



BON SECOURS MEMORIAL
COLLEGE OF NURSING

addendum
October 2011



*Rooted in the past,
Standing in the present and
Reaching for the future*



® BON SECOURS MEMORIAL COLLEGE OF NURSING

policy statement:

Pursuant to the U.S. Department of Education regulations governing the definition of academic year and academic terms, the College will follow the guidelines as defined in 34 CFR 668.2 and 34 CFR 668.4. (Code of Federal Regulations, Title 34: Education, 34 CFR 668.3)

Definitions

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 (The Federal Student Aid Handbook, Volume 3, and 34 CFR 668.3).

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.

Diploma Nursing Program: For federal aid purposes, the College defines "academic year" for the Diploma Program as a period that begins on the first day of classes and ends on the last day of classes or examination, and includes a minimum of 48 weeks of instructional time in which a full-time student is expected to complete at least 36 semester hours. At the College, the award year has three standard terms, 16 weeks long, beginning with the fall semester which is followed by the spring semester and ending with the summer semester. Shorter terms or modules can be combined to meet the requirements of a standard term. Aid is awarded over the fall, spring, and summer semesters.

Bachelor of Science in Nursing Program (BSN): For federal aid purposes, the College defines "academic year" for the BSN Program as a period that begins on the first day of classes and ends on the last day of classes or examination, and includes a minimum of 30 weeks of instructional time in which a full-time student is expected to complete at least 24 semester hours. At the College, the award year has two standard terms, 15 weeks long, beginning with the fall semester which is followed by the spring semester. The summer term, generally 10 weeks long, is considered a "trailer" and is not part of the academic year definition, but if any aid is leftover from the fall or spring semesters, the student may be able to use it during the summer term.

RN to BSN Program: For federal aid purposes, the College defines "academic year" for the RN to BSN Program as a period that begins on the first day of classes and ends on the last day of classes or examination, and includes a minimum of 30 weeks of instructional time in which a full-time student is expected to complete at least 24 semester hours. At the College, the award year has two standard terms, 15 weeks long, beginning with the fall semester which is followed by the spring semester. The summer term, generally 10 weeks long, is considered a "trailer" and is not part of the academic year definition, but if any aid is leftover from the fall or spring semesters, the student may be able to use it during the summer term. Since the RN to BSN Program is designed as a one year full-time program (fall, spring, summer terms), students may elect to spread their federal loans over fall, spring, and summer terms.

References

34 CFR 668.2 and 34 CFR 668.4. (Code of Federal Regulations, Title 34: Education, 34 CFR 668.3) *The Federal Student Aid Handbook*, Volume 3.



The contents of the Catalog and Handbook do not create a contract, nor do they constitute a guarantee of continued enrollment at the College of Nursing. The College reserves the right to modify, amend, or delete statements and to make changes in the Catalog and Handbook, curriculum, calendar, financial aid, and College policies as deemed necessary. Each student is expected to abide by the information contained in the Catalog and Handbook. Policy changes are communicated via the College's web site, www.BSMCON.edu and Blackboard. Failure to read or comply will not excuse the student from accountability. Effective 2011-2012 academic year.

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	RNtoBSN
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

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 program outcomes

At the conclusion of the program, the student will:

1. Engage in communication and collaboration with the inter-professional health care team.
2. Practice empathetic caring within the framework of the Catholic health ministry.
3. Integrate servant leadership into nursing practice to promote global health.
4. Provide safe, quality care incorporating evidence based nursing practice.
5. Demonstrate commitment to the nursing profession and lifelong learning.

BSN curriculum

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

FRESHMAN YEAR - SEMESTER 2	CREDITS
English Composition II or Advanced Composition*	3
Developmental Psychology*	3
Sociology*	3
Chemistry II or Biology II*	4
Literature Elective*	3
NUR 1100 Foundations of Nursing Scholarship	2
Total Credits	18

SOPHMORE YEAR - SEMESTER 1	CREDITS
Nutrition*	3
Health Science I*	4
Microbiology*	4
Religion Elective*	3
NUR 2101 Professional Nursing Concepts	3
Total Credits	17

SOPHMORE YEAR - SEMESTER 2	CREDITS
Statistics*	3
Health Science II *	4
Ethics*	3
NUR 2102 Lifespan Health Assessment and Clinical Prevention	4
NUR 2103 Competencies Nursing Practice I	2
Total Credits	16



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

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

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

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
Total Credits	15

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

bachelor of science in 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 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 school 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.

