

# BON SECOURS MEMORIAL COLLEGE OF NURSING

## CATALOG & HANDBOOK

2010-2011



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

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 held responsible for the information contained in the Catalog and Handbook. Policy changes are communicated via the college's web site, [www.BSMCON.edu](http://www.BSMCON.edu) and BlackBoard. Failure to read or comply will not excuse the student from accountability.

Effective 2010-2011 academic year  
7.7.2010

# BON SECOURS MEMORIAL COLLEGE OF NURSING

## WELCOME

*Welcome to Bon Secours Memorial College of Nursing!* The academic year 2010-2011 promises to be an enriching year. As a student, you will have opportunities to enrich your learning, develop your leadership potential and enhance your growth. We hope you will take full advantage of these opportunities.

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

Best wishes for a successful year ahead!

Sincerely,

Susan Bodin, EdD, RN, BC  
Dean, Bon Secours Memorial College of Nursing

## COLLEGE ADMINISTRATORS

Melanie Green, PhD., RN, CNE  
Susan Bodin, EdD., RN, BC  
Juliet Chamberlain, MSN, RN  
Carol Greco, MS  
Regina Welch, EdD.,MS

Vice President for Academic Affairs / Provost  
Dean  
Assistant Dean of Curriculum & Instruction  
Assistant Dean of Administration  
Assistant Dean of Student Services

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## TELEPHONE NUMBERS

Main Telephone: 804-627-5300

Main Fax: 804-627-5330

Administration, Assistant Dean	627-5452
Admissions and Marketing Director	627-5381
Admissions and Recruitment Specialist	627-5339
Bookstore & Building Coordinator	627-5388
Bursar	627-5362
Chaplain	281-8303
Counseling, Personal	342-1501
Curriculum & Instruction, Assistant Dean	627-5325
Dean	627-5325
Financial Aid, Director	627-5329
Financial Aid Specialist	627-5301
Librarian	627-5340
Registrar	627-5331
Registration and Enrollment, Director	627-5335
Skills Lab Coordinator	627-5394
Student Academic Success, Director	627-5327
Student Government Organization, Advisor	627-5363
Student Placement Specialist	627-5305
Student Services, Assistant Dean	627-5350
Wellness Services	627-5147

## EMERGENCIES

Receptionist (627-5300)

Parking/Safety/Security: John Frost (days-264-8005), Security (330-0093)

Henrico County Police, Non Emergency (501-5000), Emergency 911

The College will send the following security and weather alerts as both emails and text messages. Students must activate the text messaging option by logging into their Sonis Web account and selecting the Update Bio icon to input cell phone number and provider, check the "Text Me" flag, and click submit to save the updated Bio settings.

Tornado – Take Cover

Tornado – All Clear

Snow Alert – Closed - Time

Security Alert – Do Not Enter Building

Security Alert – Stay in Building

Security Alert – All Clear

Closed - Day/Date/Time

## 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. The diploma nursing program is accredited by the National League for Nursing Accrediting Commission. The BSN program includes the essential content recommended by the American Association of Colleges of Nursing. Bon Secours Memorial College of Nursing will seek accreditation for its BSN program by the Commission on Collegiate Nursing Education (CCNE). Bon Secours Memorial Regional Medical Center is fully accredited by the Joint Commission on Accreditation of Healthcare Organizations. The College of Nursing is owned by Bon Secours Memorial Regional Medical Center, which is responsible for the College's operation.

National League for Nursing  
Accrediting Commission  
61 Broadway  
New York, NY 10006  
(212) 363-5555

Virginia Board of Nursing  
9960 Mayland Drive, #300  
Richmond, VA 23233  
(804) 662-9909

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

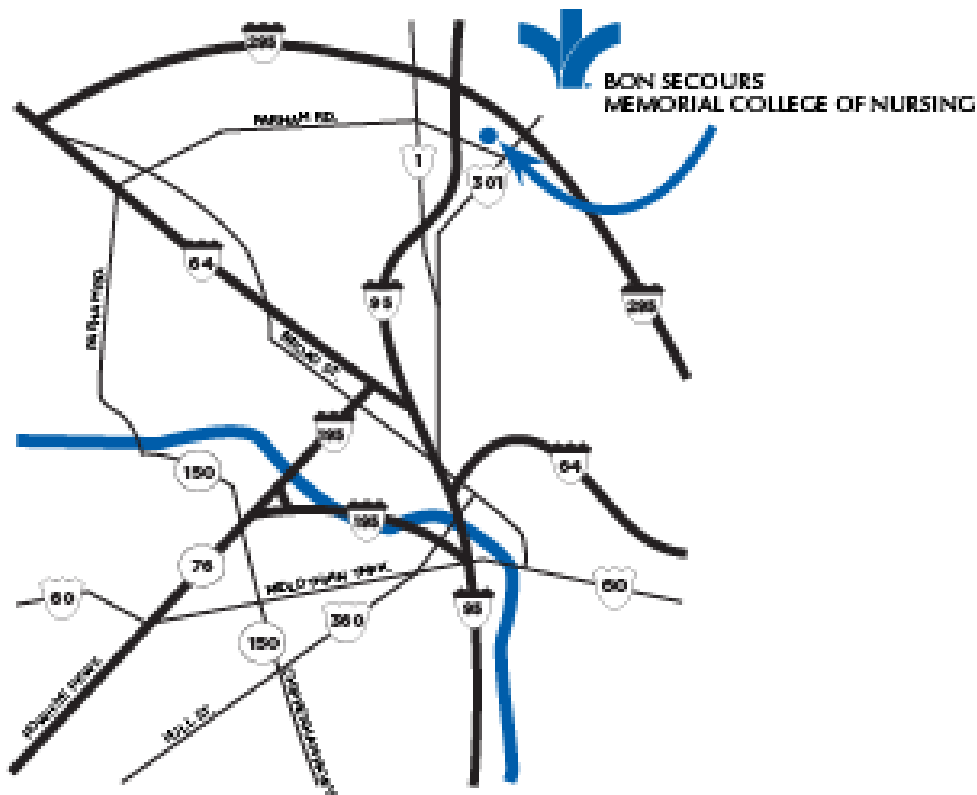
Accrediting Council for Independent Colleges and Schools  
750 First Street, Suite 980  
Washington, DC 20002-4241  
(202) 336-6780

## DIRECTIONS

Located in Henrico County, Bon Secours Memorial College of Nursing is easily accessible from major Interstates 95 and 295.

From I-95: Take I-95 to the Parham Road East exit. Travel down Parham Road approximately 2 miles. The College of Nursing is on the left in the Windsor Business Park at 8550 Magellan Parkway.

From I-295: Take I-295 to US Rt. 301. Exit towards Richmond and travel to the second stoplight. Turn right on Parham Road. The College of Nursing is on the right in the Windsor Business Park.



Bon Secours Memorial College of Nursing (BSMCON) admits students of any race, color, religion, national or ethnic origin, or physical or mental condition(s) so long as the condition(s) do not limit the applicant's ability to perform the essential functions of a nursing student with or without reasonable accommodation to all the rights, privileges, programs, and activities generally accorded or made available to students in the program. BSMCON does not discriminate based on race, color, religion, national or ethnic origins in administration of its educational policies, admissions policies, scholarship and loan programs, or other College administered programs. BSMCON is an equal opportunity education institution.

BSMCON 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.

Board Members: Toni Ardabell; Jean Bolling; Dr. John Bowman; Peter Cleal; Dr. Robert Cohen; Dr. Alexander Corbett III, PhD.; Mark Gordon; Dr. Richard Jackson; Kenneth Jones; Dr. Thom Morris; PhD.; John Muldowney; Joanne Nattrass; W. T. Patrick; Michael Robinson; Sr. Vicky Segura, MD, CBS; Michael Williams.

## **HISTORY OF THE HOSPITAL**

Originally, Richmond Memorial Hospital was built as a living expression of hope for the future of human kind. Chartered "as a permanent memorial" by the City of Richmond on July 21, 1947, it came to be because some people wanted to provide a monument honoring the memory of the young men and women from the Richmond, Chesterfield, and Henrico 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 in 1993, the hospital further expanded patient services. This facility includes a Diagnostic and Treatment Center, the Community Center for Health Education, and a Medical Mall, housing various health care services operated by affiliated agencies. 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.

Bon Secours Memorial Regional Medical Center is part of the Bon Secours Virginia Health System, 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 (Good Help), an international religious congregation devoted to the care of the poor and sick, was founded in Paris in 1824. In the United States, the congregation's health care ministries, which are operated by the not-for-profit Bon Secours Health System Inc., include acute care hospitals and long-term care facilities, along with clinics, home health care services, and hospices.

## **HISTORY OF THE COLLEGE OF NURSING**

The Bon Secours Memorial College of Nursing is sponsored and supported by Bon Secours Memorial Regional Medical Center. The mission of our college is to benefit the students, the hospital, and the community, and to improve the quality of nursing care. Richmond Memorial School of Nursing was started in 1961. In 1998, as Richmond Memorial Hospital joined the Bon Secours Health System, the school was renamed the Bon Secours Memorial School of Nursing. In 2010, the school started doing business as the Bon Secours Memorial College of Nursing.

The College offers two programs: a diploma and a bachelor's of science degree in nursing. The approach to education involves a progressive series of carefully selected learning experiences planned and guided by the faculty. The curriculum is revised to anticipate the ever-changing and demanding healthcare environment.



## **MISSION AND VALUES**

### **BON SECOURS HEALTH SYSTEM-VIRGINIA**

#### **Vision**

Rooted in our faith-based values, Bon Secours Virginia is known for improving the health and well-being of the population throughout the region. We will deliver the highest quality care; compassionately, efficiently, and at a reasonable price. Through partnerships with physicians, and others, we will provide a full spectrum of wellness programs and care for illness.

#### **Mission**

To provide compassionate, quality healthcare services to those in need, including the poor and dying, for the purpose of alleviating human suffering and bringing people to wholeness in the midst of pain and loss.

#### **Values**

- Integrity—a highly-developed sense of ethical behavior, consistent with that expected of an individual or organization with great moral character.
- Justice—the value that supports and protects the rights of all people.
- Stewardship—the responsible use of all Bon Secours resources for that for which they are intended to support, promote, expand, and preserve our mission and ministry.
- Growth—developing and improving our services and promoting self-renewal and progressive development programs for those with whom we work, our organization, and our community.
- Innovation—the process of creating or managing new ideas, methods and technologies to vitalize existing services and to develop new ones.
- Respect—our commitment to treat people well.
- Quality—continuous improvement of our service through understanding and acting on the needs and expectations of those being served.
- Compassion—experiencing empathy with another’s life situation.

### **BON SECOURS MEMORIAL COLLEGE OF NURSING**

#### **College Vision**

The Bon Secours Memorial College of Nursing will develop world-class professional health professionals who are servant leaders, promote the advancement of discipline scholarship, and serve as a center of education excellence therefore providing “good help to those in need.”

#### **BSN Program Mission**

The Bon Secours Memorial College of Nursing, a part of the Bon Secours Catholic healthcare 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.

## **Diploma Program Mission Statement**

The mission of the Bon Secours Memorial College of Nursing is to provide a quality program of nursing education designed to prepare reflective, caring, entry-level practitioners and to assist in establishing a foundation of life-long learning.

## **Program Outcomes**

At the conclusion of the program the graduate will:

- integrate a systematic process of inquiry and reflection to analyze information for effective decision making;
- practice outcome and evidence-based nursing interventions that reflect caring behaviors and responsiveness to cultural differences;
- exchange accurate and congruent information, ideas, and feeling so that individuals and groups can understand, perform activities, and/or change behaviors;
- manage the delivery of healthcare to individual, families, and groups.

## **Philosophy**

Within the Bon Secours College of Nursing teaching and learning fosters the assimilation of nursing skills, knowledge, and attitudes built upon a strong liberal arts foundation. Nursing education is a collaborative process between faculty and students in which personal and professional growth is fostered by respecting individual learning needs and validating students as individuals with intelligence, worth, and dignity. Nursing education promotes transformative, self-directed, experiential discovery. The metaparadigm of nursing guides teaching and learning within the College. The faculty recognizes four metaparadigm components: nursing, patient, health, and environment. Specifically, the faculty of the Bon Secours College of Nursing believes:

### *Nursing*

Nursing is both an art and a science which promotes a holistic approach to wellness, disease prevention, and health restoration in the diverse healthcare environment. Nursing is grounded ethically, legally, and morally while being rooted in holistic caring for the biophysical, spiritual, and mental aspects of patients. Nursing practice is guided by standards of care established by state laws, regulations, national accrediting agencies, and institutional and professional organizations. Nurses are life-long learners who utilize the concepts of servant leadership, cultural sensitivity, interprofessional collaboration, clinical reasoning, and evidence-based practice to promote safe, quality care for diverse patients. Nurses advocate for vulnerable populations to promote social justice in the area of health disparities and to provide “good help to those in need”.

### *Patient*

Patient refers to the individual, family, community, or global conglomerate which develops from the interaction of environment, health, family, culture, and society. Human beings are unique, complex individuals who are worthy of inherent dignity, respect, and value.

### *Health*

Health is created through unity and harmony of mind, body, and soul. Health is a dynamic state on the wellness-illness continuum. Caring human presence facilitates health across the lifespan.

### *Environment*

Environment includes persons, settings, and the social, cultural, political, and socioeconomic factors which affect health. All individuals, particularly the indigent and dying, should have equitable access to healthcare.

### *Caring*

Caring is expressed through many channels including advocacy, evidence-based practice, critical thinking, clinical decision making, interpersonal communication, and collaboration. Caring incorporates

curiosity, courage, and humor within the Catholic healthcare ministry. Self-care and self-reverence are requisite to caring for others.

### *Servant Leadership*

Servant leadership is individualized within nursing practice. Servant leadership begins with the desire to serve and involves leading through collaboration with trust and respect. The values of respect, compassion, justice, integrity, quality, innovation, stewardship and growth are of paramount importance to nursing practice.

## **PROGRAMS**

Bon Secours Memorial College of Nursing offers two courses 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.

### **Diploma in Nursing**

The curriculum is thirty months in length and requires 110 credit hours. Upon completion of the program, a diploma in Nursing is awarded and the graduates are eligible for testing for licensure as a Registered Nurse. No new applicants will be enrolled in the diploma program.

### **Bachelor's Degree in Nursing**

The curriculum is 8 semesters in length and requires 127 credit hours. Upon completion of the program, a bachelor's of science in nursing (BSN) degree is awarded and the graduates are eligible for testing for licensure as a Registered Nurse.

## **DIPLOMA IN NURSING CURRICULUM**

Concurrent with nursing courses at the College, most students take the required foundational college courses in the biological sciences, social sciences, and humanities at J. Sargeant Reynolds Community College or any accredited college or university. Prior to admission, comparable courses may also be taken at any other approved regionally accredited college. The College of Nursing determines the acceptability of course credit for transfer.

At the completion of the curriculum, the student has attained 66 credits in nursing courses and 44 credits in general education courses, totaling 110 credits. The acceptability and transferability of the College of Nursing and J. Sargeant Reynolds Community College credits depend upon the receiving institution's admission and placement policies.

**First Level**

<i>Fall Semester</i>	
Courses	Credit
NAS 161 Health Science I	4
BIO 101 General Biology with Lab	4
ENG 111 College Composition I	3
NUR 100 Foundational Concepts for Professional Nursing	5
	16
<i>Spring Semester</i>	
Courses	Credit
NAS 162 Health Science II	4
BIO 102 General Biology with Lab	4
OR	
CHM 111 General Chemistry with Lab	4
PSY 201 Introduction to Psychology	3
NUR 101 Health Assessment & Clinical Therapeutics	5
	16
<i>Summer Semester</i>	
Courses	Credit
BIO 205 General Microbiology	4
NUR 102 Clinical Applications of Nursing Concepts	4
	8

**Second Level**

<i>Fall Semester</i>	
Courses	Credit
PSY 230 Developmental Psychology	3
NUR 210 Pathopharmacology I	3
NUR (2 Second Level Rotations) 5 credits each	10
	16

**Second Level Rotations**

<i>Fall Semester</i>	
Courses	Credit
NUR 201 Nursing Care of Adults	5
NUR 202 Nursing Care of Childbearing Families	5
NUR 203 Nursing Care of Diverse Populations	5
NUR 204 Nursing Care of Clients with Behavioral Issues	5
	20
<i>Spring Semester</i>	
Courses	Credit
DIT 121 Nutrition	3
SOC 200 Introduction to Sociology	3
NUR (2 Second Level Rotations) 5 credits each	10
	16
<i>Summer Semester</i>	
Courses	Credit
MATH Elective	3
ENG 112 College Composition II	3
NUR 211 Pathopharmacology II	2
	8

**Third Level Rotations**

<i>Fall Semester</i>	
Courses	Credit
PHI 220 Ethics	3
NUR (2 Third Level Rotations) 6 credits each	12
	15
Courses	Credit
NUR 300 Nursing Care of Children and Families	6
NUR 301 Nursing in the Community	6
NUR 302 Transition to Professional Practice	6
NUR 303 Nursing Care of Clients with Physiologic Crisis	6
	24
<i>Spring Semester</i>	
Courses	Credit
NUR (2 Third Level Rotations) 6 credits each	12
NUR 304 Trends and Issues in Nursing	3
	15

**Number of Credits Earned:**

College of Nursing Diploma Nursing Program – 66, JSRCC – 44. Total – 110

The required **J. Sargeant Reynolds Community College** courses having prerequisites are as follows:

Course	Prerequisite(s)
BIO 102 General Biology II	BIO 101 General Biology I
BIO 205 General Microbiology	BIO 101 and BIO 102 or CHM111
ENG 112 College Composition II	ENG 111 College Composition I
NAS 162 Health Science II	NAS 161 Health Science I
PSY 230 Developmental Psychology	PSY 201 Introduction to Psychology

The required **Bon Secours Memorial College of Nursing** diploma nursing courses having prerequisites are as follows:

Nursing Course		Pre-requisites	Co-requisites
<u>LEVEL 1</u>			-
-			
NUR 100	Foundational Concepts for Professional Nursing	None	BIO 101, ENG 111, NAS 161 BIO 102 or CHM 111, NAS 162, PSY 201
NUR 101	Health Assessment and Clinical Therapeutics	NUR 100	
NUR 102	Clinical Applications of Nursing Concepts	NUR 101	
NUR 105*	Transcultural Nursing	None	

<u>LEVEL 2</u>	<u>Pre-Requisites for NUR 201, NUR 202, NUR 203, NUR 204:</u>		BIO 205, DIT 121, ENG 112, MTH, PSY 230, SOC 200
	NUR 102, BIO 101, BIO 102 or CHM 111, ENG 111, NAS 161, NAS 162, PSY 201		
NUR 201	Nursing Care of Adults		
NUR 202	Nursing Care of Childbearing Families		
NUR 203	Nursing Care of Diverse Populations		
NUR 204	Nursing Care of Clients with Behavioral Issues		
NUR 205*	EKG Interpretation	NAS 161	
NUR 210	Pathopharmacology I	NAS 162, NUR 101	
NUR 211	Pathopharmacology II	NUR 210	

<u>LEVEL 3</u>	<u>Pre-requisites for all 300 level nursing courses (except NUR 304):</u>		PHI 220
	All Level 2 courses (except NUR 205) BIO 205, DIT 121, ENG 112, MTH, PSY 230, SOC 200		
NUR 300	Nursing Care of Children and Families		
NUR 301	Nursing in the Community		
NUR 302	Transition to Professional Practice		
NUR 303	Nursing Care of Clients with Physiologic Crisis		
NUR 304	Trends and Issues in Nursing		
NUR 305	NCLEX Review (for students about to graduate)		

\*Elective, not offered every semester

## DIPLOMA IN NURSING 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. Diploma nursing courses at the College of Nursing are taught within a 16-week semester, unless otherwise noted.

