and the user is not authorized to access that information for the purpose intended; or
- when the user's intent is deployment or introduction of any virus or malware on any College system.





Users shall not attempt to circumvent, bypass, defeat, or disrupt any device, method, or technology implemented by the College to deter unauthorized distribution, downloading, uploading, streaming, scanning, storage, or sharing of copyrighted material by users on the College's systems.

## enforcement

The College's systems are not to be used for any illegal purpose including, but not limited to, illegal file sharing. To preserve system security and reliability, the College reserves the right in all instances, and upon its reasonable suspicion, to block access from and to its systems and/or to disconnect from its systems any user who can be traced to illegal activities, including illegal peer-to-peer file sharing. An infringing user shall bear legal and financial responsibility for events or activities resulting from or associated with misuse of peer-to-peer applications and any other illegal activity conducted by or through the College's systems.

## compliance

It is incumbent upon the student to be aware of what constitutes copyright infringement, including peer-to-peer file sharing. Students will annually receive a notice, from the Dean of Student Services, disseminated through the College's website or the College's email program, during an orientation session or through an official student publication, summarizing the College's copyright policy and subsequent sanctions related to copyright infringement. Students may be subject to civil and/or criminal liabilities for violation of U. S. copyright law. In addition to legal liabilities, students who violate the College's copyright policy may also be subject to further academic disciplinary action, including expulsion.

## disclosure

The federal Higher Education Act of 1965, as amended, requires that institutions of higher education disclose certain consumer information to current students, prospective students, current employees, and/or prospective employees. Consumer information can be found at [www.BSMCON.edu](http://www.BSMCON.edu) and includes:

- Financial Aid Information
- General Information
- Student Right-To-Know Act
- Drug and Alcohol Abuse Prevention Information
- Cleary (Campus Security) Act
- FERPA (Family Educational Rights and Privacy Act)

## educational facilities

The College building contains well-equipped classrooms, Clinical Simulation Center, computer laboratories, conference rooms, faculty and administrative offices, library, and a student lounge. The College uses Bon Secours Memorial Regional Medical Center, Bon Secours St. Mary's Hospital, Bon Secours

Richmond Community Hospital, and Bon Secours St. Francis Medical Center, as well as other community agencies, for clinical experiences.

Students are enrolled at J. Sargeant Reynolds Community College or other accredited institutions each semester during the program for required courses in basic biological sciences, mathematics, social sciences, and humanities.

The College of Nursing library provides a variety of print and electronic professional reference materials and journals. Other nearby library facilities available to students include the J. Sargeant Reynolds Community College Library, Virginia Commonwealth University's James Branch Cabell Library and Tompkins McCaw Library for the Health Sciences, and Henrico County's North Park Public Library.

## library use

The College Library serves the overall information needs of the students, faculty, and staff, and supports the curriculum objectives of the College. Students and employees are encouraged to regularly use the services and resources of the Library.

- The College Library is open when the College is open. Library hours are posted in the Library, on the learning management system, and on the College website.
- The Honor Code prevails in the College Library. Unauthorized removal of materials, alteration of materials, or disclosing database user names and passwords constitute violations of the Honor Code.
- A quiet atmosphere is expected at all times in the Library. Groups may not use the common areas of the Library to conference or talk. Study rooms are available for individual or group work with the understanding that a quiet atmosphere is expected in these rooms as well.
- Careful handling of Library materials is necessary to insure their long life.
- Individuals desiring to make suggestions for Library additions are encouraged to present their suggestions to the librarian.
- Books and DVDs may be borrowed for a two-week period. The process for checking out materials is noted at the entrance to the Library.
- A maximum of three (3) items may be borrowed at one time from the Library. Additional items may be checked out only after these items are returned.
- Items borrowed from the College Library should be returned to the book deposit box in the Library.
- Items damaged beyond reasonable wear or not returned in a timely fashion are charged to the responsible borrower and remain the property of the College Library. When an individual leaves the College for any reason, he/she must return or replace all borrowed items checked out in his/her name.
- Courses may require the use of Library reading materials by an entire class. These materials will be labeled "RESERVED." Reserved materials and journals are not to be removed from the College Library.



- Copyright Notice is plainly visible at the Library copier, and on the Library's site both on the learning management system and the College website. Refer to the Copyright Compliance and Fair Use Guidelines for Library and Classroom policy for further guidance on copyright issues.
- Eating is not permitted in the Library. Beverages are permitted only in containers with lids.

## student organizations

The College supports the Student Government Organization (SGO). The purpose of the SGO is to:

- Provide the opportunity for students to share their ideas, interests, and concerns of nursing education with other nursing students in this College.
- Promote an atmosphere of cooperation, understanding, and communication among the students, faculty, and administration.
- Promote interest and participation in professional development.
- Promote programs and community service opportunities of professional interest and concern.