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. 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. **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. The course emphasizes the critical ideas and traditions of the British literary tradition, and examines the literary texts within their social and historical context. **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. The course emphasizes the critical ideas and traditions of the British literary tradition, and examines the literary texts within their social and historical context. **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. 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.

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. 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.

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. **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 112 or approval by English program head.

HLT 143-144 Medical Terminology I-II (3 cr.) (3 cr.)

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.

MTH 241 Statistics I (3 cr.)

Covers descriptive statistics, elementary probability, probability distributions, estimation, and hypothesis testing. **Prerequisites:** a placement recommendation for MTH 241 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 121-122 Music Appreciation I-II (3 cr.) (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.

NAS 161-162 Health Science I-II (4 cr.) (4 cr.)

Presents an integrated approach to human anatomy and physiology, microbiology, and pathology. Includes chemistry and physics as related to health sciences. **Prerequisite:** CHM 1 and BIO 1 or equivalent or permission of the student's curricular program head. Lecture 3 hours per week. Recitation and laboratory 3 hours per week. Total 6 hours per week.

**PHI 220 Ethics (3 cr.)**

Provides a systematic study of representative ethical systems. Lecture 3 hours per week. 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 psycho-social 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. 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. 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 111 and all Developmental Reading prerequisites or corequisites. 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 co-requisite: ENG 5 and or ENG 107 if recommended by reading placement test. Lecture 3 hours per week.

SPD 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.

SPD 105 Oral Communication (3 cr.)

Studies effective communication with emphasis on speaking and listening techniques, interpersonal communications and public speaking. Lecture 3 hours per week.

SPD 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.



BSMCON course descriptions - BSN

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, healthcare organizational structure, Bon Secours values and the Catholic healthcare ministry, servant leadership, and professionalism and lifelong learning. **Prerequisites:** Admission to BSMSON, English Composition I. Co-requisites: 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, Communication Elective, Chemistry or Biology I and II, Developmental Psychology, Sociology Co-requisites: Foundations of Nursing Scholarship, Microbiology, Nutrition, English Composition II

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 Sociology, Health Science I Co-requisites: Foundations of Nursing Scholarship, Professional Nursing Concepts, Ethics, Nutrition, Health Science II, English Composition II

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:** Foundations of Nursing Scholarship, Foundations of Professional Nursing Concepts. Co-requisites: Lifespan Health Assessment & Clinical Prevention

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. Co-requisites: 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

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 Co-requisites: Nursing Informatics, Pathopharmacology I, Adult Nursing Science I, Adult Nursing Science I Practicum, Vulnerable Populations and Global Health

NUR 3111 Adult Nursing Science I (3 cr.)

Adult Nursing Science I introduces the students to patient-centered care across the healthcare 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. Co-requisites: 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 healthcare 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. **Co-requisites:** 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 healthcare 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. **Co-requisites:** 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 healthcare 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. **Co-requisites:** 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. **Co-requisites:** 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. **Co-requisites:** 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. Content will incorporate theoretical and “hands-on” exposure to the concepts of data, information, knowledge, and wisdom on which to make sound clinical judgments. **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. Under the direct supervision of faculty from the College of Nursing, the student is required to participate in all planning, application, and evaluation of the mission trip as part of the course.

Prerequisites: Vulnerable Populations and Global Health. **Students must be accepted as a member of the mission team

NUR 3140 Professional Role Development: Contemporary Issues

Professional Role Development: Contemporary Issues presents the broad context of healthcare including healthcare policy, finance, regulation, law, ethics, quality improvement, interdisciplinary 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. Co-requisites: Adult Nursing Science II and Practicum, Pathopharmacology 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. Co-requisites: 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 Co-requisites: Nursing Care of Women and Childbearing Families

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

Introduces students to the developmental, psychosocial, health promotion, and medical 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 Co-requisites: 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 medical 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 healthcare 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. Co-requisites: Nursing Care of Children and 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 communication skills of the BSN-prepared nurse that are vital in ensuring accessible, safe, high quality, evidence based, and holistic care for the growing global geriatric population. **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.)