**Biology 101 and 102 General Biology I and II:** 4 credits each - 3 lecture hours per week - 3 recitation and lab hours (total 6 hours per week). 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: satisfactory score on Reading Placement Test.

**Biology 205 General Microbiology:** 4 credits - 3 lecture hours - 3 recitation and lab hours (total 6 hours per week). 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 divisional approval.

**Chemistry 111 General Chemistry:** 4 credits - 3 lecture hours per week - 3 recitation and lab hours (total 6 hours per week). May be taken in place of Biology II. Explores the fundamental laws, theories, and mathematical concepts of chemistry. Designed primarily for science and engineering majors. Requires a strong background in mathematics. Prerequisite: CHM 03 or acceptable score on chemistry placement test.

**English 111 College Composition I:** 3 credits - 3 lecture hours per week. Develops writing based on experience, observation, research, and reading of selected literature. Guides students in learning writing as a process: understanding audience and purpose, exploring ideas and information, composing, revising, and editing. Prerequisite: Department Placement Recommendation.

**Natural Science 161 and 162 Health Science I and II** - 4 credits - 3 lecture hours per week, 3 recitation and lab hours (total 6 hours per week). Presents an integrated approach to human anatomy and physiology, microbiology, and pathology. Includes chemistry and physics as related to health sciences. Prerequisites: CHM 01 and BIO 01 or equivalents.

**Psychology 201 Introduction to Psychology I:** 3 credits - 3 lecture hours per week. Examines human and animal behavior, relating experimental studies to practical problems. Includes topics such as sensation/perception, learning, memory, motivation, emotion, and intelligence.

**Nursing 100 Foundational Concepts for Professional Nursing** provides an introduction to the fundamental concepts and theories necessary for professional nursing practice. An overview of the history of nursing leading to the role of the nurse today is presented. Students study and discuss legal and ethical issues, communication, teaching and learning aspects, culturally diverse populations, and the use of nursing process as a model for critical thinking and practice. Students study common human problems: pain, sleeplessness, stress, disability, and loss. Students have opportunities to practice nursing skills and to relate theoretical principles to clinical situations in both simulated and clinical agency experiences. **Total Course Hours: Nursing 100 is 5 credits consisting of 3 classroom hours, 1 laboratory hour, and 4 clinical hours weekly. The course runs for sixteen weeks.**

**Nursing 101 Health Assessment and Clinical Therapeutics** expands on the student's knowledge of basic nursing principles with an emphasis on the health assessment, data collection, and medication administration. In this course, student learning focuses on utilizing a framework for the physical assessment of the patient, incorporating core aspects of the assessment process. Lecture will be comprised of PowerPoint presentations, quizzes and small group exercises. Student participation and attendance is an expectation of Nursing 101. In the laboratory, new nursing skills will include: practicing hands-on physical assessment skills of inspection, auscultation, palpation, and percussion. Students will have opportunities to learn the necessary nursing skills required for medication administration and dosage calculations. Direct care, laboratory, and simulation experiences will be available to students. **Total Course Hours - Nursing 101 is 5 credits consisting of 2 classroom hours, 6 clinical hours, and 2 laboratory hours weekly**

**Nursing 102 Clinical Applications of Nursing Concepts:** Nursing 102 expands on the student's knowledge of basic nursing principles with an emphasis on the nursing process. In this course, student learning focuses on nursing care for patients during the perioperative experience. Areas of concentration include: common gastrointestinal, immobility and nutritional complications, in addition to fluid/electrolytes and wound healing. Lecture will be comprised of PowerPoint presentations, quizzes and small group exercises. Student participation and attendance is an expectation of NUR 102. In the laboratory, new nursing skills will include: the starting, assessing, and delivering of intravenous therapy; basic phlebotomy, central venous access device (CVAD) care, wound care, and suture/staple removal. Students will have opportunities to promote, maintain, and help restore health to patients who have both acute and chronic illnesses. Direct care and observational experiences will be available to students. **Total Course Hours - Nursing 102 is 4 credits consisting of 2 classroom hours and 6 clinical/laboratory hours weekly.**

**Nursing 105 Trans-cultural Nursing:** This course culminates in a mission trip to an underserved community/country (usually Haiti or the Dominican Republic) and followed by class and presentation to the College of Nursing students after the mission trip. **Total Course Hours - Nursing 105 is a 1 credit elective course and runs for 16 weeks.**

The following prerequisites must be completed before progression to the second level: Natural Science 161 and 162, General Biology 101 and 102 (or Chemistry 111), English 111, Psychology 201, and Nursing 100, 101, and 102.

**Dietetics 121 & Nutrition I:** 3 credits -3 lecture hours per week. Studies food composition, dietary guidelines, and nutrients essential to healthy human life. Analyzes nutrient function and metabolism.

**English 112 College Composition II:** 3 credits - 3 lecture hours per week. Second semester of English requirement. Focuses on writing by integrating experiences in thinking, reading, listening, and experiencing.

**Math Elective** - 3 credits - 3 lecture hours per week. College level math course. Statistics is recommended but not required.

**Psychology 230 Developmental Psychology:** 3 credits - 3 lecture hours per week. 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.

**Sociology 200 Principles of Sociology:** 3 credits - 3 lecture hours per week. Introduces basic concepts and methods of sociology. Presents significant research and theory in areas such as socialization, group dynamics, gender roles, minority group relations, stratification, and culture.

**Nursing 201 Nursing Care of Adults:** This course will focus on the adult with alterations in homeostasis secondary to changes in the immune response, cell growth, metabolism, tissue perfusion, cardiac output, nutrition, mobility, cognition, sensation, and oxygenation. Experiences will be directed toward application of theoretical concepts of nursing practice in the promotion, maintenance, and restoration of health and compassionate care of the dying in the medical/surgical setting. Lecture hours will include such methodology as formal lecture and small group work. Student groups will have clinical experiences at area Bon Secours hospitals and observation experiences at local dialysis centers. **Total Course Hours This course is 5 credits consisting of 6 lecture hours and 12 hours of clinical laboratory weekly. The clinical laboratory experience will include direct care and simulation.**

**Nursing 202 Nursing Care of Childbearing Families:** This course introduces the concept of family-centered nursing care to promote positive outcomes for culturally diverse childbearing families. Emphasis is placed on the educational and health care needs of the family as it experiences the birth process. Didactic content incorporates diverse instructional modalities such as lecture, lab practice, computer assisted instructional materials (CAI's), case studies, and group work in order to prepare the student with a basic understanding of normal assessment and care planning for women, infants, and families throughout the childbearing cycle. Clinical experiences incorporate provision of care to newborns, and women throughout the childbearing cycle. Skills include IM injections in newborn and adult clients, urinary



catheterization, fundal assessment and massage, postpartal assessments, post-cesarean surgical care, health teaching, newborn assessment and basic newborn care. Antepartum care and teaching is provided in an in-hospital antepartum unit and observed in a clinic or doctor's office setting. Community-based health classes for childbearing families are observed.

**Total Course Hours Nursing 202 is a 5 credit course. The daytime schedule consists of: 2 three-hour lectures and 2 six-hour clinical/lab days weekly. The evening schedule consists of: 2 three-hour lectures and 2 five-hour clinical/lab evenings weekly, in addition to six-hour clinical rotations on 3 Saturdays during the eight-week session.**

**Nursing 203 Nursing Care of Diverse Populations:** This course examines the health care needs of special populations including men, women, older adults, clients in need of rehabilitation nursing, and clients with diabetes. Cultural aspects of nursing will also be discussed. This course is taught by lecture, videos, PowerPoint slides, overheads, guest lectures, use of quizzes on subject matter, use of Sim Man, and use of labs to incorporate special needs of this population. This course has clinical sites such as acute medical-surgical units, a long-term nursing facility, a rehabilitation facility, and a retirement community. **Total Course Hours: Nursing 203 is a 5 credit course consisting of 6 hours of class and 12 hours of clinical weekly.**

**Nursing 204 Nursing Care of Clients with Behavioral Issues:** This course introduces the student to holistic nursing care of the mentally ill client. This course incorporates the biopsychosocial and behavioral sciences and nursing and communication theories to enable the student to care for individuals, families, and groups experiencing alterations in mental health. Learning experiences are provided to facilitate understanding human behavior on a wellness-illness continuum. The nursing process guides nursing care, with emphasis on the interdisciplinary approach. Opportunities are provided to enable the student to increase self-awareness and establish therapeutic relationships with clients. Clinical experiences take place at acute care settings, and may also include outpatient settings. **Total Course Hours : Nursing 204 is a 5 credit course consisting of 5 hours of theory and 12 hours of clinical weekly in 8-weeks. Time allotted for independent learning activities is included in the clinical laboratory component.**

**Nursing 205 EKG Interpretation:** Introduces students to basic electrocardiography, dysrhythmia, interpretation, and nursing interventions for the client experiencing cardiac rhythm disorders. This course is encouraged for students expressing interest in the telemetry and critical care areas. **Total Course Hours: 2 credit hour course consisting of 2 hours of lecture weekly. Elective**

**Nursing 210 Pathopharmacology:** A systems approach is used to examine pathophysiologic concepts as a basis for nursing practice. This course focuses on the cellular aspects of disease, alterations in organ and system functioning and dynamics of body defenses. The effects of the disease states are explored through the response patterns of human functioning. Therapeutic and pharmacologic regimens for selected pathophysiologic disorders are examined. Nursing considerations and client teaching are also emphasized. **Total Course Hours: Nursing 210 is a 3 credit hour course consisting of 3 hours of lecture weekly.**

**Nursing 211 Pathopharmacology:** A systems approach is used to examine pathophysiologic concepts as a basis for nursing practice. This course focuses on the cellular aspects of disease, alterations in organ and system functioning and dynamics of body defenses. The effects of the disease states are explored through the response patterns of human functioning. Therapeutic and pharmacologic regimens for selected pathophysiologic disorders are examined. Nursing considerations and Client teaching are also emphasized. **Total Course Hours: Nursing 211 is a 2 credit hour course consisting of 2 hours of lecture weekly.**

The following prerequisites must be completed before progression to the third level: English 112, Dietetics 121, Psychology 230, Sociology 200, Biology 205, and Nursing 201,202,203, 204,210, and 211.

**Philosophy 220 Ethics:** 3 credits - 3 lecture hours per week. Provides a systematic study of representative ethical systems.

**Nursing 300 Nursing Care of Children and Families:** This course 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. **Total Course Hours: Nursing 300 is a 6 credit course; 3 credits clinical, 3 credits theory. There are 6 class hours and 18 clinical/laboratory hours weekly.**

**Nursing 301 Nursing in the Community:** The course provides foundational concepts & theories of community health, with the focus on the community as the client. The application of the nursing process to the community is explored. Independent nursing interventions of assessment, education and collaboration are experienced along the wellness-illness continuum during the clinical experience. The student applies nursing skills to individuals in the community setting. **Total Course Hours: Nursing 301 is a 6 credit course; 3 credits clinical, 3 credits theory. There are 6 class hours & 18 clinical/laboratory hours weekly.**

**Nursing 302 Transition to Professional Practice:** This course focuses on the role of the nurse as a manager of care for a group of clients. The knowledge and skills necessary to make client care-related decisions, set priorities, delegate, provide interventions and evaluate outcomes of care are emphasized. Clinical experiences provide opportunities to implement these skills. **Total Course Hours: 6 credit course.** The daytime schedule consists of: 2 three-hour lectures, 2 eight-hour clinical/lab days and 2 hours of clinical preparation time scheduled weekly. The evening schedule consists of: 2 three-hour lectures, 2 five-hour clinical/lab evenings and 2 hours of clinical preparation time scheduled weekly, in addition to eight-hour clinicals on 3 Saturdays during the eight-week session.

**Nursing 303 Nursing Care of the Client in Physiological Crisis:** This course introduces students to the essential elements of critical care nursing. Clinical judgment and collaboration are emphasized while meeting the needs of the patient with acute, multi-system alterations. Clinical experiences are provided in the acute care setting. **Total Course Hours: There are 6 class hours and 18 clinical hours weekly in an 8-week course.**

**Nursing 304 Trends and Issues in Nursing:** The course provides an overview of current trends in healthcare that impact the nurse in providing care. The framework for the course is multidimensional, global and demonstrates the interdependency of the nurse in the delivery of care. Students participate with the instructor to discover the components of the issues and how they become trends. The components include history, research, evidence-based practice social and political trends, technology, nursing roles, and health care delivery. **Total Course Hours: Nursing 304 is a 3- credit course. There are eleven (11) three-hour classes and three (3) self-directed learning components that contribute to a total of 42 classroom hours, without a clinical component. Class attendance is strongly recommended, as there will be a graded in-class assignment/quiz completed during each class meeting.**

Please also refer to J. Sargeant Reynolds Community College website for description of pre-requisite courses at [www.jsr.vccs.edu](http://www.jsr.vccs.edu)

## **BACHELOR'S OF SCIENCE IN NURSING DEGREE**

Prior to admission or concurrently, student may take the required general education courses in the biological sciences, social sciences, and humanities at J. Sargeant Reynolds Community College or any accredited college or university. The College of Nursing determines the acceptability of course credit for transfer. At the completion of the curriculum, the student will have attained 71 credits in nursing courses and 56 credits in general education courses, totaling 127 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 – Traditional Tract

Freshman Year, Semester 1	Credits	Freshman Year, Semester 2	Credits	Freshman Year, Summer	Credits
English Composition I or English Composition II*	3	English Composition II or Advanced Composition*	3	Math for Healthcare Professionals (Optional)*	3
General Psychology *	3	Developmental Psychology*	3	Medical Terminology (Optional)*	3
Communication Elective*	3	Sociology*	3		
Chemistry I or Biology I*	4	Chemistry II or Biology II*	4		
Fine Art Elective*	3	Literature Elective*	3		
		Foundations of Nursing Scholarship	2		
<b>Total Credits</b>	<b>16</b>	<b>Total Credits</b>	<b>18</b>		
Sophomore Year, Semester 1	Credits	Sophomore Year, Semester 2	Credits	Sophomore Year, Summer	Credits
Nutrition*	3	Statistics*	3		
Health Science I*	4	Health Science II *	4		
Microbiology*	4	Ethics*	3		
Religion Elective*	3	Lifespan Health Assessment and Clinical Prevention	4		
Professional Nursing Concepts	3	Competencies for Nursing Practice I	2		
<b>Total Credits</b>	<b>17</b>	<b>Total Credits</b>	<b>16</b>		
Junior Year, Semester 1	Credits	Junior Year, Semester 2	Credits	Junior Year, Summer	Credits
Adult Nursing Science I	3	Adult Nursing Science II	3	Exploration of Nursing Specialties (Optional)	2
Adult Nursing Science I Practicum	3	Adult Nursing Science II Practicum	3	Experiential Learning (Optional)	2
Pathopharmacology I	3	Pathopharmacology II	3	Global Outreach for Mission Trip (Optional)	2
Nursing Informatics	2	Mental Health and Mental Illness Nursing	2		
Vulnerable Populations and Global Health	2	Mental Health and Mental Illness Nursing Practicum	2		
Competencies for Nursing Practice II	2	Professional Role Development: Contemporary Issues	2		
<b>Total Credits</b>	<b>15</b>	<b>Total Credits</b>	<b>15</b>		
Senior Year, Semester 1	Credits	Senior Year, Semester 2	Credits	Senior Year, Summer	Credits
Nursing Care of Women and Childbearing Families	2	Synthesis for Nursing Practice	3		
Nursing Care of	2	Clinical Immersion	8		

Women and Childbearing Families Practicum					
Nursing Care of Children and Families	2	Professional Role Development: Servant Leadership	2		
Nursing Care of Children and Families Practicum	2	NCLEX Review	2		
Gerontological Concepts and Issues	2				
Metaphysical Nursing	2				
Nursing Research	3				
<b>Total Credits</b>	<b>15</b>	<b>Total Credits</b>	<b>15</b>	<b>Total Program Credits</b>	<b>127</b>

\* Indicates general education course

The required **Bon Secours Memorial College of Nursing** BSN nursing courses having prerequisites are as follows:

Prerequisite	Freshman Year, Semester 1	Credits	Co-requisite
	English Composition I or English Composition II*	3	
	General Psychology*	3	
	Communication Elective*	3	
	Chemistry I or Biology I*	4	
	Fine Art Elective*	3	
Prerequisite	Freshman Year, Semester 2	Credits	Co-requisite
	English Composition II or Advanced Composition*	3	
	Developmental Psychology*	3	
	Sociology*	3	
	Chemistry II or Biology II*	4	
	Literature Elective*	3	
Admitted to the Program English Composition I	Foundations of Nursing Scholarship	2	English Composition II
Prerequisite	Freshman Year Summer	Credits	Co-requisite
	Math for Healthcare Professionals (Elective)*	3	
	Medical Terminology (Elective)*	3	
Prerequisite	Sophomore Year	Credits	Co-requisite
	Nutrition*	3	
	Health Science I*	4	
	Microbiology*	4	
	Religion Elective*	3	
English Composition I General Psychology Communication Elective Chemistry or Biology I and II Developmental Psychology Sociology	Professional Nursing Concepts	3	Foundations of Nursing Scholarship Microbiology Nutrition English Composition II

<b>Prerequisite</b>	<b>Sophomore Year</b>	<b>Credits</b>	<b>Co-requisite</b>
	Statistics*	3	
	Health Science II *	4	
	Ethics*	3	
English Composition I General Psychology Communication Elective Chemistry or Biology I and II Developmental Psychology Sociology Health Science I	Lifespan Health Assessment and Clinical Prevention	4	Foundations of Nursing Scholarship Professional Nursing Concepts Ethics Nutrition Health Science II English Composition II
English Composition I General Psychology Communication Elective Chemistry or Biology I and II Developmental Psychology Sociology Health Science I	Competencies for Nursing Practice I	2	Foundations of Nursing Scholarship Professional Nursing Concepts Ethics Nutrition Health Science II English Composition II
<b>Prerequisite</b>	<b>Junior Year, Semester 1</b>	<b>Credits</b>	<b>Co-requisite</b>
Lifespan Health Assessment and Clinical Prevention Competencies for Nursing Practice I	Adult Nursing Science I	3	Adult Nursing Science I Practicum Pathopharmacology I Nursing Informatics
Lifespan Health Assessment and Clinical Prevention Competencies for Nursing Practice I	Adult Nursing Science I Practicum	3	Adult Nursing Science I Pathopharmacology I Nursing Informatics
Lifespan Health Assessment and Clinical Prevention Competencies for Nursing Practice I	Pathopharmacology I	3	Adult Nursing Science I Adult Nursing Science I Practicum Nursing Informatics
Lifespan Health Assessment and Clinical Prevention Competencies for Nursing Practice I	Nursing Informatics	2	
Lifespan Health Assessment and Clinical Prevention Competencies for Nursing Practice I Fine Art Elective Literature Elective Religion Elective Statistics	Vulnerable Populations and Global Health	2	
Lifespan Health Assessment and Clinical Prevention	Competencies for Nursing Practice II	2	

Competencies for Nursing Practice I			
Prerequisite	Junior Year, Semester 2	Credits	Co-requisite
Adult Nursing Science I Adult Nursing Science I Practicum Pathopharmacology I Vulnerable Populations and Global Health Competencies for Nursing Practice II Nursing Informatics	Adult Nursing Science II	3	Adult Nursing Science II Practicum Pathopharmacology II
Adult Nursing Science I Adult Nursing Science I Practicum Pathopharmacology I Vulnerable Populations and Global Health Competencies for Nursing Practice II Nursing Informatics	Adult Nursing Science II Practicum	3	Adult Nursing Science II Pathopharmacology II
Adult Nursing Science I Adult Nursing Science I Practicum Pathopharmacology I Vulnerable Populations and Global Health Competencies for Nursing Practice II Nursing Informatics	Pathopharmacology II	3	Adult Nursing Science II Adult Nursing Science II Practicum
Adult Nursing Science I Adult Nursing Science I Practicum Pathopharmacology I Vulnerable Populations and Global Health Competencies for Nursing Practice II Nursing Informatics	Mental Health and Mental Illness Nursing	2	Adult Nursing Science II Adult Nursing Science II Practicum Pathopharmacology II Mental Health and Mental Illness Nursing Practicum
Adult Nursing Science I Adult Nursing Science I Practicum Pathopharmacology I Vulnerable Populations and Global Health Competencies for	Mental Health and Mental Illness Nursing Practicum	2	Adult Nursing Science II Adult Nursing Science II Practicum Pathopharmacology II Mental Health and Mental Illness Nursing

Nursing Practice II Nursing Informatics			
Adult Nursing Science I Adult Nursing Science I Practicum Pathopharmacology I Vulnerable Populations and Global Health Competencies for Nursing Practice II Nursing Informatics	Professional Role Development: Contemporary Issues	2	

## 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 of Nursing are taught within a 15-week semester, unless otherwise noted. General education courses may be taken at J. Sargeant Reynolds Community College or other accredited college or university.

### J. SARGEANT REYNOLDS COMMUNITY COLLEGE COURSE

#### **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 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.

**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 co-requisite: 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. Prerequisite ENG 112 or approval by English program head. Lecture 3 hours per week.

**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. 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 co-requisite: 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 co-requisite: 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 co-requisites. 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.

**BON SECOURS MEMORIAL COLLEGE OF NURSING COURSE DESCRIPTIONS - BSN  
Traditional Tract****NUR 1100 Foundations of Nursing Scholarship (2 cr.)**

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.

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

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.

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

Builds upon the foundational liberal education in the sciences and the arts to apply the knowledge, skills, and attitudes of health assessment and clinical prevention to nursing practice. Health assessment is the collection of data that includes the mind, body, and spirit that allows the registered nurse to make clinical judgment or nursing diagnosis about the individual's health state, response to actual or potential problems, life processes, or higher levels of wellness. Clinical prevention refers to evidence-based interventions intended to prevent the escalation of diseases or conditions in the individual. Clinical prevention includes health promotion and disease and injury prevention across the lifespan. A holistic, caring approach based on the values of Bon Secours and within framework of the Catholic health ministry will be utilized as the foundation of safe, quality, evidenced-based, professional nursing care.

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

Facilitates performance of basic nursing skills in the laboratory and clinical settings. Students will focus on the psychomotor performance based on foundational nursing knowledge and attitudes. Students will learn 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.  
digital assistants.

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

Uses a conceptual systems approach to examine pathophysiologic concepts as a basis for nursing practice. This course focuses on the cellular aspects of disease, alterations in organ and system functioning and dynamics of body defenses. The effects of the disease states are explored through the response patterns of human functioning. Therapeutic and pharmacologic regimens for selected pathophysiologic disorders are examined. Nursing considerations and client teaching are also emphasized. Pathopharmacology I and Adult Nursing Science I will be closely aligned.

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

Uses a conceptual systems approach to examine pathophysiologic concepts as a basis for nursing practice. This course extends the cellular aspects of disease to complex pathophysiologies involving derangements resulting in multi-system failures. The interrelationships of specific disease states are explored through multiple response patterns of disruption of homeostasis. Therapeutic and pharmacologic regimens for selected pathophysiologic disorders are examined. Nursing considerations and client teaching are also emphasized. Pathopharmacology II and Adult Nursing Science II will be closely aligned.

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

Facilitates performance of basic nursing skills in the laboratory and clinical settings. Students will focus on the psychomotor performance based on foundational nursing knowledge and attitudes. Students will learn intermediate and advanced nursing skills such as ostomy care, suctioning and tracheostomy care, intravenous therapy, phlebotomy, blood administration, central line care, care of the client with a chest tube, care of the client on mechanical ventilation, peritoneal dialysis, care of the surgical client, and post-mortem care.

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

Introduces the students to the essential holistic care, including clinical prevention, health restoration, and health maintenance of adults across the healthcare continuum. This course will focus on alterations in homeostasis secondary to fluid and electrolyte imbalance, ventilatory and perfusion compromises, gastrointestinal dysfunction, genitourinary dysfunction, and endocrine disorders. Adult Nursing Science I will be closely aligned with Pathopharmacology I and Adult Nursing Science I Practicum for application of knowledge, skills, and attitudes learned during the course.

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

Allows students to apply 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 health sites. This practicum is closely aligned with Adult Nursing Science I and Pathopharmacology I.

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

Continues nursing concepts of care from Adult Nursing Science I with nursing care of adults: including clinical prevention, health restoration, and health maintenance. Complex physiological relationships with patients and families whose lives are interrupted with inflammatory responses and wound healing, genetics and altered immune responses, infections and human immunodeficiency viruses, malignant and non-malignant cell differentiation disrupting wellness and requiring healing therapies to sustain life or prevent suffering in end of life care. Nursing care of Adult Nursing Science II with problems related to movement coordination will differentiate upper and lower interruption in nervous pathways across the continuum of care. Nursing care of patients with multisystem failure will address a continuum of adult care whose multisystem failure extends into acute care settings from the initiation of systemic inflammatory processes through multiple organ system failure.

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

Allows students to apply knowledge, skills and attitudes regarding the essential holistic care of adults across the healthcare continuum, as continued from Adult Nursing Science I Practicum. Students have the opportunity to provide nursing care to clients with common acute and chronic health problems in primary, secondary, and tertiary health sites. This practicum is closely aligned with Adult Nursing Science II and Pathopharmacology II.

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

Examines various vulnerable populations in order to develop the ability of students to deliver culturally competent care. Utilizing a global perspective, students will analyze health disparities and identify common health issues facing diverse populations. Using the nursing process, students will develop their own health teaching unit for a vulnerable population of their choice.

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

Focuses on nursing responses to mental health and illness phenomena in individuals, families, and groups. Students assess and apply current clinical research evidence 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, interdisciplinary, client-centered approach.

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

Focuses on nursing responses to mental health and illness phenomena in individuals, families, and groups. Students assess and apply current clinical research evidence 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, interdisciplinary, client-centered approach.

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

Provides the baccalaureate nurse generalist student with an understanding of the fundamentals of computer systems and data management. 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 clients. Content will incorporate theoretical and experiential exposure to basic communication programs, networking software, databases and their management, and healthcare information systems including the clinical information system, medication administration application, point of care testing and personal digital assistants.

**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 multidisciplinary 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.

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

Provides an opportunity for reflection on the delivery of culturally competent nursing care for individuals, families, groups, communities and organizations within a particular region. The region will be the chosen destination of the mission trip. The students will develop a self-awareness of their own values and beliefs and will analyze major concerns and issues encountered by nurses in diverse populations. Under the direct supervision of faculty from the College of Nursing, students will be required to participate in the medical mission outreach trip at the conclusion of the course. This course will focus on service learning which offers a way in which students can develop their own sense of civic responsibility and help to 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 transcultural nursing and diversity. It is expected that the student participates fully in every activity and on the mission trip.

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

Presents the broad context of healthcare including healthcare policy, finance, regulation and law, and quality improvement. There will be an emphasis on the use and analysis of data as evidence for practice change and promoting advocacy for social justice in vulnerable populations.

**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.

**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.

**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.

**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.

**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.

**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.

**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.

**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.

**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.

**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.

**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.

**ACADEMIC WARNING & PROBATION**

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. A student with a cumulative GPA <2.0 in all nursing and non-nursing courses may continue course work **within their current level of curriculum or in courses without prerequisites** but will be placed on **ACADEMIC PROBATION** for a period not to exceed one semester. If a cumulative GPA of  $\geq 2.0$  is not achieved by the end of the probation period, the student is academically dismissed and must withdraw from the program. A probation period is defined as one semester (fall, spring, or summer.)

Students who are being readmitted may have a GPA of less than 2.0 while they repeat a course, but must bring the GPA up to at least 2.0 by the end of the second semester in which they return. Students are considered to be on **ACADEMIC WARNING** for those two consecutive semesters unless a GPA  $\geq 2.0$  is achieved by the end of the first semester, placing the student in good academic standing. Students on academic warning are NOT eligible for financial aid.

**ACADEMIC TERMS**

Pursuant to the Department of Education regulations governing the definition of academic terms, the Bon Secours Memorial College of Nursing will follow the guidelines as defined in 34 CFR 668.2 and 34 CFR 668.4. That is, within the nursing program of study, the academic terms have been designed as standard terms. Standard terms are defined as three semesters that are generally 14 to 17 weeks long with full time status being 12 credit hours of study. Shorter terms or modules can be combined to meet the requirements of a standard term. This treatment must be applied to all students whether or not they are participating in Title IV financial aid.

Bon Secours' published diploma program length with the Department of Education under the Participation Agreement is three standard terms during an academic year. There may be instances where a semester is made up of two eight-week modules. However, the term does not end until the end of the second module. In order to comply with our stated and approved program length, the Department of Education looks at the program, not individual students.

Bon Secours' published BSN degree program length with the Department of Education under the Participation Agreement is two standard terms during an academic year.

It is understandable that if by working harder or learning faster a student completes their course of study early; that they would want to graduate at the point the coursework is completed. However, in order to maintain compliance with the Department of Education, the student must wait until the end of the semester in order to receive their diploma as the term completion does not end until the last day of the semester, not the last day of the module completed.

## **ADDRESS CHANGE**

The student must provide the Registrar with their current contact information. The student must provide the Office of Registration and Enrollment with his/her current home and email address and telephone number(s). When there is a change in contact information, a written notice is submitted to the Registrar or Director of Registration and Enrollment. Students are asked to update this information regularly following graduation.

## **ADMISSIONS**

Bon Secours Memorial College of Nursing enrolls entry level students twice a year. The admissions deadlines are May 1 for Fall and October 1 for Spring. Applications may be accepted after these dates at the College's discretion.

Qualified applicants are considered for admission regardless of age, gender, race, color, religion, national origin, marital or veteran status or physical or mental condition(s), so long as the condition(s) does not limit the applicant's ability to perform the essential functions of a nursing student with or without reasonable accommodation.

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. Graduation from an accredited high school, preferably in the upper one-third of class. Ability to benefit test is not applicable. Consumer information can be found at [www.BSMCON.edu](http://www.BSMCON.edu).

- 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)

Admission into the College of Nursing is competitive. The admissions process for all accepted applicants involves two stages: conditional acceptance and full acceptance. An applicant who meets all admission requirements is not guaranteed admission to the program.

Admissions policy and materials can be found at [www.BSMCON.edu](http://www.BSMCON.edu) and in the Admissions policy:



To be eligible for admission in any year, the application and all required materials must be received by the College of Nursing by the deadlines. Classes usually begin in August/September and January of each year. The deadlines are published on the college's web site. Applications may be accepted after these dates at the College's discretion. Qualified applicants are considered for admission regardless of age, gender, race, color, religion, national origin, marital or veteran status, or physical or mental condition(s), as long as the condition(s) do not limit the applicant's ability to perform the essential functions of a nursing student with or without reasonable accommodation.

#### Basic Admission Requirements for All Applicants

Graduation from an accredited high college, preferably ranked in the upper one-third of the class or state approved home school program.

GED certificate or attestation in lieu of a high school diploma.

When appropriate, the applicant may complete attestation forms for high school.

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 college courses and minimum grade of C in Algebra I, Biology, and College Prep Chemistry. Courses taken after high college may satisfy these requirements based on the decision of the Admissions Committee.

Achievement of a cumulative grade point average of 2.5 or above from any accredited college courses taken. Transfer credit is given for a grade of C or above in comparable college non-nursing courses. 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.

Official transcripts are required from high college, the Graduate Education Development (GED) program, professional colleges, and all colleges/universities attended.

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 of 60 is required for the math and science sections in order to continue with the application process.

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.

Three reference forms are required. The forms should be from professional contacts only. References from relatives and friends are not accepted. References should ideally be obtained from each of the

following: a teacher or professor, 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.

Submitted online application and application fee.

## **ATTENDANCE**

The student is expected to be present and on time for all classes and clinical experiences. Clinical experiences include but are not limited to: pre/post conferences, skills laboratories, 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. Hours of absence are recorded on the student's final course summary. The amount of financial aid granted to a student is determined, in part, by attendance. Tardiness and early departure from class are included as absent time. A note from Employee Health or 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/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/gradable work. A student arriving late for a scheduled test/quiz will be permitted to take the test in the remaining allotted time.

Also see Testing and Gradable Work.

### **Clinical Attendance**

The student who attends less than 90% of the clinical hours for any nursing course receives a clinical grade of unsatisfactory, resulting in failure of the course. Only in extenuating circumstances may exceptions to this policy be made by the Assistant Dean for Curriculum and Instruction.

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

Occurrences of clinical tardiness are reflected on the clinical evaluation tool. If a student is 5 minutes late, the student may receive a daily clinical grade of unsatisfactory.

There is no provision for an individual student to make-up clinical days, nor will any provisions be made by faculty.

### **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 instructor of any absence.

- A. Students are responsible for attending all classes and clinical experiences at the Bon Secours Memorial College of Nursing (BSMCON), as well as all classes at J. Seargent Reynolds Community College (JSRCC). During inclement weather conditions, however, BSMCON classes and clinical rotations as well as JSRCC classes may be cancelled.
- B. Students and faculty must watch for an announcement of BSMCON opening delay, early closure, or cancellation/opening announcements on the following: 1) Blackboard 2) College of Nursing main desk at (804) 627-5300 3) Channel 12 NBC TV. 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.
- C. 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.

### **Confirmation of Enrollment**

Verification of enrollment for the semester must be completed by the end of the second Saturday of the semester (16 week semester for diploma nursing program; 15 week semester for the bachelor's of science in nursing program). Students are required to self-certify their enrollment using the College's data management system, SONIS. Students receiving financial aid are required to self-certify prior to any disbursement of financial aid. For those students who are enrolled in two eight-week courses within the semester, verification of enrollment must be confirmed for BOTH eight-week course by the second Saturday of the semester. The student certification does not preclude instructors from taking class attendance.