Membership in the Student Government Organization (SGO) affords students the opportunity to develop a sense of responsibility and leadership. The SGO promotes self-discipline and cooperation between faculty and students. It strives to uphold high standards of personal and professional conduct.

## national student nurses' association

Students at the College have the privilege of joining the National Student Nurses' Association (NSNA) that entitles them to membership at the state and national levels. Members from all of the participating colleges in Virginia form the Virginia Nursing Student Association (VNSA).

By being active in the NSNA, the student nurse has an opportunity to share ideas with other nursing students and to gain experience and knowledge in preparation for participation in the nursing profession and its organizations. Conventions are held at the state and national levels. Students are encouraged to attend. For further information, contact NSNA at:

### **National Student Nurses' Association**

45 Main Street, Suite 606

Brooklyn, NY 11201

Telephone: 718-210-0705, Fax: 718-210-0710

Website: [www.nсна.org](http://www.nсна.org)



# appendices

## in this section:

- 109 Academic Terms and Definitions
- 114 Personnel



# academic terms and definitions

The College subscribes to the following definitions in its policies.

## Add/Drop Period:

The period during which a student may add or drop a course without penalty.

## 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 has two semesters: Fall, then Spring semesters. Both semesters consists of 15 weeks of instructional time and one (1) exam week. The Summer semester, if available for a given program, is generally 10 weeks long including an exam period.

## Course Drop:

A student ceases to attend a course during the first week of the semester. The course will no longer appear on the student's schedule or transcript.

## Course Withdrawal:

A student ceases to attend a course after the Add/Drop Period but prior to the completion of 60% of the semester or session and for which a grade of W, WS, or WU is awarded.

- **Official Course Withdrawal:** A student who informs the College of their withdrawal from course(s) is considered to have officially withdrawn from those courses. The student provides notice of course withdrawal by completing an Add/Drop/Withdrawal from a Course form, and submitting it to the Registrar's Office on or before the published last day to withdraw.
- **Unofficial Course Withdrawal:** An unofficially withdrawn student is one who has stopped performing academically-related activities such as attending their course, completing course assignments, taking exams, or participating in tutorials or computer-assisted instruction.

## Course Withdrawal Date

- **Official Course Withdrawals:** The College has prescribed the withdrawal date for official withdrawals to be the date the Registrar's Office receives the Add/Drop/Withdrawal from a Course form.
- **Withdrawal Date for Unofficial Course Withdrawals:** The College has prescribed the withdrawal date for unofficial withdrawals to be the student's last date of attendance.

## Credit/Credit Hour:

The number of credits awarded for a given course is determined by the number of lecture, laboratory, and/or clinical hours spent in class. A semester is fifteen (15) weeks with one week for exams.

BSN credit hours equals, at a minimum, 15 classroom hours of lecture, or, 30 hours of laboratory, or 45 hours of practicum. The formula for calculating the number of semester credit hours for each course is:  $(\text{hours of lecture}/15) + (\text{hours of lab}/30) + (\text{hours of practicum}/45)$ . Also, refer to the College's Federal Definitions Policy.

## Credit Conversion:

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

## Date of Determination:

Unless federal or state requirements specify otherwise, 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. For official drops/withdrawals from a course or resignations from the College, the DOD is defined as the date the College receives the written notification from the student, such as an Add/Drop/Withdrawal from a Course or Resignation from the College form. For unofficial 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 such as attendance in the course or completion and submission of a course assignment, exam, tutorial, or computer-assisted instruction. The College has prescribed this to be the withdrawal date for unofficial course withdrawals instruction and the student's resignation from the College.

## Leave of Absence:

A College-approved leave of absence is a period of time, not to exceed one year, in which student status is maintained.

## Resignation from the College:

Occurs when a student ceases enrollment in all courses in a given semester.

- **Dismissal:** A student is permanently removed by the College for academic or administrative reasons.
- **Permanent:** A student voluntarily ceases to take courses at the College and neither the College nor the student expects the student to return.
- **Unofficial:** A student fails to provide the College with official notification of intent to cease attendance.



## Resignation Date (34 C.F.R. § 668.22) (Revised as of July 1, 2010)

- 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 the circumstances beyond the student's control, or the midpoint of the semester; or,
- 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 earliest of the payment period, the academic year, or the educational program.

# Federal Definitions

The College references the following federal definitions when creating or modifying College policies that require the College to adhere to these definitions.

**Academic Calendar:** The structure of a school's academic year. For purposes of the Federal Student Aid (FSA) programs, there are three basic types of academic calendars: standard term, nonstandard term, and non-term. Note: Clock-hour programs are considered non-term.