Invites students to explore ontological (essence of being) self-care and self-healing rituals to seed compassionate and competent nursing practice. Metaphysical nursing is a way of being and becoming that builds on life experiences, a broad liberal education, and foundational nursing education. Caring for one's self and for others is fundamental to the creation of ethical, quality, professional nursing practice, interprofessional communication, and servant leadership applicable from self to global outreach. Within the metaphysical nursing course, students will investigate Chinn and Kramer's "Ways of Knowing," Jean Watson's "10 Caritas Fields," and the values of the Catholic health ministry to analyze holistic global nursing practice and embrace metaphysical global healing practices. **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 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 while collaborating with their peers to compile an evidence-based solution to given issues in nursing.

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.)

Uses a systematic and comprehensive approach to provide a framework for transition to the baccalaureate nurse generalist role. Using a conceptual model, students will synthesize previously learned nursing theory and healthcare concepts. Students who complete this final nursing course in the BSMCON program are expected to function at the level of the advanced beginner who, based on experience, has developed principles to guide professional practice. **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. Co-requisites: Synthesis for Nursing Practice, Professional Role Development: Servant Leadership, NCLEX Review

NUR 4143 Clinical Immersion (8 cr.)

Supports knowledge application, professional role development, skill refinement, and transition to practice through a precepted clinical immersion. Immersion experiences allow 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. **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. Co-requisites: Synthesis for Nursing Practice, Professional Role Development: Servant Leadership, NCLEX Review

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

Provides an overview of leadership styles with an emphasis on servant leadership. Students will explore their own internal leadership capabilities, and then move to explore servant leadership within the Bon Secours Health System. **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.)

Prepares the graduating student with the tools to successfully pass the NCLEX-RN examination. This course is setup to pretest, review the material and post test the student in the summative information from medical, surgical, maternal, child, and mental health and illness aspects of nursing. This course will prepare the graduating student to answer testing based on the framework for Client needs: Safe and Effective care environment; Health promotion and maintenance; and Psychological Integrity. Also included are the Integrated processes: Caring, Communication, and Documentation; Nursing Process; and teaching and 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 3131 Exploration of a Selected Nursing Specialty (2 cr.)

Gives the student concentrated study within a specific interest or area in nursing practice. The particular focus of study will be the choice of the individual student. This elective course will provide an opportunity for reflection on one of several observational opportunities including a specific practice site, a nursing role, or a selected patient population. Essential to this experience will be recognition of the nurse's role in holistic care including clinical prevention, health restoration, and health maintenance of adults and / or children across the healthcare continuum. The student will be expected to assess and discuss current clinical research evidence to nursing practice at the primary, secondary, and tertiary preventative levels of care.

NUR 3132 Critical Reflection (2 cr.)

Facilitates attainment of clinical competence and eases the transition from student to professional nursing generalist. The incorporation of the theory of experiential learning to hospital experiences will structure and elevate those experiences from mere psychomotor skill practice to integrated forms of research, education, and practice. The experiential learning cycle suggests cumulative learning where an evaluation of concrete experiences affects the next active experimentation, thus grounding students' education in research and evidenced-based practice. This course capitalizes on the cadre of nurses and the interprofessional teams that are readily available to assist nursing students in problem-solving and in clinical application of theory. Drawing on experiences gained in a current nursing-related job or externship, students in this course will focus on assessing and evaluating evidence-based practice, delegation, scope of practice, coordination of care, and the cultural influences of a hospital unit.