## **AWARDS AND SCHOLARSHIPS**

### **Awards**

#### **Chesley-Decker Award for Good Citizenship**

*The Chesley-Decker Award* was established to honor two great men affiliated with Richmond Memorial Hospital. *Mr. Henry G. Chesley, Jr.* was President of the Board of Trustees for 15 years. *Dr. Henry W. Decker* was a principal founder and the first Chief of the Professional Medical Staff at Richmond Memorial Hospital. These men were contributing members of the community, spending a great deal of their lives in civic and educational affairs. To recognize their contributions, the Hospital's Administration and the Faculty of the College of Nursing set up the following criteria for the *Chesley-Decker Award for Good Citizenship*.

#### Criteria:

The following criteria are used to select a recipient of the *Chesley-Decker Award*:

- The graduating Level III diploma student or graduating senior BSN student eligible for this award will have been active in both College and community affairs, and will have contributed to the betterment of the College and community through volunteer service.
- The student will have demonstrated genuine concern for fellow students and members of the community through involvement beyond the College's requirements.

#### Award:

The *Chesley-Decker Award* is given when there is a qualified candidate. The recipient receives the sum of \$300 and a certificate. The recipient's name will appear on a plaque, which is displayed in the College of Nursing.

### **Frank E. Brown/Balfour Award for Outstanding Scholastic Achievement**

The *Balfour Award* was established in 1964 when the first class graduated from the College of Nursing. The *Balfour Award* connotes scholastic excellence. The student who has obtained the highest scholastic average while enrolled in Bon Secours Memorial College of Nursing qualifies to receive the award.

In 1973, the *Balfour Award* was combined with the newly created *Brown Award*, which was established to honor Mr. Frank E. Brown. Mr. Brown was a member of The Hospital Board of Trustees prior to the opening of the College of Nursing in 1961 and until his death in 1976. In May 1976, the original nursing education building was named the *Frank E. Brown Nursing Education Center*.

#### Criteria:

The *Brown Balfour Award* is presented annually to the graduating student who has attained the highest scholastic grade point average and who demonstrates qualities of perseverance and determination.

#### Award:

The *Brown Balfour Award* consists of a check for \$300 and a certificate. The recipient's name will appear on a plaque, which is displayed in the College of Nursing. In the case of two or more students having the same high scholastic grade point average, the one student who best reflects the qualities of Mr. Brown will be recommended by the senior faculty. These qualities include initiative in helping one's self, perseverance, and determination, while contributing greatly to the betterment of the College through attitude, loyalty, and involvement with others.

### **Honor, Spirit and Achievement Award**

It has been a tradition at Bon Secours Memorial College of Nursing that each year the graduating class leaves a gift of appreciation to the College. The Class of 1970 wanted to present a gift that would be lasting as well as meaningful to the students. It was their hope that the gift, in some small way, would enrich the lives of the students during their tenure in the program. A deserving Level III student is selected each year to receive the *Honor, Spirit and Achievement Award*.

#### Criteria:

The criteria for receiving this prestigious award include the following qualities. The student must:

- Be a graduating Level III diploma student or graduating senior BSN student.
- Be an active participant in College organizations beginning in the freshman year.
- Have promoted class and College spirit through College of Nursing interest and encouragement.
- Have set an example for classmates while actively participating in extracurricular activities and community projects.
- Demonstrate leadership qualities, which include accepting and sharing responsibility.
- Have gained respect from peers due to interest shown in others and a willingness to seek out individuals.
- Be honest in all relationships because honor is an integral part of one's being. This includes having no honor code violations.

#### Selection:

- The recipient is nominated by members of the SGO. Names of all nominees must be submitted in writing to the Chairman of the Honor Council two weeks prior to the last SGO meeting of the year. There must be no less than two nominees.
- The Chairman of the Honor Council verifies that the candidates have no honor code violations.
- During the last meeting, which is held in April, the persons who originally nominated the candidates will stand and publicly give two reasons why the nominees should receive the award.
- All members of the Student Government Organization then vote online using Blackboard.
- The name of the recipient remains confidential and is not announced until the Graduation Ceremony.

#### Award:

The recipient is given a certificate and a medallion. The recipient's name is engraved on the *Honor, Spirit and Achievement Award* plaque, which is displayed in the College of Nursing.

### **Cynia A. Katsorelos Leadership Award**

The Cynia A. Katsorelos Leadership Award was established in 1999 at the time of her retirement as Director of the College of Nursing to honor her leadership achievements.

#### Criteria:

The following criteria are used to select the recipient of the Cynia A. Katsorelos Leadership Award:

- Solid academic performance
- Humanistic clinical practice based upon knowledge, standards, and values
- Leadership in student government
- Community service that has a positive impact on the population served
- Professional presentation of self in manner, dress, and conduct
- Unquestionable integrity

#### Award:

Faculty from all three years may nominate candidates for the Leadership Award, which is given annually to a graduating student when there is a qualified candidate. The recipient receives an engraved Jefferson cup and a certificate at the graduation ceremony. The recipient's name will appear on a plaque displayed in the College of Nursing.

### **Mary Jane Naecker Young Award**

The class of 1965 presented, as its class gift to the College, \$500 to honor its class advisor, Mrs. Mary Jane Young. The instructions were to provide a \$100 scholarship to a deserving Level II diploma student or sophomore BSN student each year for a five year period. In 1980, following Mrs. Young's death, her brother G. Edwin Naecker informed the College that he wished to include Mrs. Young's family name, Naecker, as part of the name of the award. The scholarship award is now known as the *Mary Jane Naecker Young Award*.

#### Criteria:

Each year this award is presented to an enrolled Level II diploma student or sophomore BSN student who best fulfills the established criteria. The recipient must:

- Need financial assistance.
- Meet the promotional standard established by the College.
- Be someone who will uphold the standards of the College and the nursing profession.
- Possess and demonstrate leadership ability, good citizenship qualities, and College spirit.
- Be recommended by the junior faculty.
- Refund the full amount of the award upon withdrawal or resignation from the College.

#### Award:

The amount of the award is determined on an annual basis. The recipient receives a certificate. The recipient's name will appear on the plaque, which is displayed in the College of Nursing.

### **Patricia Marian Meeks Rich Award for Outstanding Clinical Practice**

#### Background:

The *Patricia Marian Meeks Rich Award* was established in May 1994 by the College of Nursing Faculty to honor Patricia Marian Meeks Rich upon her retirement. Mrs. Rich was a dedicated instructor at the College of Nursing for more than twenty years. She exemplified the best in professional nursing, and was particularly noted for outstanding clinical practice. Her technical expertise, compassion, and clinical nursing skills endeared her to clients, as well as students. The *Rich Award for Outstanding Clinical Practice* is presented to a graduating Level III student who consistently demonstrates outstanding nursing care. This student's clinical practice mirrors the professional ideals and ethical values of Patricia M. Rich.

#### Criteria:

The following criteria are used to select the recipient for the *Patricia Marian Meeks Rich Award for Outstanding Clinical Practice*:

- The recipient is a graduating student who demonstrates outstanding clinical nursing care.
- The student's clinical practice mirrors professional ideals and ethical values.

Award:

Faculty may nominate candidates for the *Rich Award*, which is given when there is a qualified candidate. The recipient receives a certificate and the recipient's name will appear on a plaque, which is displayed in the College of Nursing.

## Scholarships

BSMCON has the following scholarships available to its nursing students:

### Glenn LeBlanc Men in Nursing Scholarship (\$250)

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.

1. A \$250 non-need based scholarship awarded to a deserving BSMCON male nursing student during the spring semester of the current academic year.
2. Applicants are required to have a 3.0 cumulative grade point average (provide copy of transcript) and must submit a written essay expressing "How men can make a contribution in nursing?"
3. All scholarship materials are to be forwarded to the BSMCON Office of Financial Aid. Deadline date to apply: April 1<sup>st</sup>.
4. Applications are reviewed by a committee, who select the recipient.

### Lettie Pate Whitehead Scholarship

The number and amount of Lettie Pate Whitehead Scholarships (LPWS) awarded are limited by the funds available each year. Application for a scholarship is to be made as soon as the applicant is accepted into the program and once per academic year thereafter. Scholarships are awarded semester by semester.

The Lettie Pate Whitehead Foundation (which provides the funds) and Bon Secours Memorial College of Nursing (which administers the funds) set eligibility requirements. To be eligible for a scholarship, the student must:

1. Be a southern, Christian female in financial need. Need is determined by utilizing the FAFSA need analysis and the number of credit hours to be taken.
2. Maintain a satisfactory academic progress as defined by the College's policy.
3. Attend required classes and clinical experiences each semester.

The student must:

1. Complete a FAFSA form. The FAFSA can be completed on line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The College of Nursing code is **010043**.
2. Obtain a LPWS application from the College of Nursing (on Blackboard).
3. Complete in pen (not pencil) the Lettie Pate Whitehead Scholarship Application and submit it to the College. DO NOT leave any section blank. An incomplete application will not be processed. Identify any other sources of income such as Pell Grants and outside scholarship funds.
4. Attach a typed narrative statement addressing your financial need and scholastic standing. Continuing students are required to write a new statement with each application.
5. Complete all scholarship applications accurately, honestly, and without false or misleading information. Awards will vary based upon funds available and the number of qualified applicants. Average semester award is \$500.

**Elaine Malloy Scholarship for Minority Students (\$900)**

This award was named after Elaine Malloy, a former faculty member of the nursing program.

1. Given periodically.
2. Made known to students when available.
3. Requires student to be in financial need (FAFSA)
4. Cumulative grade point average of a 2.5
5. Must write a brief paragraph explaining how the student promotes the Bon Secours values of respect, justice, integrity, compassion, stewardship, innovation, quality and growth.
6. Does not require payback.
7. Sign and submit the application by April 1st for the following academic year to the BSMCON Office of Financial Aid.
8. Applications are reviewed by a committee, who select the recipient.

**Modlin Scholarship (\$2,000)**

1. A partial scholarship awarded annually, towards tuition and fees, when there is a rising Level II or sophomore student or current Level II or sophomore student who demonstrates academic excellence, leadership and community service prior to and throughout the program.
2. Eligibility is based upon merit and not need.
3. Must submit a typed essay explaining in detail the student's academic excellence, leadership and community service prior to and throughout the nursing program.
4. Sign and submit the application by April 1st for the following academic year to the BSMCON Office of Financial Aid.
5. Applications are reviewed by a committee, who select the recipient.
6. The scholarship is renewable annually based upon maintaining a GPA of 3.5 or more each semester and demonstrating leadership and continued community service.
7. Funds are issued semester by semester for Fall and Spring semesters.
8. Does not require payback.

**LeReve Mallory Peluso Scholarship (\$1,500)**

This award is given annually in honor of Mrs. Peluso by her family and friends

1. Requires the rising Level II or Level III diploma student or BSN students who has earned more than 67 credits, to have financial need, be in good academic standing, and exhibit a desire to work in the newborn care nursery.
2. Must submit essay explaining student involvement within the College as well as reason for wanting to focus on the nursing of babies in the Newborn Nursery.
3. Minimum grade point average of a 3.0.
4. Sign and submit the application by April 1st for the following academic year to the BSMCON Office of Financial Aid.
5. Recipient is selected by the family.

**Jean Ritz – See Scholarship (\$1,000)**

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

1. Requires the rising Level II or Level III diploma student or rising sophomore or junior BSN student to have academic excellence and leadership.
2. Must submit an essay explaining in detail how the applicant has exhibited leadership and academic excellence.
3. Sign and submit the application by April 1st for the following academic year to the BSMCON Office of Financial Aid.
4. Applications are reviewed by a committee, who select the recipient.

**Mary Marshall Nursing Scholarships (visit website for further details)**

[www.vdh.virginia.gov/healthpolicy/primarycare/incentives/nursing/rn\\_guidelines.htm](http://www.vdh.virginia.gov/healthpolicy/primarycare/incentives/nursing/rn_guidelines.htm)

1. Awarded by the Virginia Board of Health (VBH).
2. Require recipients to be Virginia residents enrolled in a College of Nursing who demonstrate need and a cumulative GPA of at least 3.5 in required courses, not electives.
3. Financial need is determined by the Student Aid Report (SAR) submitted to the College of Nursing.
4. Applications must be submitted to the College by June 25 for completion of College section.
5. Applications are due to VBH by June 30.
6. Awards vary depending upon the funds available.
7. Must be repaid through work cancellation within the State of Virginia or through repayment to the Virginia Board of Health.(See General Assembly Criteria.) G. NCLEX must be taken within 60 days of graduation.
8. Funds are issued upon receipt from the VBH.

**Other Student Funds**

Other student funds are periodically awarded to qualifying students by other state and local groups. Students will be notified when funds are available by the Financial Aid Office.

*Bon Secours Memorial College of Nursing does not participate in the Virginia Student Assistance Authorities (VSAA) Financial Aid Programs.*

**Laura Murphy Discretionary Fund**

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

**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 Financial Aid Officer will certify enrollment with the Veteran's Administration. Students are required to notify the Financial Aid Officer when courses are added or dropped.

**BACKGROUND CHECKS**

All students attending BSMCON are required to have background reports as a pre-requisite to starting college and again each year that they are enrolled in the program.

During matriculation, each student is required to update the Criminal Background Report, the Virginia Child Protective Services Report, on a yearly basis. FBI Fingerprint Report is only required upon Admission.

**BASIC LIFE SUPPORT CERTIFICATION**

Students must maintain current certification in Basic Life Support (BLS) at all times while enrolled in the College of Nursing. Basic Life Support certification must be obtained through an approved provider of the American Heart Association or the American Red Cross. 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.

1. Cardiopulmonary resuscitation (CPR).
2. Rescue breathing.
3. First aid for choking.
4. 2-rescuer CPR (for adult victims only).

Students must present proof of current BLS certification upon initial entrance to the College of Nursing. 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.

## CALENDAR

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

### Fall 2010/11

<b>Aug. 23</b>	JSR Fall Semester Begins
<b>Aug. 23 - Dec. 10</b>	BSN - Fall Semester
<b>Aug. 28</b>	BSN - Last Day to Drop a Class w/ 100% Refund
<b>Aug. 30 - Oct. 23</b>	Diploma - 1st 8 Week Session (#1)
<b>Aug. 30 - Dec. 18</b>	Diploma - Fall Semester
<b>Sep. 04</b>	Diploma - Last Day to Drop a Class w/ 100% Refund
<b>Sep. 04 - Sep. 07</b>	Labor Day - School closed for students
<b>Sep. 11</b>	Diploma - Last Day to Withdraw from 8 Wk Course w/"W"
<b>Sep. 18</b>	BSN - Last Day to Withdraw from a Course w/"W"
<b>Sep. 23</b>	August Grad Completion Ceremony
<b>Sep. 25</b>	Diploma - Last Day to Withdraw from a 16 Wk Course w/ "W"
<b>Sep. 27 - Oct. 09</b>	Advising Period for Spring
<b>Oct. 11 - Oct. 18</b>	Early Bird Registration for Spring
<b>Oct. 25 - Dec. 18</b>	Diploma - 2nd 8 Week Session (#2)
<b>Nov. 01</b>	General Registration Begins for Spring
<b>Nov. 25 - Nov. 28</b>	Thanksgiving Holiday
<b>Dec. 06 - Dec. 10</b>	BSN Fall Exams
<b>Dec. 10</b>	BSN Fall Semester Ends
<b>Dec. 18</b>	Diploma Fall Semester End

**Spring 2010/11**

<b>Jan. 03 - Feb. 26</b>	Diploma - 1st 8 Week Session (#3)
<b>Jan. 03 - Apr. 30</b>	Diploma - Spring Semester
<b>Jan. 08</b>	Diploma - Last Day to Drop a Class w/ 100% Refund
<b>Jan. 10</b>	JSR Spring Semester Begins
<b>Jan. 10 - May. 09</b>	BSN - Spring Semester
<b>Jan. 15</b>	BSN - Last Day to Drop a Class w/ 100% Refund
<b>Jan. 15</b>	Diploma - Last Day to Withdraw from 8 Wk Course w/"W"
<b>Jan. 17</b>	Martin Luther King, Jr. Day - Student Holiday
<b>Jan. 29</b>	Diploma - Last Day to Withdraw from a 16 Wk Course w/ "W"
<b>Jan. 31 - Feb. 12</b>	Advising Period for Summer and Fall 2011
<b>Feb. 05</b>	BSN - Last Day to Withdraw from a Course w/"W"
<b>Feb. 14 - Feb. 21</b>	Early Bird Registration for Summer and Fall 2011
<b>Feb. 28</b>	General Registration Begins for Summer and Fall 2011
<b>Feb. 28 - Apr. 30</b>	Diploma - 2nd 8 Week Session (#4)
<b>Mar. 13 - Mar. 19</b>	Spring Break - BSN&Diploma
<b>Apr. 22</b>	Student Holiday
<b>May. 09</b>	BSN Spring Semester End

**Summer  
2010/11**

<b>May. 02 - Jun. 25</b>	Diploma - 1st 8 Week Session (#5)
<b>May. 02 - Aug. 20</b>	Diploma - Summer Semester
<b>May. 07</b>	Diploma - Last Day to Drop a Class w/ 100% Refund
<b>May. 14</b>	Diploma - Last Day to Withdraw from 8 Wk Course w/"W"
<b>May. 23</b>	JSR Summer Semester Begins
<b>May. 28</b>	Diploma - Last Day to Withdraw from a 16 Wk Course w/ "W"
<b>May. 28 - May. 30</b>	Memorial Day - School Closed for Students
<b>Jun. 27 - Aug. 20</b>	Diploma - 2nd 8 Week Session (#6)
<b>Jul. 02 - Jul. 04</b>	Independence Day - School Closed for Students

## **CAREER PLACEMENT**

Students may obtain assistance with career planning and employment opportunities through a variety of resources at the College of Nursing, such as the Student Placement Specialist, faculty advisor, and use of the library and computer laboratory facilities. In addition, the Career Services Center at J. Sargeant Reynolds Community College offers a variety of educational materials and aids to assist students with career decision-making and job seeking strategies.

Students are encouraged to meet with the BSMCON Student Placement Specialist within the first semester of College. The Student Placement Specialist is available by appointment and occasionally can assist walk-ins with information on job availability, interviewing tips, resume review, and finding the best fit in the Bon Secours system for each student. Application for employment is made through the Human Resources Department.