**Academic Year:** A period that begins on the first day of classes and ends on the last day of classes or examinations. A measure of the student's period of enrollment used to determine the duration of a student's award eligibility. An academic year for a credit-hour or direct assessment program must be defined as at least 30 weeks of instructional time. The law and regulations set the following minimum standards for coursework earned by a full-time student in an academic year in an undergraduate educational program (including direct assessment programs): 24 semester or trimester credit hours or 36 quarter credit hours for a program measured in credit hours; (34 CFR 668.3).

**Anticipated Completion (Graduation) Date:** The date on which a student is expected to complete an academic program. Reported to National Student Loan Data System (NSLDS) as part of enrollment monitoring.

**Application to Participate:** That portion of the Fiscal Operations Reports and Application to Participate (FISAP) through which a school applies for Campus-Based funds.

**Clock hour:** A period of time consisting of—

- A 50- to 60-minute class, lecture, or recitation in a 60-minute period;
- A 50- to 60-minute faculty-supervised laboratory, shop training, or internship in a 60-minute period; or
- Sixty minutes of preparation in a correspondence course.

**Credit Hour:** A unit of measure of educational achievement based on the number of classroom hours a week throughout a period of instruction such as a semester, trimester, or quarter term.

- **Credit Hours for Credit Hour Programs:** The evaluation of credit hour programs, as defined in 34 CFR 688.8(k)(1), for purposes of financial aid is based on the following federal definition of a credit hour: Except as provided in 34 CFR 668.8(k) and (l), a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than—
  - One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
  - At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.
- **Credit Hours for Programs that are neither Credit Hour nor Clock Hour Programs:** Clock hour programs as defined in 34 CFR 688.8(k)(2) may not assign credit hours for the purpose of awarding federal financial aid. However, undergraduate degree programs of less than two years in length and non-degree programs that are not fully transferrable to degree programs of at least two years in length (with at least two graduates) at the same institution are eligible to convert clock hours to credit hours for purposes of awarding federal financial aid. In doing so, these programs may seek to combine a minimum number of hours in a range of hours of student work outside of class with a required minimum number hours of instruction alone to meet or exceed a total number of clock hours of instruction. The evaluation of these clock-to-credit hour programs is based upon the following federal conversion formulas: The institution's student work outside of class combined with the clock hours of instruction meet or exceed the following numeric requirements:
  - A semester hour must include at least 37.5 clock hours of instruction;
  - A trimester hour must include at least 37.5 clock hours of instruction; &
  - A quarter hour must include at least 25 clock hours of instruction;

And the clock hours of instruction alone meet or exceed the following numeric requirements:

- A semester hour must include at least 30 clock hours of instruction;
- A trimester hour must include at least 30 clock hours of instruction; and
- A quarter hour must include a least 20 hours of instruction.

**Date of Determination (DOD):** In the Return of Title IV Aid, the date that ED (Department of Education) considers a school knew or should have known that a student ceased attendance. The date that begins the time periods in which a school must return funds, provide any required notifications, make post-withdrawal disbursements students who have withdrawn, and make any repayment arrangements. A student's withdrawal date (resignation date) is one of the following:





- The date the student began the institution's official resignation from the College process or the date the College receives a written notification from the student of intent to resign from the College.
- For a student who resigns from the College without notifying the College, the date that the College determines is related to the circumstances beyond the student's control or the midpoint of the semester.
- The student's last date of attendance, documented by the instructor, of an academically-related activity such as attendance in class or completion and submission of a class assignment, exam, tutorial, or computer-assisted instruction. (34 CFR 668.22).

**Distance Education:** Education that uses one or more of the technologies listed in paragraphs (1) through (4) of this definition to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor, either synchronously or asynchronously. The technologies may include—

- The internet;
- One-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices;
- Audio conferencing; or
- Video cassettes, DVDs, and CD-ROMs, if the cassettes, DVDs, or CD-ROMs are used in a course in conjunction with any of the technologies listed in paragraphs (1) through (3) of this definition.

**Nonstandard Terms:** Terms that are not semester, trimester, or quarter terms.

**Non-term:** A program that measures progress in credit hours is considered to be using a non-term calendar if it has: courses that do not begin and end within a set period of time; courses that overlap terms, self-paced and independent study courses that overlap terms, or sequential courses that do not begin and end within a term. If a program measures progress in clock hours, it is always treated as a non-term program.

**Quarter:** A standard of measurement in higher education used to group weeks of instructional time in the academic calendar. A quarter academic term is usually 10 to 12 weeks long, and a traditional quarter calendar generally includes three quarters in the Fall, winter, and Spring (and often a Summer quarter as well). Students successfully completing a course earn quarter credits.