RN to BSN program track

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, e-mail, saving attachments and transferring files. Internet access is required to participate in online components to include access to the library for the RN to 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 e-mail account once accepted into the program.

college course descriptions — RN to BSN program (online)

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 (3 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)

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 healthcare 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. **Pre-requisite:** 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 plus one year of practice as a registered nurse (RN). **Co-requisite:** 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. **Co-requisite:** 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. **Co-requisite:** 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. **Co-requisite:** 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. Pre-requisite: NUR 3200, NUR 3201, NUR 3202, NUR 3203, NUR 3204, **Co-requisite:** NUR 4213, NUR 4214

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

Clinical Prevention and Population Health focuses on prevention, risk reduction, health promotion and disease and case management of individuals, families, and communities. Using a global perspective, population health is explored by analyzing health disparities and identifying common health issues facing vulnerable populations. **Co-requisite:** 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. **Co-requisite:** NUR 4212, NUR 4213

NUR 4221 Nursing Informatics for RNs (3 cr.)

Nursing Informatics focuses on technology in healthcare. 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, healthcare information systems, the World Wide Web, and electronic medical records. **Pre-requisite:** NUR 4212, NUR 4213, NUR 4214. **Co-requisite:** 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. **Co-requisite:** 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 healthcare organizations. Managing healthcare productivity, change in the healthcare environment, communication, time management, problem-solving, and healthcare finance are emphasized. Characteristics of servant leadership provide the course foundation. **Co-requisite:** NUR 4221, NUR 4222

eBooks — RN to BSN program

TITLE	ISBN	PRICE
UNDERSTNDG NRSRG RESEARCH 5E E-BOOK	9781437726558	\$37.61
NRO FOR UNDERSTNDG NSG RSRCH 5E	9781437711592	\$58.95
COMMUNITY/PUBLIC HLTH NSG PRACT E-BOOK	49781416064985	\$51.01
CONCEPTUAL FOUNDATIONS - E-BOOK 5E	9780323068727	\$45.76
ISS/TRD ONL-CONCEPT FOUND- USER GD/ACC CD	9780323043809	\$55.76
NURSING THEORY E-BOOK 4E	9780323068925	\$44.76
HAO PHYS EXM&HLTH ASMT(UG&AC) 6E	9781437714449	\$58.95
PHYSICAL EXM&HLTH ASSMNT E-BOOK 6E	9781455705900	\$60.05
MSBYS NSG LEADRSHIP & MGMT ONLINE	9780323039918	\$74.66
PHARM ONL FOR PHARM NSG CRE 7E UGAC	9781416062479	\$58.95
PHARMACOLOGY FOR NURSING CARE - E-BOOK	79781437700206	\$53.61



personnel

administration & staff

BODIN, SUSAN

Job Title: Dean, Professor
 Degrees and Institutions: Ed.D., Educational Leadership, University of Phoenix
 MSN, George Washington University
 M.Ed., Adult Education, Virginia Commonwealth University
 BSN, Virginia Commonwealth University
 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: AA, Allegany College of Maryland, Accounting
 BS, Frostburg State University, Business Finance
 MBA, Frostburg State University, Business Administration

FRAGO, KRISTEN

Job Title: Director of Marketing
 Degrees and Institutions: BBA, Radford University, Business Administration

GREEN, MELANIE

Job Title: Provost, Vice President
 Degrees and Institutions: Ph.D., 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

GENTRY, PEGGY C.

Job Title: Administrative Secretary & Clerical Supervisor

HIERHOLZER, KATHLEEN

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

JACKSON, LINDA

Job Title: Administrative Secretary

LEE, SUNJUNG

Job Title:

Degrees and Institutions:

Computer/System Support Specialist
BS, Kyungsoong University, Management
Information Systems
MS, Texas A & M University, Management
Information Systems

MILLAR, HEATHER

Job Title:

Degrees and Institutions:

Alumni Development
BA, Randolph-Macon College, English
MBA, Virginia Commonwealth University,
Business Administration

MURPHY, GAIL

Job Title:

Degrees and Institutions:

Director of Registration & Enrollment
BA, Trinity University, Urban Studies
M.Ed., Antioch University, Education

PETERSON, ALLISON

Job Title:

Degrees and Institutions:

Director of Admissions
BA, Virginia Commonwealth University, French

RUPPERT, SHAWN M.

Job Title:

Degrees and Institutions:

Registrar
BA, James Madison University, History
AAS, John Tyler Community College

SHEPHERD, BEVERLEY W.