Faculty members who agree to write references will do so at the request of the student. A written release form must be signed by the student and filed in the student's record in the College office prior to the release of the reference. The College of Nursing is not liable for students while they are working as hospital employees. Students working in the hospital follow the policies and procedures established by the department and wear the uniform required for the position.

Employment should not interfere with class/clinical requirements or other student responsibilities such as committee meetings.

## **CHILDREN & PETS IN THE ACADEMIC SETTING**

In consideration of others, children and pets are not allowed in the classroom, the computer laboratory, the clinical setting, course evaluations, the library, or the student lounge, or left unattended in the College. Childcare provisions should be made prior to attending classes and clinical, or studying in the library or lounge.

## **CLASS/CLINICAL SCHEDULES**

The diploma nursing program is based upon a 16-week, three semester (trimester) system. The bachelor's of science in nursing program is based upon a 15-week two semester system with a trailing summer session up to 12-weeks. 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.

## **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.

## **COMMUNICATIONS**

The primary method of communication to students is the web-based *Blackboard* system. Bulletin boards are maintained throughout the building for the purpose of communicating with students. The bulletin boards are labeled for student, administrative, faculty, and financial aid use.

E-mail is frequently used as a mode of communication. E-mail addresses must be kept current in Blackboard and in SONIS. The phones in the lobby and student lounge may be used to receive and make local calls only. Personal telephone calls are not to be made or received during clinical experiences. For students calling the College after business hours, telephone number (804) 627-5300 is equipped with voice mail.

Each student is assigned a mailbox and *Blackboard* access. Students are responsible for checking these places for communication frequently.

Students desiring to meet with the Dean should schedule an appointment with the Dean's administrative assistant. Meetings with other College faculty/staff should be scheduled in advance with the individual unless an emergency exists. Excluding reasons that are highly personal, students are asked to state the general reason for the appointment and the desired day and hour. If a student is unable to keep an appointment, a timely cancellation is appreciated.

## **COMPLAINTS – PROCESS FOR REPORTING**

For student complaints regarding courses, students should follow this reporting chain: (Also, see Grade Review Policy)

- A. Student
- B. Course Faculty Member
- C. Course Coordinator
- D. Level Coordinator
- E. Assistant Dean of Curriculum & Instruction

For student complaints regarding other matters, students should follow this reporting chain: (Also, see Grievance Policy)

- A. Student
- B. Course Faculty Member
- C. Course Coordinator
- D. Level Coordinator
- E. Assistant Dean of Student Services

Concerns may also be reported via written communication to the State Council of Higher Education in Virginia, the Virginia Board of Education, the Accrediting Council of Independent Colleges and Schools and the National League for Nursing. Students are assured that they will not be subject to unfair action/treatment because of the initiation of a complaint or grievance.

## **COMPUTERS**

Students and faculty are encouraged to use the Computer Lab to augment nursing knowledge and decision-making. Computers in classrooms and offices may not be used by students except under the direct supervision and responsibility of the Bon Secours employee to whom the computer is assigned. It is a violation of Bon Secours Virginia Health System policy to use the College's computers for personal matters unrelated to College requirements.

Computer equipment should remain "ON" throughout the day.

All computer software is to be used ethically and in accordance with all copyright and site license regulations. Computers, wiring, hardware, peripherals and other equipment should not be moved, unplugged, or modified in any way. No non-college-owned or licensed programs should be downloaded into College equipment.

Access to a computer with internet access is required for all students enrolled in the program.

## CONFIDENTIALITY

### Client

Students receive training about privacy procedures and regulations regarding how the healthcare 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 a Kardex is used 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 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.

Bon Secours Memorial College of Nursing complies with the Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) governing student educational records. FERPA defines educational records (or personally identifiable information contained therein) as "those records, files, documents and other materials which:

- i. contain information directly related to a student; and
- ii. are maintained by an educational agency or institution or by a person acting for such agency or institution." 20U.S.C. § 1232g (a)(4)(A)(i) and (ii)

To be in compliance with FERPA, the College must:

- Notify students of their rights annually
  - Protect student's rights to inspect and review their education records
  - Protect student's rights to limit disclosure of personally identifiable information contained in education records
  - Ensure that third parties do not re-disclose personally identifiable information (except under a few circumstances)
  - Keep records of requests for and disclosures of student education records.
- (Hicks, Baker, Hawkey, Myers, & Weese, 2006, p. vii)

When a student turns 18 years old or attends a postsecondary institution at any age, the student is then defined as an *eligible student* and the rights under FERPA transfer from the parent to the eligible student. Eligible student rights covered by this Act include the right to:

- Inspect and review their education records.
- Request amendment of educational records.
- Limit disclosure of personally identifiable information (directory information) that would make the student's identity easily traceable.
- File complaints with the Department of Education concerning alleged failure to comply with this Act.

Under the Family Education Rights and Privacy Act, also known as the Buckley Amendment, eligible students may, upon request, review their permanent records after making a formal written request to the Registrar's Office. Records will be made available for review according to policy and in a timely manner, not to exceed forty-five days after the request has been received.

Eligible students, hereafter referred to as students, will submit to the Registrar a written request, which identifies as precisely as possible the record or records s/he wishes to inspect. When a record contains information concerning more than one student, the requesting student may inspect and review only the records that relate to him or her.

### **Correction of Education Records**

Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. For specific procedures, contact the Registrar's Office.

### **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.

### **Directory Information**

Bon Secours Memorial College of Nursing designates the following items as Directory Information: student name, address, valid email address, major field of study, past and present participation in officially recognized activities, dates of attendance (past and present), honors and awards (including Honors List), degrees conferred (including dates), most recent previous institutions attended, and enrollment status.

### **Information NEVER designated as Directory Information**

Items 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 any of the directory information items without prior written consent, unless notified in writing by the student during registration each academic year.

### **Access and Disclosure**

1. The College of Nursing complies with the Federal Family Educational Rights and Privacy Act of 1974 (FERPA) in safeguarding the privacy and confidentiality of student records and student information.
2. Education records include admission, academic and general education records, financial aid records, and supporting data that would identify the student, student's parents, or other family members. Education records are maintained in the College office.
3. Education records do not include personal notes, records, or other information related to instructional, supervisory and administrative; personal records maintained and accessible to law enforcement; personal medical records which are maintained, used by, and disclosed only by professional personally providing treatment to the student.
4. Education records other than directory information shall not be released without prior written consent of the student except as is authorized by the Family Educational Rights and Privacy Act. A parent is not entitled to examine a student's education record unless the student is financially dependent upon the parent and, said parent submits the student's tax-dependent status.
5. Directory information, which is considered public information, may be released without a student's prior consent unless the student specifically requests in writing that such information be withheld.
6. The student is entitled to inspect and review his/her education record upon a written request, in which the student identifies the part of the record she/he wishes to inspect. The student will be given access to his/her record within 45 days in the presence of the Dean or the Dean's designate.
7. The College is not required to permit a student to inspect and review records related to financial records; financial records of parents through the student financial aid file; records not considered education records, and confidential letters and confidential statements of recommendation if the student waived in writing his/her right to inspect and review those letters and statements. If records contain information on more than one student, only information pertaining to the student in question may be released.
8. If the student believes his/her record is inaccurate, misleading, or violates his/her rights and privacy, the student may request an amendment to the record. 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 records are inaccurate, misleading, or violate the student's rights.

9. No "personally identifiable" information from the student's record will be disclosed without written consent, except where consent is not required. Consent is not required for:

- 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.
- Anyone if a health or safety emergency exists and the information will assist in resolving the emergency.
- Directory information.
- Organizations conducting studies/audits concerning administration of student aid programs.
- Agents acting on behalf of the College such as Clearing Houses and degree/enrollment verifiers.
- The College shall maintain a record in the student's education record of each request for access to and disclosure of student information with the exception of a College official or a party seeking directory information.

The same principles of confidentiality must be applied to all media, including but not limited to, electronic data, e-mail, and video or audio tapes.

Student education records shall be maintained as long as it is deemed necessary under applicable state law or regulations of federal and state agencies or accrediting bodies.

The College retains all rights to the student's education record, and will not honor requests for official transcripts of the record and college references when the student has unfulfilled financial obligations to the College.

**For further information about FERPA:**

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  
e-mail: [ferpa@ed.gov](mailto:ferpa@ed.gov)  
Web: [www.ed.gov/policy/gen/guid/fpc/index.html](http://www.ed.gov/policy/gen/guid/fpc/index.html)

## **DEFINITIONS:**

### **Credit and Clock Hours**

For the purposes of the catalog, Bon Secours Memorial College of Nursing defines a course credit in the following manner:

1 credit = 1 hour/week lecture or 3 hours/week clinical laboratory/direct care

The definition of a clock hour is:

1 lecture hour = 50 minutes or 1 clinical laboratory hour = 60 minutes

### **Semester:**

At Bon Secours Memorial College of Nursing, the academic schedule for the diploma program consists of Fall, Spring, and Summer semesters which are 16 weeks in length. The academic schedule for the bachelor's of science in nursing program consists of Fall and Spring semesters which are 15 weeks in length with a trailing Summer session up to 12 weeks in length. Courses taught at J. Sargeant Reynolds Community College or other accredited colleges or universities are taught within their semester definitions

### **Course Coding System BSN**

To facilitate your understanding of how the courses are coded:

Alpha Prefix:	NUR	Nursing
1st number:	Indicates curriculum year level (1, 2, 3, 4)	
2nd number:	Indicates curriculum program: 1= BSN, 2 = RN2BSN	
3rd number:	Indicates cluster, topical relationships	
	0	Foundations
	1	Specialty
	2	Research
	3	Optional
	4	Professional
4th number	May indicate sequence or relationship, if any, between courses	
Alpha Suffix	P	Indicates practicum co-requisite

## **DISABILITIES: RIGHTS & RESPONSIBILITIES**

The Office of Student Services assists students with disabilities in obtaining appropriate academic adjustments during the course of their studies at the College of Nursing. If a student believes that he or she may need and wants such an academic adjustment, the student should contact the office of the Director, Student Academic Success by calling 804-627-5346. The Assistant Dean for Student Services is the College of Nursing's coordinator for compliance with applicable disability laws.

The College of Nursing seeks to comply with all applicable laws, including Section II of the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and state and local requirements regarding students and applicants with disabilities. The College provides appropriate academic adjustments as necessary to ensure that it does not discriminate on the basis of disability.

If a student wants the College to provide an academic adjustment, he or she must apply as soon as possible. It is the responsibility of the student to make the application in a timely fashion, and to submit supporting documentation, in accordance with the guidelines provided by the Office of Student Services. Even if a student's application to the College of Nursing disclosed the existence of a disability, the student should not assume that this information is known by the Office of Student Services.



Once academic adjustments are granted, it is the student's responsibility to register each semester thereafter with the Office of Student Services, Disability Support Services, in order to maintain his or her eligibility to continue receiving the adjustments previously provided by the College. Of course, students who do not require or wish to receive academic adjustments need not disclose or identify their disabilities to College officials. Information regarding student disabilities and academic adjustments is treated as confidential by the College in accordance with applicable law.

Once Disability Support Personnel have reviewed and approved the documentation provided by the student, Disability Support Personnel will provide a confidential Memo to the student. The student decides which faculty, if any, will receive this memo. Only the student can elect to disclose the accommodations they are eligible to receive. Upon receiving the memo from a student, they will also be given the forms of this policy (available at Forms Warehouse, Form # ST 1.30), so arrangements can be made for testing accommodations.

### **Guidelines for Disability Documentation**

Students who request adjustments on examinations or other academic tasks on the basis of a disability must provide documentation that meets the guidelines set forth below. The documentation should be submitted to the Assistant Dean for Student Services as soon as possible. In all cases, the cost of obtaining the professional verification to establish the disability shall be borne by the student. In the event that a student requests an academic adjustment that is not supported by the data in the assessment, or the initial verification is incomplete or inadequate to determine the extent of the disability, then it is incumbent upon the student to obtain supplemental testing and assessment at the student's expense. If the College of Nursing requires an additional assessment for the purpose of obtaining a second professional opinion then the College will bear the cost of doing so. The College customarily engages the services of one or more qualified healthcare professionals to assist in the review and evaluation of students' requests for academic adjustments.

### **Verification of Physical and Mental Disabilities**

A student with a physical or mental disability must provide professional documentation by a licensed professional health care provider who is qualified to diagnose the disability. The documentation must consist of a comprehensive, typed report that identifies a specific, current diagnosis, describes the diagnostic criteria and/or tests used, and reflects the student's present level of functioning in the major life activity affected by the disability. In the case of requests for adjustments on examinations, the documentation must specifically describe how the student's functional limitations due to the diagnosed disability substantially limit his or her ability to take College of Nursing examinations under regular testing conditions.

### **Verification of Learning Disability**

A student with a learning disability must provide professional testing and evaluation results that reflect the student's present level of functioning and achievement, establishes the existence of a learning disability and its impact on the student's educational performance, and validates the need for the adjustments requested. The documentation must consist of a comprehensive neuropsychological or psycho-educational assessment report. Documentation verifying the learning disability must:

(1) be prepared by a professional qualified to diagnose a learning disability. All reports must be on the professional's letterhead, typed, dated and signed, and must set forth (or attach) the professional evaluator's qualifications to render a diagnosis of a learning disability.

(2) be current. In most cases, the diagnostic evaluation should be no more than two (2) years old.

(3) provide clear and specific evidence that a learning disability does or does not exist. The assessment must consist of a comprehensive battery of tests, and the report must summarize the testing procedures followed, the instruments used to assess the disability, the test results, and a written interpretation of the test results by the professional evaluator.

(4) reflect the student's present level of functioning in the following three domains: achievement (reading comprehension, reading rate, written expression, writing mechanics and vocabulary, writing, grammar and spelling); intelligence/aptitude; and information processing.

(5) recommend specific adjustments, and explain why such adjustments are necessary and how the data supports the request for such academic adjustments.

### **Verification of Attention-Deficit/Hyperactivity Disorder (ADHD)**<sup>1</sup>

A student with ADHD must provide a comprehensive written evaluation that establishes the existence of ADHD and its impact on the student's educational performance, and validates the need for the academic adjustments requested. Documentation verifying the existence of ADHD must:

(1) be prepared by a professional qualified to diagnose ADHD. All reports must be on the professional's letterhead, typed, dated and signed, and must set forth (or attach) the professional evaluator's qualifications and experience with diagnosing ADHD in an adult population.

(2) be current. In most cases, the diagnostic evaluation should be no more than two (2) years old. In some cases, such as when new medication has been prescribed or discontinued since the prior assessment, or if observed changes have occurred in the student's performance, it may be necessary to update the evaluation report to account for these changes.

(3) provide appropriate clinical documentation to substantiate the existence of ADHD. The documentation must consist of a comprehensive report that includes, at a minimum, a diagnostic interview and history (including evidence of childhood symptoms), relevant testing information (such as neuropsychological or psycho-educational assessment), identification of DSM-IV criteria, a specific diagnosis, relevant academic records, and an interpretive summary.

(4) recommend specific academic adjustments, and explain why such adjustments are necessary and how the evaluation results support the request for such academic adjustments. The report should address the ameliorative effects of medication, if any, and the impact of such amelioration on the adjustments recommended.

<sup>1</sup> A student with ADHD must provide a comprehensive written evaluation that establishes the existence of ADHD and its impact on the student's educational performance, and validates the need for the academic adjustments requested. Documentation verifying the existence of ADHD must:

(1) be prepared by a professional qualified to diagnose ADHD. All reports must be on the professional's letterhead, typed, dated and signed, and must set forth (or attach) the professional evaluator's qualifications and experience with diagnosing ADHD in an adult population.

(2) be current. In most cases, the diagnostic evaluation should be no more than two (2) years old. In some cases, such as when new medication has been prescribed or discontinued since the prior assessment, or if observed changes have occurred in the student's performance, it may be necessary to update the evaluation report to account for these changes.

(3) provide appropriate clinical documentation to substantiate the existence of ADHD. The documentation must consist of a comprehensive report that includes, at a minimum, a diagnostic interview and history (including evidence of childhood symptoms), relevant testing information (such as neuropsychological or psycho-educational assessment), identification of DSM-IV criteria, a specific diagnosis, relevant academic records, and an interpretive summary.

(4) recommend specific academic adjustments, and explain why such adjustments are necessary and how the evaluation results support the request for such academic adjustments. The report should address the ameliorative effects of medication, if any, and the impact of such amelioration on the adjustments recommended.

<sup>1</sup> This term shall be understood to include, for the purpose of these guidelines, Attention Deficit Disorder (“ADD”).

### **Prior IEP or 504 Plan**

The existence of a prior Individualized Education Plan (IEP) or of a prior 504 Plan is insufficient documentation, alone, to determine eligibility for academic adjustments in the College of Nursing. Accordingly, students who seek academic adjustments must comply with the above guidelines, regardless of whether they previously have had an IEP or a 504 Plan. Such plans may be included as a part of a submittal which otherwise fulfills the requirements of these guidelines.

### **Essential Functions**

The requested academic adjustments may not, in any event, contradict or override the Essential Functions of a Student Nurse.

### **Other Information**

Disabled student parking is available for those who receive authorization from the Office of Student Services. The issued parking permit must be properly displayed at all times when the vehicle is on College property.

### **Adjustments for and Verification of Temporary Disabilities, including Pregnancy and Related Conditions**

A student requesting academic adjustments due to a temporary disability, including pregnancy or related conditions, shall provide current documentation verifying the nature of the condition, stating the expected duration of the condition and describing the academic adjustments requested. A professional health care provider who is qualified to diagnose such conditions must provide such verification on the provider's letterhead. The cost of obtaining the professional verification shall be borne by the student. Verification from a physician demonstrating that the particular adjustments are medically necessary is required. If the initial verification is incomplete or inadequate to determine the extent of the disability and appropriate adjustments, the College has the discretion to require supplemental assessment of a temporary disability. The cost of the supplemental assessment shall be borne by the student. If the College requires an additional assessment for the purpose of obtaining a second professional opinion, then the College will bear the cost of doing so. The Assistant Dean for Student Services shall consider requests for academic adjustments on the basis of a temporary disability on a case-by-case basis and will arrange appropriate adjustments. Medical leaves of absence also may be requested if deemed medically necessary by the student's physician. Disability Support Services form # ST 1.30 is available in the Forms Warehouse.