**Semester:** A standard of measurement in higher education used to group weeks of instructional time in the academic calendar. A semester provides 15 to 17 weeks of instruction. Students earn semester credits.

**Standard Terms:** Semesters and trimesters generally contain 15 to 17 weeks of instructional time. Quarters generally contain 10 to 12 weeks of instructional time.

**Trimester:** A standard of measurement in higher education used to group weeks of instructional time in the academic calendar. A trimester academic term provides about 15 weeks of instruction and a traditional trimester program generally consists of Fall, Spring, and Summer terms.

**Week of Instructional Time:** For all FSA programs, any period of seven consecutive days in which at least one day of regularly scheduled instruction, examination, or (after the last day of classes) at least one scheduled day of study for examinations occurs. Instructional time does not include periods of orientation, counseling, homework, vacation, or other activity not related to class preparation or examination. The “number of weeks of instructional time” is based on the period that begins on the first day of classes in the academic year and ends on the last day of classes or examinations.

**Withdrawal (Resignation from the College):** When a student ceases attendance in all classes before the end of the semester, term, or period of enrollment, as applicable.

- **Official Withdrawal:** For Return of Title IV Aid Purposes, a student who provides notice in writing (including electronically) or orally to a designated campus official acting in his or her official capacity in the withdrawal process that the student intends to interrupt his or her attendance.
- **Unofficial Withdrawal:** For Return of Title IV Purposes, a student who withdraws without providing official notification.
- **Withdrawal Date (Resignation Date):** The date the student withdraws, as determined by the school.

# personnel

## administration & staff

### **BODIN, SUSAN**

**Job Title:** Dean of Nursing  
**Degrees and Institutions:** EdD, University of Phoenix, Educational Leadership  
MSN, George Washington University  
MEd, Virginia Commonwealth University, Adult Education  
BSN, Virginia Commonwealth University, Nursing  
AS, Richard Bland College  
Diploma, Petersburg General Hospital  
School of Nursing

### **CICCHETTO, MARLENE**

**Job Title:** Financial Aid Specialist

### **FILER-OGDEN, CRYSTAL A.**

**Job Title:** Director of Financial Aid  
**Degrees and Institutions:** MBA, Frostburg State University, Business Administration – Management  
BS, Frostburg State University, Business Finance  
AA, Allegany College of Maryland, Accounting

### **FULTON, INGRID**

**Job Title:** Receptionist  
**Degrees and Institutions:** BA, City College of the City University of New York, Graphic Design



**GAULT, PEGGY C.**

Job Title: Administrative Secretary & Clerical Supervisor

**GRECO, CAROL**

Job Title: Manager of Information Technology  
 Degrees and Institutions: MEd, Cambridge College  
 BS, Post College, Office Management

**GREEN, MELANIE**

Job Title: Provost, Vice President  
 Degrees and Institutions: PhD, Louisiana State University,  
 Educational Leadership and Research  
 MN, Louisiana State University, Nursing  
 BS, Southeastern Louisiana University, Nursing  
 Diploma, Our Lady of the Lake School of Nursing

**HIERHOLZER, KATHLEEN**

Job Title: Librarian  
 Degrees and Institutions: MSLS, Catholic University of America,  
 Library Science  
 MS, Excelsior College, Nursing  
 BS, Old Dominion University, Nursing

**JACKSON, LINDA**

Job Title: Administrative Secretary  
 Degrees and Institutions: AS, J. Sargeant Reynolds Community College,  
 Paralegal Studies

**LEE, SUNJUNG**

Job Title: Computer/System Support Specialist  
 Degrees and Institutions: MS, Texas A & M University, Management  
 Information Systems  
 BS, Kyungshung University, Management  
 Information Systems

**MINGEE, RHINA**

Job Title: Evening/Weekend Receptionist

**MURPHY, GAIL**

Job Title: Registrar  
 Degrees and Institutions: MEd, Antioch University, Administration  
 BA, Trinity University, Urban Studies

**PETERSON, ALLISON**

Job Title: Career Counselor  
 Degrees and Institutions: BA, Virginia Commonwealth University, French

**PUGH, HOLLY L.**

Job Title: Director of Clinical Simulation Center  
 Degrees and Institutions: MSHA, Virginia Commonwealth University,  
 Health Administration  
 BSN, Virginia Commonwealth University, Nursing  
 ADN, J. Sargeant Reynolds Community College,  
 Nursing  
 ADMA, J. Sargeant Reynolds Community College,  
 Medical Assisting

**RAGLAND, JOAN (LYN)**

Job Title: Evening Receptionist

**ROBERSON, PATRICIA**

Job Title: Administrative Secretary

**RUPPERT, SHAWN M.**

Job Title: Registrar Specialist

Degrees and Institutions: BA, James Madison University, History  
AAS, John Tyler Community College

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