Job Title:

Building Coordinator

VAZQUEZ, MARIA

Job Title:

Admissions & Recruitment Specialist

WINSTON, LESLIE

Job Title:

Degrees and Institutions:

Director of Student Success
BS, Virginia Commonwealth University, Psychology
M.Ed., Virginia Commonwealth University,
Adult Education



Refund Policy

- A. General Regulations Governing Refunds;
1. All students are eligible for a refund regardless of enrollment status and refunds are made throughout the semester as warranted. Students should bring enough funds at the beginning of each semester to cover any expenses prior to the release of any refunds.
 2. Refunds will be paid within 45 days from (a) receipt the written request of separation or (b) the date of determination (DOD), i.e., the date which the College has determined that a student has been determined to be a drop, unless federal or state requirements specify otherwise.
 3. The College's refund policy is applied only after a Return of Title IV funds calculation has been made. The College uses the last date of attendance to calculate the amount of refund due and the date of determination will be the date used for calculating the time frame allowed to actually refund any monies due. The refund policy will be based on a semester, following Virginia's Pro Rata formula (Section B).
- B. Regulations governing refunds to students who drop or withdraw from a course or who are on an approved medical leave in a given term at the College: A student who enters but drops or adds a course during the add/drop period before the close of business on the 5th day after the start of the semester, is entitled to receive a 100% refund of tuition and fees.
- C. Regulations governing refunds to students who separate from the College in a given semester at the College. (State Council of Higher Education for Virginia, 2006) (Refer to D - Return to Title IV for students receiving financial aid.)
1. A student who enters but separates from the College during the add/drop period before the close of business on the 5th day after the start of the semester, is entitled to receive a 100% refund of tuition and fees.
 2. A student who enters but separates from the College during the first 1/4 (25%) of the semester is entitled to receive a minimum refund of 50% for tuition only.
 3. A student who enters but separates from the College after completing 1/4 (25%), but less than 1/2 (50%) of the semester is entitled to receive a minimum refund of 25% for tuition only.
 4. A student who separates from the College after completing 1/2 (50%), or more than 1/2 (50%), of the semester is not entitled to a refund.

D. Return to Title IV - Financial Aid Recipients

Due to changes in federal regulations, a new Return of Title IV Funds Policy is effective beginning in the 2011-2012 academic year. All students must abide by this new policy beginning July 1, 2011.

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

- completely withdraws (Separation from the College), or
- stops attending before completing the semester, or
- takes a medical 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 separate from the College or take a leave of absence prior to completing 60% of a payment period or term. For a student who separates 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-separation 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 separation 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 postseparation disbursement which must be paid within 120 days of the student's separation 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 date the student separated from the College.

- a. A student's separation date is one of the following:
 1. The date the student began the institution's separation process or officially notified the College in writing of intent to withdraw.
 2. For a student who separates 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.
 3. The student's last date of attendance at a documented academically related activity (as defined in 34 CFR 668.22).
- b. Funds are returned to the following sources in order of priority, as established by Congress:
 - Unsubsidized Federal Stafford Loans
 - Unsubsidized Direct Stafford Loans
 - Subsidized Federal Stafford Loans
 - Subsidized Direct Stafford Loans
 - Federal Perkins Loans
 - Federal Parent (PLUS) Loans
 - Direct PLUS Loans



- Federal Pell Grants for which a return of funds is required
 - Federal Academic Competitiveness Grant
 - Federal Supplemental Opportunity Grants for which a return of funds is required.
 - Federal TEACH Grant
 - 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.
- c. There are six basic steps to the formula for calculating the amount of funds that must be returned to the Title IV programs:
1. Determine date of separation from College and percentage of payment period attended by the student.
 2. Calculate amount of Title IV aid earned by the student.
 3. Compare amount earned and amounts disbursed to determine amount unearned.
 4. Determine late disbursement if amount earned is greater than amount disbursed.
 5. Determine amount of Title IV aid must be returned if amount earned is less than amount disbursed.
 6. Calculate portion of funds to be returned by the College and student.

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

References:

State Council of Higher Education for Virginia. 2006. Regulations governing certification of certain institutions to confer degrees, diplomas, and certificates. (Reg. 8 VAC 40-31 (N) (6)).

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



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