### **Grievance Procedure**

Students who request academic adjustments from faculty or staff members and believe that such adjustments have been wrongly denied, or believe they have been discriminated against on the basis of a disability, should bring this matter to the attention of the Assistant Dean for Student Services. If the Assistant Dean for Student Services is unable to resolve this matter informally or if the student is dissatisfied with the resolution, the student may file a grievance with the Assistant Dean, in accordance with the Grievance Policy.

### **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 Policy HR-04: The Bon Secours Human Resources dress code policy is written to ensure that all employees and nursing 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, skills laboratory, or the clinical setting until the necessary changes have been made.***

### **Name Badges**

Identification badges are worn above the waist on the left side of the chest in an upright, readable position at all times. Identification badges may not be displayed on lanyards but must be affixed to the clothing. The only items worn on the name badge are BSR-issued devices recognition pins, leaving the name and photo visible at all times. Where applicable identification badges may not be required in some settings due to infection control procedures or safety precautions (i.e.: Surgery), but students must wear the identification badge properly at all other times while on duty.

### **School Uniform: In the clinical setting or in the school clinical Laboratory**

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

1. In the hospital clinical area, the complete school uniform will be worn by all students. A clean white sweater or the College of Nursing white lab coat may be worn over the uniform.
2. A lab coat with long straight sleeves and collar is part of the school uniform.
3. The College insignia must be worn centered two inches from the left shoulder seam of all dresses, tops and lab coats.
4. Shoes must be clean, all white leather or all white Synthetic with a closed toe. White shoes must be polished and have clean laces.
5. Solid white socks or white stockings are part of the uniform.
6. 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, 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 are not acceptable. If the jewelry is unable to be removed, then it must be covered with a bandaid.
7. Visible tattoos are not allowed.
8. Hair must be a natural color and long hair must be secured so that it is up off the neck for both males and females
9. 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.
10. Male students may have a short, well-groomed beard, mustache, or goatee, which is kept clean and free of flaky skin.
11. All students in school uniforms must take to clinical, 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 of Nursing 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. Some courses, such as Nursing in the Community and Care of the Client in Behavioral Health courses may require street clothing. The course syllabus for such courses will outline the appropriate dress.

### **College Skills Laboratory**

At the discretion of the faculty, students in the College skills laboratory will wear appropriate business casual attire, with the required College of Nursing lab coat and identification badge.

### **In the Classroom or College of Nursing Building**

1. While in College a clean and well cared for appearance should be maintained. Appropriate dress for classroom includes dress pants, jeans (without holes or faded), or dress shorts, dresses or skirts.
2. 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 less than two inches wide. Camisoles or spaghetti strap shirts or dresses are not appropriate.
3. Tattoos must not be visible. They may be covered or non-visible.
4. No gum chewing is allowed in the classroom, skills lab, and/or in the clinical setting.
5. Both female and male students can wear sandals.
6. No food or drink can be brought into the skills lab or into a client's room in the hospital setting.
7. Name badges must be worn in the classroom.

### **DRUG AND SUBSTANCE ABUSE**

#### **Commitment to Substance Abuse Prevention**

The College of Nursing is committed to maintaining a healthy and substance abuse-free environment that promotes the safety and welfare of students, clients, employees, and visitors. The abuse of alcohol and/or the use of illegal drugs are known to cause harmful physical, mental, and psychosocial effects, and may render an individual unable to perform the essential functions of a student nurse in a safe and competent manner, as well as endanger others.

In addition to the annual distribution/posting by the College of Nursing of written materials relating to substance abuse prevention and treatment, the College periodically presents programs on the subject to its students. The College's efforts at substance abuse prevention are evaluated on a biennial basis to determine effectiveness and need for revision. For information on pre-entry drug screening, see Health Services.

Bon Secours Virginia Health System facilities are "Drug-Free Workplaces". Substance abuse is cause for disciplinary action that may include dismissal from the program. Refer to Bon Secours Human Resources Employee Drug Free Workplace Policy (HR-19).

College of Nursing faculty and staff must comply with the Hospital's policy on Employee Substance Abuse. (See Hospital Policy HR-19, Book IV.) Any student who works for pay at Bon Secours Virginia Health System shall be governed by the Employee Substance Abuse policy in addition to this Drug and Substance Abuse policy.

Each policy defines the independent obligations of students to address this problem and shall constitute independent obligations of such student. Students shall sign a release for substance abuse testing upon acceptance into the program. Refusal to sign such release will result in withdrawal of student's acceptance and that student will not be allowed to enter the program. Accepted students must successfully complete a drug screening to fulfill admission requirements. Positive results on admission drug screening will result in immediate decline of the student's application. Applicants who are declined for this reason may not reapply until at least 6 months later. Reapplication is not a guarantee of readmission.

Students who are suspected of substance/alcohol use/abuse while enrolled in the program, either in the classroom, laboratory, or clinical setting, will be required to submit immediately to drug/alcohol testing through a drug-testing company the College has under contract. The student will be required to pay for testing. Refusal to undergo testing will result in immediate dismissal from the program.

## **APPLICABLE LAW**

Local, State and Federal laws prohibit the unlawful use, possession, consumption or distribution of illegal drugs and alcohol. The College will report any student suspected of violating these laws to the proper legal authorities. A student found to be in violation of these laws is subject to substantial legal penalties, including fines, imprisonment and loss of federal benefits, as well as disciplinary sanctions from the College. Students are advised that the Virginia Board of Nursing may deny licensure to an Ann. § 54.1-3007).

## **FEDERAL LAWS**

To Possess With Intent To Distribute:

Schedule 1 Drugs (See Types of Drugs referenced in this policy) - Depending on quantity (first offense) Maximum Penalty: Not less than ten (10) years in prison and fine up to \$4 million. If death or serious injury or Second Offense not less than 20 years--not more than life. Fine of not more than \$8 million. (Felony)

Schedule 2 Drugs (See Types of Drugs referenced in this policy) - Depending on quantity (First Offense) Maximum Penalty: Not more than five (5) years in prison and fine not more than \$250,000. Second Offense not more than ten (10) years and fine not more than \$500,000. (Felony)

Schedule 3 Drugs (See Types of Drugs referenced in this policy) - Depending on quantity (First Offense) Maximum Penalty: Not more than five (5) years in prison and fine not more than \$250,000. Second Offense not more than ten (10) years and fine not more than \$500,000. (Felony)

Schedule 4 Drugs (See Types of Drugs referenced in this policy) - Depending on quantity (First Offense) Maximum Penalty: Not more than three (3) years in prison and fine not more than \$250,000. Second Offense not more than six (6) years and fine not more than \$500,000. (Felony)

Schedule 5 Drugs (See Types of Drugs referenced in this policy) - Depending on quantity (First Offense) Maximum Penalty: Not more than one (1) year in prison of Nursing and fine not more than \$100,000. Second Offense not more than two years and fine not more than \$200,000. (Felony)

Alcohol (See Types of Drugs referenced in this policy) - Depending on quantity Penalties range from not more than five (5) years and \$250,000 for less than 50 kg up to not less than Ten (10) years nor more than life, \$8 million fine for second offense 1,000kgs or more. (Felony) \*Note that most penalties are doubled when minors are involved or if distribution occurs within 1,000 feet of a university or college.

## **PREVENTION**

Please be aware that while these may be signs of unrelated problems, they are also symptoms of drug and alcohol abuse. High-strung, irritable, mood swings, forgetful, poor concentration sluggish, slow reaction times frequent absences from the work area late arrivals, early departures Monday and Friday absences, absences tied to payday or holidays regularly extended lunches, frequent accidents or near accidents If you have a problem yourself (or know someone on campus who does), remember that it is better to work on problems before they become critical. Alcohol and drug dependence are progressive illnesses that rarely get better without help. In addition, they can become a threat to health, happiness and life.

## **Alcohol and Other Drug Counseling and Treatment Programs Available for BSMCON Students and Faculty/Staff**

A. Employees – An employee who experiences a problem with alcohol or other drugs may contact a Assistant Dean of Student Services for confidential assistance or referral to appropriate resources (e.g. Employee Assistance Program). An employee may directly contact the Employee Assistance Program if eligible.

B. Students – A student who experiences a problem with alcohol or other drugs may contact an Assistant Dean of Student Services for confidential assistance or referral to appropriate resources.

## TYPES OF DRUGS

### Schedule I

Heroin, LSD, Peyote, Mescaline, Psilocybin (Shrooms), other Hallucinogens, Methaqualone (Quaaludes), Phencyclidine (PCP) and MDA, Fentanyl, Ecstasy, GHB

**Health Risks:** Psychologically and physically addictive, depression, withdrawal symptoms, convulsions, death, unpredictable behavior with hallucinogens; possible damage to unborn fetus

### Schedule II

Morphine, Demerol, Codeine, Percodan, Percocet, Fentanyl, Dilaudid, Secondal, Nembutal, Cocaine, Amphetamines, Hydrocodone, Hydromorphone Oxycodone, Doriden, and any other opium and opium extracts and narcotics

**Health Risks:** Psychologically and physically addictive, withdrawal symptoms, convulsions, respiratory failure, frequent accidents, possible damage to unborn fetus; death; cocaine and amphetamines increase blood pressure which can lead to irregular heartbeat and death; amphetamines can cause agitation, increase in body temperature, hallucinations, convulsions, possible death

### Schedule III

Certain barbiturates such as amobarbitol and codeine containing medicine such as Fiorinal #3, Tylenol #3, Empirin #3, and codeine-based cough suppressants such as Tussionex; Hydrocodone, and all anabolic steroids

**Health Risks:** Psychologically and physically addictive, potential liver damage, nausea and vomiting, dizziness, disorientation, shallow breathing, cold and clammy skin, coma, possible death; withdrawal symptoms include anxiety, tremors, insomnia, convulsions, possible damage to unborn fetus

### Schedule IV

Barbiturates, narcotics, and stimulants including Valium, Talwin, Librium, Equanil, Placidyl, Tranzene, Serax, Ionamin (yellow jackets), Xanax

**Health Risks:** Psychologically and physically addictive; drowsiness, withdrawal symptoms, tremors, abdominal and muscle cramps, insomnia, anxiety, convulsions, possible death; possible damage to unborn fetus

### Schedule V

Compounds that contain very limited amounts of codeine, opium, and atropine, Robitussin AC

**Health Risks:** Psychologically and physically addictive; nausea, gastrointestinal symptoms, drowsiness, withdrawal symptoms including runny nose, watery eyes, panic, chills, cramps, irritability, possible damage to unborn fetus

### Schedule VI

Marijuana, THC, Hashish, Hash Oil, Tetrahydrocannabinol

**Health Risks:** Psychologically addictive; increased risk of lung cancer, bronchitis, and emphysema; contributes to heart disease, fatigue, paranoia, possible psychosis; withdrawal symptoms including insomnia, hyperactivity and decreased appetite; depression of the immune system; decreased sperm count in men and irregular ovulation in women

### Types of Alcohol

Malt beverage is beer, ½ or 1% to 6% alcohol, unfortified wine is wine not more than 17% alcohol, fortified wine is wine of not more than 24% alcohol, Spirituous liquor is distilled spirits of ethyl alcohol, including spirits of wine, whiskey, rum, brandy, gin, etc. Mixed beverage is a drink composed in whole or part of spirituous liquor and served at restaurants, hotels and private clubs licensed by the State. It is sometimes served in private homes.

**Health Risks:** Psychologically and physically addictive; respiratory depression; depression of the immune system; increased risk of heart disease, cancer, accidents, hypertension; brain damage; damage to unborn fetus; impotence at high dosage levels.

Bon Secours Memorial College of Nursing follows the Drug Free Workplace policy of Bon Secours Virginia. When a faculty member or responsible agent has reasonable suspicion that a student has misused or is misusing alcohol or drugs, based on behavioral, physical, and/or performance indicators, or the apparently reliable testimony of a person claiming to have personal knowledge of the misuse of alcohol or drugs by a student, follow the below procedure.

1. The faculty member or responsible agent will observe the student. If the notification of misuse of alcohol or drugs is from an informant, consider the credibility of the informant, observe the student in question, and approach the student for a conference if there are behavioral, physical, and/or performance indicators as to the suspicion of misuse of alcohol or drugs.
2. The faculty member will tell the student that there is reasonable suspicion that s/he is suspected of misusing a substance (alcohol and/or drugs). This begins the process of reasonable suspicion testing i.e. referred to as testing procedures.
3. The faculty member will detain the student at the clinical site until the testing company arrives. An empty room or private area is preferred for holding the student.
4. If the student refuses to remain at the site and refuses the drug test, the student will be dismissed from the College immediately.
5. The faculty member will contact the drug testing company, Pembroke Solutions, at 1-800- 733-1676, extension 1166 giving the required information to the company representative such as location, number of persons to be tested, etc. in order to proceed with the drug testing.

The faculty member may call EAP to assist the student while waiting for the testing company to arrive. The student is NOT to be left alone.

6. During the time when the student is in the classroom/laboratory setting, if the faculty member has reasonable suspicion that a student is misusing alcohol and/or drugs, the faculty member will bring the suspected student to the Assistant Dean for Student Services. In the absence of the Assistant Dean for Student Services, the student will be taken to one of the other Assistant Deans/Dean. The Assistant Dean will notify Pembroke Solutions at 1-800-733- 1676, extension 1166 to proceed with the drug testing.
7. The student being held and tested for reasonable suspicion will be on interim suspension –allowable for fact finding - while the drug test report is finalized, which usually takes 18-24 hours.
8. If the drug test is positive, the student will be dismissed from the college immediately.
9. The student must show evidence of completing a rehabilitation program, demonstrating compliance through negative drug tests for 6 months before being allowed to re-apply to the College. There is no guarantee of readmission.
10. The student is responsible for all charges related to substance abuse testing.

STUDENTS WHO ARE CONVICTED OF A CRIMINAL DRUG STATUTE VIOLATION OR INVOLVED IN RELATED ACTIVITIES ARE SUBJECT TO DENIAL OF GOVERNMENTAL FINANCIAL ASSISTANCE, GRANTS, AND LOANS.

## **EDUCATIONAL FACILITIES**

The College of Nursing building contains well-equipped classrooms, skill laboratories, computer laboratories, conference rooms, faculty and administrative offices, library, and 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 institution each semester during the program for required courses in basic biological sciences, social sciences, and humanities.

The College of Nursing library provides a variety of professional reference materials and journals. Other library facilities available to students include the JSRCC library, Virginia Commonwealth University library, the Medical College of Virginia library, Bon Secours St. Mary's Hospital library, Bon Secours Memorial Regional Medical Center library, and North Park Public Library.



## **ENROLLMENT AGREEMENT**

Bon Secours Memorial College of Nursing shall use a student enrollment agreement. This form shall be completed and signed by a student admitted to the college, with a duplicate copy provided to the student. This form shall include the following information: the program that the student is enrolled in, enrollment period, the tuition charges and other charges (e.g., for tools, books, or other supplies), the refund policy, student acknowledgement of reviewing Student Handbook and Catalog, Essential Functions of a Nurse, and the withdrawal policy.

Admissions will send new students a completed Enrollment Agreement. Registration and Enrollment will send enrollment agreements to students who are returning from a leave of absence. A copy of the signed agreement will be returned to the student. Agreements will be filed in students' permanent record.

Continuing students are ineligible to start classes until a properly executed Enrollment Agreement is returned. New students are ineligible to attend Orientation until a properly executed Enrollment Agreement is returned.

Registration and Enrollment will update College of Nursing records upon receipt of agreements. A student may cancel the enrollment agreement within three days of returning it.

## **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 Bon Secours Memorial College of Nursing, 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:

- A. Demonstrates integrity and honesty.
- B. Exercises safe, rational judgments.
- C. Demonstrates a high degree of sensitivity and caring.
- D. Behaves in a responsible manner.
- E. Effectively responds to the evaluation process.
- F. Follows directions.
- G. Maintains self-control.
- H. Demonstrates flexibility.
- I. Accepts the presence of different cultures, beliefs, values, and lifestyles.
- J. 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:

A. 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.

- B. Think critically while acting, analyze data, perform mental calculations, act in emergency situations, make discriminating judgments, assume leadership roles, and teach.
- C. 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.
- D. 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.
- E. 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.
- F. Perform manual procedures such as administer medications, obtain vital signs, and perform sterile procedures. Note: Coordination and dexterity are required.
- G. 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.
- H. Perform emergency measures such as cardiopulmonary resuscitation (CPR), and suctioning. Note: This requires emotional control and immediate response. CPR certification and re-certification is required.
- I. 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.
- J. Complete assignments and examinations within the specified time limitations. Note: This includes clinical and skill lab functions as well as classroom.
- K. 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.

## FACULTY

Faculty	Major Teaching Responsibility	Degrees and Institutions	Highest Nursing Degree	Highest Degree Earned
Bartlett, Jennifer	Clin. Therapy; Nur 102 Clin. Applications Clinical only	MSN, Old Dominion University -nursing	MSN-Ed	MSN-Ed
		BSN, Cleveland State University -nursing		
Booker, Gloria H.	Foundational Concepts/Health Assessment/Clin. Applications	MS, Virginia Commonwealth University -nursing	MSN	MSN
		BSN, Virginia Commonwealth University - nursing		
		ADN, Virginia State College-nursing		
Brodsky, Christine J.	Transition to Professional Practice	MA, University of Iowa-nursing administration	MA	MA
		BSN, Marycrest College-nursing		
		ADN, Blackhawk Community College -nursing		

<b>Faculty</b>	<b>Major Teaching Responsibility</b>	<b>Degrees and Institutions</b>	<b>Highest Nursing Degree</b>	<b>Highest Degree Earned</b>
Buckley, Kathleen G.	Trends & Issues in Nursing	MEd., George Mason College of Nursing University –education	BSN	MEd.
		BSN, Radford University - nursing		
Butler, Carrie B.	Foundational Concepts/Health Assessment/Clin. Applications	MS, Virginia Commonwealth University – nursing	MSN	MSN
		BSN, James Madison of Nursing University – nursing		
Crowder, Dorothy S.	Nursing Care of Child Bearing Families	MS, Virginia Commonwealth University -nursing	MS	MS
		BSN, Virginia Commonwealth University –nursing		
		Diploma in Nursing, Petersburg General Hospital College of Nursing		
Doyne, Claudette H.	Fundamentals of Nursing	MSN, University of Phoenix– nursing	MSN	MSN
		BSN, Alverno College –nursing		
		Diploma in Nursing, St. Mary's College of Nursing		
Elcessor, Barbara	Fundamentals of Nursing	MSN, George Mason University	MSN	MSN
		BSN, George Mason University		
Feurer, Amy E.	Level Coordinator/ Fundamentals of Nursing	MSN, Virginia Commonwealth University	MSN	MSN
		BSN, Radford University – nursing		
		BS, Radford University –psych		
Fitzgerald, Barbara F.	Health Assessment	MSN, Old Dominion University – nursing	MSN/Ed	MSN/Ed
	Foundational Concepts	BSN, Virginia Commonwealth University - nursing		
Gardner, Trina G.	Nursing Care of Children & Families	MSN, Old Dominion University – nursing education	MSN	MSN
		BSN, Old Dominion University - nursing		
		Diploma in Nursing, Trumbull Memorial Hospital College of Nursing		

<b>Faculty</b>	<b>Major Teaching Responsibility</b>	<b>Degrees and Institutions</b>	<b>Highest Nursing Degree</b>	<b>Highest Degree Earned</b>
Hancock, Mary P.	Foundational Concepts	MSN/Ed, University of Phoenix – nursing education	MSN/Ed	MSN/Ed
		BSN, Virginia Commonwealth University College of Nursing – nursing		
Heitzler, Ella T.	Nursing Care of Child Bearing Families	Post-MS in Nursing. Virginia Commonwealth University – family health	MSN	MSN
		MS in Nursing, Virginia Commonwealth University – women’s health		
		BSN, University of Virginia - nursing		
Holowaychuk, Arlene S.	Clinical Applications	MSN/Ed, University of Phoenix – nursing education	MSN/Ed	MSN/Ed
		BSN, Edmonton, Alberta, Canada – nursing		
		Diploma in Nursing, University of Alberta Hospitals College of Nursing		
Johnson, Karen Y.	Pathopharmacology	Ph.D, Howard University College of Medicine– pharmacology/physiology	na	PhD.
		BS, Howard University – zoology/allied sciences		
Johnson, Thelma S	Foundational Concepts/Health Assessment	MEd, Virginia Commonwealth University - adult education	BSN	MEd.
		BSN, Virginia Commonwealth University - nursing		
Kinser, Patricia A.	Nursing care of Diverse Populations / Nursing in Community	MS, Virginia Commonwealth University – women’s health	MS	MS
		BSN, Virginia Commonwealth University – nursing		
		BS, Haverford College - biology		
Krukiel, Tamera S.	Foundational Concepts / Health Assessment	MS, Virginia Commonwealth University – Adult Nurse Practitioner	MS	MS
		BSN, Medical College of Va./ Virginia Commonwealth University - nursing		

<b>Faculty</b>	<b>Major Teaching Responsibility</b>	<b>Degrees and Institutions</b>	<b>Highest Nursing Degree</b>	<b>Highest Degree Earned</b>
Laird, Barbara	Foundational Concepts	EdD, NOVA Southeastern University - education	MS	EdD
		MS, BSN, Virginia Commonwealth University - nursing		
		Diploma, Johnston Willis Hospital Nursing Program		
Naidoo, Kalayvanie	Foundational Concepts / Health Assessment	MSN/Education., University of Phoenix – nursing and education	MSN	MSN
		BSN, University of Central Florida – nursing		
		Diploma, RK Khan Nursing College – general nursing		
		Diploma, Somerset Maternity College – midwifery		
		AA, Valencia Community College, assoc. arts/nursing		
		Diploma, University of Central Florida, nursing		
Perkins, Chris-Tenna	Nursing Care of Diverse Populations	MS, Virginia Commonwealth University –nursing	MSN	MSN
		BSN, Bluefield State College – nursing		
		ADN, Bluefield State College - nursing		
Pryor, Ann S	Level Coordinator /Nursing Care of Diverse Populations	MS, Virginia Commonwealth University – oncology and adult health nursing	MS	MS
		BSN, Medical College of Virginia/Virginia Commonwealth University - nursing		
Pugh, Holly L.	Nursing in Community	MSHA , Virginia Commonwealth University – health administration	BSN	MSHA
		BSN Virginia Commonwealth University – nursing		
		ADN, J. Sargeant Reynolds Community College – nursing		
		ADMA, J. Sargeant Reynolds Community College – medical assisting		

<b>Faculty</b>	<b>Major Teaching Responsibility</b>	<b>Degrees and Institutions</b>	<b>Highest Nursing Degree</b>	<b>Highest Degree Earned</b>
Purrington, Dale E.	Nursing Care of Children & Families	MSN, University of Pennsylvania – PCCNP	MSN	MSN
		BSN, University of Vermont – nursing		
		BS, James Madison University - biology		
Ragan, Meredith S.	Nur 204 / Nur 100	DNP, University of Virginia - nursing	DNP	DNP
		MS, Central Michigan University – healthcare administration		
		MSN, University of Virginia – nursing/psychiatry and family practice		
		BSN, Old Dominion University – nursing		
		Diploma, Davis Hospital College of Nursing - nursing		
Richardson, Sarah F.	Nursing Fundamentals	MS, Virginia Commonwealth University – Maternal-Infant Nursing	MS	MSN
		MS, Jackson State University – guidance and counseling		
		BSN., Virginia Commonwealth University – nursing		
Sablay, Maura C.	Nursing Care of Clients w/Behavioral Issues	MSN, Emory University – psychiatric nursing	MS	MS/Psych
		BSN, Georgia State University – nursing		
		BS, University of the Philippines – nursing		
Schultz, Karyn	Nursing Care of Diverse Populations	MS, in Nursing, Virginia Commonwealth University	MS	MS
		BSN, Medical College of Virginia/Virginia Commonwealth University - nursing		
		A.D., Purdue University - nursing		

<b>Faculty</b>	<b>Major Teaching Responsibility</b>	<b>Degrees and Institutions</b>	<b>Highest Nursing Degree</b>	<b>Highest Degree Earned</b>
Seegers, Debra L.	Nursing Care of Clients w/Behavioral Issues	Ph.D., Virginia Commonwealth University – nursing	Ph.D.	Ph.D.
		MS, Virginia Commonwealth University – family nurse practitioner		
		BSN, University of Southern Maine – nursing		
		ASN, University of Maine at Augusta - nursing		
Sharp, Pamela	Foundational Concepts/Health Assessment	Ph.D., Virginia Commonwealth University –nursing	Ph.D.	Ph.D
		MS, Hampton University – nursing		
		ASN, Norfolk State University – nursing		
Simpson, Rachael I.	Transition to Professional Practice	MSN, University of Virginia – nursing/health systems management	MSN	MSN
		BSN, University of Virginia – nursing		
		ADN, Piedmont Va. Community College - nursing		
South, Valerie J.	Nursing in Community	MS, Virginia Commonwealth University- Medical College of Virginia –nursing	MS	MS
		BS, Radford University - nursing		
Spann, Kelly	Nursing Care of Diverse Populations	MA Education, East Carolina Univer;	MSN	MSN
		MSN Virginia Commonwealth University; BS Biology, Univ. of NC at Chapel Hill; Associates Degree, Peace College		
Thomas-Wright, Jenny	Nursing Clinical Lab	BSN, Virginia Commonwealth University – nursing	BSN	BSN
		ADN, J. Sargeant Reynolds Community College - nursing		
Turner, Christine K.	Nursing Care of Adult Populations	MS, Virginia Commonwealth University – nursing administration	MS/Nur. Admin	MS/Nur. Admin
		BSN, The University of Virginia – nursing		

Faculty	Major Teaching Responsibility	Degrees and Institutions	Highest Nursing Degree	Highest Degree Earned
Twombly, Pamela A.	Trends & Issues in Nursing	MSHA, Virginia Commonwealth University– health administration	BSN	MSHA
		BSN, St. Francis Xavier University - nursing		
Tyminski, Janett E.	Nursing Care of Adults / EKG	MS, West Virginia University – rehab counseling	BSN	MS/Rehab Counseling
		BA, West Virginia University – biology		
		BSN, Virginia Commonwealth University – nursing		
Vasel, Laura A.	Level Coordinator/ Nursing Care of Children & Families	MS, Virginia Commonwealth University – child health	MSN	MSN
		BSN, The College of New Jersey – nursing		
Wilkins, Susan A.	Nursing Care of Clients w/Physiologic Crisis	MBA, Averett University – business administration	BSN	MBA
		BSN, Virginia Commonwealth University - nursing		
		AAS in Nursing., J. Sargeant Reynolds Community College - nursing		

## FINANCIAL AID

Bon Secours Memorial College of Nursing (BSMCON) believes the primary responsibility for the cost of a student's education rests with the student and/or his family. The College does however, have a financial aid program designed to assist the qualified student in meeting direct educational expenses. Therefore, students will need additional resources to support themselves and their education while enrolled in the College of Nursing. Advance planning by the student is essential if his financial needs are to be adequately met. Financial aid counseling is available through the Financial Aid Specialist and the Director of Financial Aid.

### Definitions

- Educational expense is considered tuition, fees, books, supplies, and uniforms. Educational expense does not include living expenses, 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 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 of Nursing.
- A scholarship award is the awarding of funds from a private foundation to a student to help subsidize his education while enrolled in the College of Nursing.
- 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 less credit hours.



### **Eligibility Requirements**

To be eligible to receive need based financial aid, a student must:

- Be admitted to the Bon Secours Memorial College of Nursing.
- Be enrolled as a part time or full time student.
- Submit required application forms and meet all deadlines.
- Show evidence of financial need.
- Be in good academic standing (Grade of "C" or GPA of 2.0 or above).
- Maintain satisfactory progress. Satisfactory Academic Progress is assessed annually at the conclusion of the spring semester to determine future aid eligibility.

Students should refer to the Financial Aid link in Blackboard and the College of Nursing website or the Office of Financial Aid for further information regarding financial aid policies.

### **Student Responsibilities in Accepting Financial Aid**

Students have the responsibility to:

- Review the curriculum and financial requirements before enrolling in the College of Nursing.
- Complete all financial aid application documents accurately and honestly without false or misleading information.
- Request only the amount of funds truly needed.
- Submit all required paperwork within the specified timelines.
- Reapply for financial aid each year by the specified deadline(s).
- Notify the College of any (a) financial aid received from sources outside of the College; (b) changes in their family's financial situation and; (c) changes in address and telephone number.
- Keep copies of all financial aid documents.
- Use all financial aid for educational expenses.
- Make arrangements for repayment, as indicated, upon graduation or withdrawal.

Bon Secours Memorial College of Nursing Financial Aid forms and applications may be obtained from the BSMCON Blackboard. Financial Aid materials located on BSMCON Blackboard include, but are not limited to, Financial Aid Policy and Procedures, Financial Aid Request Form, FAFSA link, scholarship criteria and applications, and Financial Aid Verification Forms and Guidelines.

### **BSMCON participates in the following federal student financial aid programs:**

#### **Federal Pell Grant**

The Federal Pell Grant is for students who have not earned a baccalaureate degree or first professional degree. For the academic year 2008-2009 awards range from \$400-\$4,731 and are awarded to those students who have an expected family contribution below 4042. 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 BSMCON's FWS allocation. Work-Study money is not paid until earned. Students are paid on the same schedule as employees at the College of Nursing (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 nonprofit organization or a public agency, and the nature of the work must be in the public interest.

See job descriptions for location, duties, responsibilities, and hourly wage of FWS positions.

### **Student Loans**

Loans can be awarded to a student regardless of need. A student must be enrolled at least halftime 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. Interest rate is variable not to exceed 8.25%. First-time borrowers must complete a Master Promissory Note and Entrance Loan Counseling. All student loan borrowers are required to submit a loan data sheet to the Office of Financial Aid confirming their loan amount and lender.

### **Federal Subsidized Stafford Loan**

This loan is need based and eligibility is determined from the results of the Free Application for 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.

### **Federal Unsubsidized Stafford Loan**

This loan is not based on financial need, although a Free Application for 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.

### **Private Alternative Loan**

The Office of Financial Aid at Bon Secours Memorial College of Nursing recommends the use of private education loan programs **after** all other types of financing options (including federal loans) are considered to assist in meeting a student's cost of attendance (COA). When available, the Office of Financial Aid urges all students to use the lender's pre-approval process. Students can contact the lender directly and apply by phone or via the Internet (if available) for credit approval. The Office of Financial Aid can provide information on the alternative loan process.

Students may access the following web site to apply for Private Loans:  
<http://www.ecmc.org/link/01004300/alternative.html>

### **GRADE REPORTS**

At the end of each semester, the student grade report is available to the student at [www.bonsecoursschools.com](http://www.bonsecoursschools.com). The original grade report is retained in the student's record at the College. The grade report identifies the courses attempted and credits earned, grade point average (GPA) for the semester, GPA for the year, cumulative GPA to date, and the academic status of the student (passing or failing) for all courses, including general education.

Grade reports are accessed through Sonis Web. After completion, a hard copy must be signed and sent to the Director of Enrollment and Registration. It is essential that an additional copy be kept by the course coordinator in a secured file.

## **GRADE REVIEW**

Requests for a grade review are limited to final course grades which include theory grades, skill/simulation lab grades, and clinical laboratory grades and may be made only where the final grade assigned is alleged to be arbitrary and capricious, which in this context shall mean one or more of the following:

1. The grade was assigned on some basis other than performance in the course;
  2. The grade was assigned based upon unreasonable standards which were different than those applied to other students in that same course; or
  3. The grade was assigned based upon a substantial, unreasonable, and unannounced departure from the instructor's previously published standards.
- Faculty is responsible for stating, in writing at the beginning of the course, the requirements of the course and the basis on which final course grades are determined. Faculty is expected to apply grading criteria uniformly to all students in the course. The welfare and integrity of both faculty and students are equally important in a grade review.

### **General Provisions**

1. If a Student feels her/his final grade as assigned is arbitrary and capricious, the Student requesting the grade review has the burden of proof and must demonstrate such by clear and convincing evidence.
2. The Student must outline in writing the reason for the review and why she/he believes the grade should be changed. The Student may not alter or change the basis for his or her contention that the assigned grade is incorrect as the appeal proceeds from one step to another.
3. Grades determined by action of the Honor Council may not be reviewed through the grade review process (see Honor Constitution and Bylaws).
4. A grade review will not be heard if a test, paper, or other evaluation material returned to the Student is not produced for inspection.
5. The Student may address the grade review at any mutually agreed upon time during college hours, except when the Student is engaged in classroom or clinical instruction. The steps of the grade review process must proceed in sequence and within the stated timeframes; otherwise the appeal will be disallowed.
7. The Student's failure to follow the timeframes and procedural steps shall be considered abandonment of the grade review request and a waiver of the Student's right for any further review. Where such occurs, the review will be dismissed.
8. The grade assigned by the instructor shall remain in effect throughout the review process. The Student may, however, progress to the next sequential course provided the Student has met all other prerequisites. If the failing grade is upheld at the conclusion of the review process, the Student will be dropped from the next sequential course.
9. During the grade review process, the Student may not appear at any grade review meeting through legal counsel. While the Student may obtain assistance and advice outside a grade review meeting from any one whom the Student chooses, the Student shall personally present his or her position during any meeting. Every effort is made to avoid an adversarial relationship. Notwithstanding the Student's ability to seek advice and counsel, the grade review process is intended to be confidential and professional in nature. Within this construct, all participants are expected to be discreet and to treat the proceedings as confidential.
10. Determinations as to whether any College official's prior involvement with the Student or with the grade at issue is such as to warrant recusal shall be made by the Assistant Dean for Curriculum.
11. Nothing herein shall allow the Student to have access to the confidential records of other students at the College.
12. The meetings held pursuant to this process shall be private and are administrative in nature. The rules of evidence and the procedures used in a court of law are not applicable.
13. The Student's absence from a meeting shall not prevent the meeting from taking place and a decision being issued.
14. The titles of College personnel, as used in this Policy, shall in all events be deemed to include their designees and any successors in the event of reorganization.

## **Grade Review Process**

### **Step I:**

The Student must first discuss the grade with the faculty member assigning the grade within five (5) business days after the last day of the course. The faculty member will explain how the grade was determined. Every reasonable effort should be made to resolve the problem at this level. If the Student is not satisfied with the outcome of this discussion, the Student may proceed to Step II.

### **Step II:**

The Student must submit in writing the request for a grade review to the Assistant Dean of Curriculum and to the Course Coordinator for the course in which the grade was received, within five (5) business days after the date of the conference specified in Step I. The written request shall (i) identify the basis upon which the grade is alleged to be arbitrary and capricious; (ii) explain fully the reasons for that allegation; and (iii) describe the action the Student is requesting.

Supporting evidence also must be submitted to the Course Coordinator at this time.

If the Course Coordinator is the assignor of the grade being reviewed, or has otherwise taken a position regarding the grade, which in the sole judgment of the Assistant Dean of Curriculum warrants the recusal of the Course Coordinator, the Assistant Dean of Curriculum or designee shall hear the Step II appeal. As soon as practicable, the Course Coordinator (or Assistant Dean of Curriculum or designee, as appropriate) will meet with the Student and the faculty member who assigned the grade in an effort to conduct the review. The review will include hearing the positions of the Student and of the faculty member, reviewing the written statement and supporting evidence and the prompt issuance of a written decision with supporting explanation. If the Student is not satisfied with the outcome, the Student may proceed to Step III.

### **Step III:**

The Student must file an appeal of the Step II decision, addressed to the Grade Appeal Committee, with the Assistant Dean of Curriculum within five (5) business days after the date of the Step II decision. The written appeal shall state the reasons why the Student believes the grade should be changed and the action the Student is requesting; and must be accompanied by all supporting information upon which the Student relies, including the materials previously presented in Steps I and II.

The Grade Appeal Committee will review the written appeal and any evidence submitted, and may decline to hear an appeal that is judged to be frivolous and patently without merit. Otherwise, the Grade Appeal Committee will hear the testimony of the Student and the faculty member in closed session. Either party may present additional information or witnesses, provided in either case the Committee is notified in advance and the witness(es) comply with any specified time limitations for testimony. Other than the Student and the faculty member, a witness may be present during the meeting only while he or she is testifying. The Committee also may, on its own initiative, receive and review such additional information as it finds germane.

The Grade Appeal Committee will deliberate in private and shall determine whether the grade will be raised or will stand as assigned. The Committee will submit a written decision with rationale as soon as practicable to the Assistant Dean of Curriculum, who in turn will communicate the decision in writing to the Student and involved faculty members. The Committee's decision will be final, and no further appeal shall be allowed.

Note: The Grievance Procedure is not available for grade reviews, for which there is a separate and distinct process available. Nor may a student proceed with both a grade review and a grievance where the remedy sought, or the underlying circumstances, are the same or substantially similar with respect to each.

## Grade Appeal Committee

1. The role of the Grade Appeal Committee is to review materials, to hear the testimony, and to determine if the grade is to be raised or if the grade is to stand as assigned.
2. The Committee will consist of three (3) faculty members, one of whom shall chair the meeting. All members of the Committee shall have equal voting privileges. The Dean of the College will appoint the members of the Committee.
3. A grade may be raised if two of the three Committee members vote in favor of the change, finding based on clear and convincing evidence that the original grade assigned was arbitrary and capricious. Otherwise, the grade shall remain as originally assigned.
4. Either party may challenge the Committee's membership for cause within two (2) business days of its formation or announcement. The Dean shall determine if there is due cause to remove the challenged Committee member. In such case, the timeframe for Step III will be adjusted.

## Appeal Records

All materials and decisions related to the grade appeal will remain confidential, and all related documents will be retained by the Office of the Dean until the Student graduates or for one year, whichever is earlier, after which all such documents will be destroyed.

## GRADING SYSTEM

Letter Grade	Numerical Equivalent	Grade Point Interpretation	Value Per Course Credit
A	94-100		4.0
B+	90-93		3.5
B	87-89		3.0
C+	83-86		2.5
C	80-82		2.0
D	75-79	Unsatisfactory	1.0
F	0-74	Failing	0
I*	---	Incomplete	No Credit
WP*	---	Withdrew Passing	No Credit
WF	---	Withdrew Failing	0
W*	----	Withdrew per policy for new course	0

\*Not tabulated in grade point average.

- Skill and clinical grades are awarded based upon satisfactory or unsatisfactory work.
- The grade point for a course is tabulated by multiplying the total number of course credits by the grade value (see above tables).

Example:

<u>Course</u>	<u>Credits</u>	<u>Grade</u>	<u>Grade Point</u>
Course 1	3	x	B (3.0) = 9.0
Course 2	4	x	A (4.0) = 16.0
Course 3	<u>3</u>	x	C (2.0) = <u>7.0</u>
Total:	10		32.0

The cumulative grade point average is calculated by dividing the total number of grade points earned by the total number of credits attempted, both at the College of Nursing and at JSRCC.

Example:      **Total grade points / Total credit hours = Cumulative grade point average**

A student who receives less than a 'C' in a course(s) must repeat the course(s) to meet curriculum requirements. A nursing course may be repeated only once. When a course is repeated, the transcript shows the original and the repeated grades. The last grade replaces the previous grade in computing the cumulative GPA and is noted by an 'R' preceding the grade. The original grade is noted by <> and is not included in the cumulative GPA.

**A student who receives an Incomplete (I) will have six (6) weeks to complete course work. If the course work is not completed satisfactorily within 6 weeks the grade will result in a Failure (F). A waiver may be granted for extenuating circumstances.**

Evaluation is a shared responsibility between student and instructor, including self-evaluation. Each course outline contains the course requirements and the criteria for determining the theory and 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. Student testing within each course will account for 85 percent of the total student grade per course.

## **GRADUATION REQUIREMENTS**

### Diploma of Nursing

A student who is eligible to receive the College diploma must:

- Complete all graduation requirements within 12 semesters of enrollment.
- Successfully complete the curriculum by earning a cumulative grade point average of 2.0 or higher.

### Bachelor of Science in Nursing

A student who is eligible to receive the BSN degree must:

- Complete all graduation requirements within 6 academic years of enrollment.
- Successfully complete the curriculum by earning a cumulative grade point average of 2.0 or higher.

In order to participate in the commencement ceremony, all graduation requirements must be completed.

**A STUDENT MAY BE DENIED 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.**

## **GRIEVANCE PROCEDURE**

This Grievance Procedure provides a formal process for resolution of a student's complaint, alleging a violation or infringement of the student's rights. This Grievance Procedure is not available for grade reviews, for which there is a separate and distinct process. Nor may a student proceed with both a grade review and a grievance where the remedy sought, or the underlying circumstances, are the same or substantially similar with respect to each, as determined by the College. Ordinarily, an aggrieved student is encouraged to discuss initially his/her grievance with the other party involved so that an informal, good faith effort is made to resolve the issue before this Grievance Procedure is initiated. If the aggrieved student is not satisfied with the results of the informal effort, he/she may initiate the grievance process, described below.

- A. All formal grievances must be in writing and must be filed, on a fully completed Grievance Form, with the Assistant Dean for Student Services.
- B. The aggrieved student must observe the prescribed timeframes and other requirements in order to pursue his/her grievance.
- C. A student's failure to follow timeframes and other requirements (including sequential procedural steps) shall be considered abandonment of his/her grievance and a waiver of his/her right for any further review.
- D. The substance of a student's grievance may not be changed or altered as it proceeds from one step to another.
- E. The student may address his/her grievance in a private setting at a mutually agreed upon time during College hours, except when he/she is engaged in classroom or clinical instruction.
- F. While an aggrieved student may seek advice from a relative, an attorney or other individual of the student's choosing, only the student may appear and speak in any meeting or hearing provided for in this procedure.

### **Grievance Process**

#### **Step I:**

The aggrieved student must submit a fully completed Grievance Form, along with any evidence to support the allegations made, to the Assistant Dean of Student Services within ten (10) college days after the later of (i) the date of the incident or (ii) the date of any informal discussion of the issue with the other party involved.

#### **Step II:**

Within ten (10) college days after receipt of a properly completed Grievance Form, the Assistant Dean for Student Services will either (i) meet or confer with the aggrieved party or (ii) convene a joint meeting with the aggrieved student and the other party involved in an effort to mediate the grievance. In the event a joint meeting is convened, the Assistant Dean for Student Services will hear from the aggrieved student and the other party involved and review the information submitted.

The Assistant Dean will document on the Grievance Form a recommendation to both parties as soon as practicable after the joint meeting. If the aggrieved student is not satisfied with the recommendation of the Assistant Dean, the aggrieved student may proceed to Step III.

#### **Step III:**

Within 10 college days after the date of issuance of the recommendation by the Assistant Dean, the aggrieved student must notify the Assistant Dean for Student Services in writing that the student wishes to appeal to the Grievance Committee, which shall receive all of the written information presented and which will convene as soon as practicable. The Grievance Committee will review the Grievance Form and any evidence submitted previously and may decline to hear an appeal that is adjudged by the Committee to be frivolous or patently without merit. Otherwise, the Committee will hear the testimony of the aggrieved student and the other party involved and will make a written recommendation to the Dean of the College, whose written decision will be final.

A copy of the Dean's decision shall be sent in due course to the aggrieved student, the accused party, and to the Assistant Dean.

### **Grievance Committee**

1. The role of the Grievance Committee is to consider evidence and make recommendations to the Dean of the College.
2. The Grievance Committee will be appointed by the Dean and will consist of 3 faculty members, one of whom shall be designated as the chairperson.
3. Minutes of the hearing before the Grievance Committee are to be made, signed by the Chairman, and submitted to the Dean upon conclusion of the hearing.
4. All materials and decisions related to the grievance will remain confidential and will be retained by the Dean's office until the aggrieved student graduates or for one year after permanent withdrawal, at which time all materials will be destroyed, unless the Dean directs otherwise.

### **Forms; College Officials**

Grievance Form, Grievance Form Step II and Grievance Form Step III can be obtained from the Dean's Administrative Secretary.

In the event any College official identified in the Grievance Procedure (i) is the subject of a student's grievance or has been materially involved in the circumstances resulting in the grievance, (ii) recuses himself or herself, or (iii) is unavailable or otherwise unable to fulfill his or her responsibilities pursuant to the terms of the Grievance Procedure, the College shall designate another official to act.

For more information, note below the address and contact information for the Accrediting Council for Independent Colleges & Schools:

Accrediting Council for Independent Colleges and Schools (**ACICS**)  
Suite 980  
750 First Street, NE  
Washington, DC 20002-4241  
202-336-6780 (telephone)  
202-842-2593 (facsimile)  
acics@acics.org  
www.acics.org

### **GUIDANCE COUNSELING AND ACADEMIC ADVISING**

The Director of the Student Success Center assigns each new student a faculty adviser upon enrollment to foster student success in the nursing program and to help guide the student's educational experience. The faculty adviser assists students with identification of needs, monitoring academic progress and standardized test achievement, course selection and planning, developing/strengthening study/test taking skills, and balancing college and life responsibilities. J. Sargeant Reynolds Community College also offers a comprehensive program of academic support services for enrolled students.

#### **The Advisee/Adviser Relationship**

- The student is responsible for clarifying personal goals and interests, being knowledgeable about requirements and policies, taking initiative in meeting and working with his/her adviser, and accepting responsibility for decisions.
- Students are encouraged to get to know their adviser and meet with them several times each semester.
- Students must schedule an appointment at least once each semester for advising and registration for classes.
- Both student and faculty share responsibility for the outcome of the advising relationship.

The Director of the Student Success Center is available for a variety of support services. The Student Success Center coordinates all academic advising services including remediation, test taking, disability and counseling referrals, the New Student Mentor Program, and Peer Tutoring.



The Bon Secours Virginia Employee Assistance Program is available to provide counseling services to students and their immediate families. Confidential assistance is provided for marital, family, financial, drug/alcohol abuse and stress-related difficulties at no cost to the student (See Health Services).

In addition, Faculty post office hours for the convenience of students and may be available by appointment.

## **HEALTH ASSESSMENT AND HEALTH SERVICES**

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 student must also provide evidence of:

Tetanus/Diphtheria (TD) – booster within the past 2 years

Rubeola (Red Measles) – documentation of immune titer indicating immunity

Mumps – mumps vaccine or documentation of immune titer indicating immunity.

Rubella (German or 3-day measles) – documentation of immune titer indicating immunity.

Varicella titer indicating immunity.

Tuberculin Skin Test (TST) – two negative tuberculin skin tests (TST) within one year prior to registration, including one within 3 months prior to registration. Omitted with a history of positive reaction.

Chest X-ray if history of positive Tuberculin Skin Test.

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 of Nursing 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 an offer of full acceptance. The applicant assumes the cost.

### **Health Requirements During Enrollment**

A confidential health record is maintained by an outside verification agency throughout the student's enrollment in the program. Bon Secours Employee Wellness will administer an OSHA requirement for an annual respiratory mask fit test.

### **Health Insurance**

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 requirements must be completed by the date specified in order for the student to continue attending classes or clinical assignments.**

## HEALTHSTREAM REQUIREMENTS

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

Students are required to adhere to the Bon Secours Health System, Inc. policy for competencies (Competency Plan 4.02). All students entering in the spring and fall cohorts have 30 days to complete the required modules from the **first** day of class.

Entering students will be taught how to access Health Stream during new student orientation. Students are required to satisfactorily complete all Health Stream assigned modules on an annual basis by July 31st of each year. Each student must submit transcripts to the authorized verification agency.

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. The requirements will be reviewed annually for relevance and consistency with the Health System Policy, and may be subject to change.

## HONORS LIST

Students who attain a grade point average (GPA) of 3.3 or above for a given semester will have their names placed on the Honors List, which is posted on the bulletin board each semester. The honors list is compiled on a semester-by-semester basis, and is not cumulative.

## HONOR SYSTEM

The Bon Secours Memorial College of Nursing 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 Bon Secours Memorial College of Nursing. 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 Bon Secours Memorial College of Nursing 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 Bon Secours Memorial College of Nursing (BSMCON) or representing BSMCON.

At BSMCON there are 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:

1. Making a false statement to an instructor or other BSMCON employee.
2. Falsifying evidence or testifying falsely in an Honor proceeding
3. 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:

1. Copying from another student’s paper.
2. Use during a test of any unauthorized materials.
3. 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.
4. Submitting, without prior permission, the same care plan or academic work that has been previously submitted in identical or similar form.
5. Buying, selling, possessing, soliciting, transmitting, or using a test or any material purported to be the unreleased contents of a future examination.
6. Bribery or solicitation of any person to obtain examination information.
7. Substitution for another person during an examination.

**Stealing** - “Taking or attempting to take, without right or permission.” Examples of stealing include, but are not limited to, the following actions:

1. Removing belongings from another’s mailbox, locker or room.
2. Taking library books or journals, exams, computer programs, or any other academic materials.
3. Destroying, hiding, or otherwise making unavailable for common use, library, computer, or other reference 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:

1. Quoting word for word from a source without using quotation marks, footnotes, or bibliographic citation.
2. Summarizing and paraphrasing ideas without acknowledging the source
3. 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, 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 college 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 of Nursing who is not one of the following: an Honor Council member, the Honor Council Advisor, the SGO President, an 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; provided, 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:

1. accuser(s)
2. witness(es) for the accuser(s)
3. accused
4. witness(es) for the accused
5. rebuttal - opportunity for accuser(s), accused, or Presenters to question any witness who has testified or to question a new witness
6. recall - opportunity of Hearing Committee to recall any witness
7. 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 college 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 the College 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 '0' for the assigned course work and placement on Honor

### **Probation**

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

1. loss of credit for course work or the course;
2. 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;
3. restitution to pay for the repair or replacement of material items;
4. volunteer or community service for a specified number of hours;
5. a monetary fine to be paid to the Laura Murphy Fund;
6. suspension for one or more semesters (including the current semester);
7. expulsion or permanent dismissal, in which case the student is not eligible to return to the College;
8. 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 college 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 where the accused student asserts and substantiates one or more of the following:

1. The findings of a violation are unsupported by credible evidence in view of the entire record;
2. There was substantial departure from the required procedures, which departure materially affected the fairness or reliability of the decision-making process;
3. 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  
4. 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 and to the Honor Council Advisor or Sponsor no later than 4:00 p.m. on the fifth college day after the date of the decision from which an appeal is taken. Failure to timely file an appeal, or to assert as the basis for appeal one or more of the grounds stated in Section (VIII) (B) above, shall constitute a waiver of the right to appeal.

Upon receipt of an appeal, the Dean shall furnish a copy to the Honor Council and request that a written response be submitted within 5 college 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 may in his or her discretion elect to schedule a meeting with the student and any other participants in the process, or the Dean may decide the appeal based on the record including the student's statement of appeal and the response. In any meeting, the Dean may be accompanied by another administrator or faculty member. The Dean may request additional information and may remand the case to the Honor Council with instructions for further proceedings. The Dean'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 kept in the College office in a locked file. No one has access to these records except members of the Honor Council, the Dean, the Honor Council Advisor, and the Honor Council Sponsor. The Honor Council Advisor, Honor Council Sponsor, or Dean 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 of Nursing. The records will be destroyed.

#### **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 herein, no other procedures or avenues for re-address (including, without limitation, the Grade Review Process) shall be applicable in the case of a student who is charged with an Honor System violation in connection with such charge.

### **HOUSING, TRANSPORTATION & DINING SERVICES**

The College of Nursing does not provide residential facilities, transportation or dining services. Students are responsible for their housing and transportation. A student lounge is located in Room 141 and is equipped with a refrigerator, ice machine, microwave, vending machines and coffee maker. 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 machine.

## **INSURANCE – 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.

## **LIBRARY**

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

The College of Nursing Library is open when the College is open Monday through Friday. On clinical related Saturdays, the library is open 7:00 AM – 2:00 PM and on Saturdays that are not designated as having clinical, the library is open from 10:00 AM – 4:00 PM. The Library is closed on Sunday. The librarian is routinely available Monday through Thursday, 9:00 AM to 7:00 PM.

The Honor Code prevails in the College of Nursing Library. Unauthorized removal of materials, or alteration of materials, thereby depriving others of their use, constitutes a violation of the Honor Code.

The library is cataloged according to the Library of Congress classification system and National Library of Medicine subject headings. The library resources include books, journals, and videos selected to support curriculum activities.

Some courses may at times require the use of books or reading materials by an entire class. These materials will be labeled “RESERVED.” Reserved materials are **not** to be removed from the library.

No periodical (journal) may be removed from the College of Nursing Library.

Neither students nor faculty may remove restricted library materials (i.e. “Reserve” items or professional journals) from the Library. Copying of such materials must be done on the copy machine in the Library.

Notify the Librarian if the copier malfunctions or runs out of paper.

Materials may be borrowed for a two-week period. No material may be removed from the library unless it has been properly checked out. A single photocopy of a portion of a copyright-protected work, such as a copy of an article from a scientific journal made for research, may be made without permission.

All the assignments from a book recommended for purchase by the instructor, making multiple copies of articles or book chapters for distribution to classmates, or copying material from consumable workbooks, all require copyright permission. Copyright Notice is plainly visible at the Library copier. [Notice: The copyright law of the United States (Title 17 U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. The student(s) using this equipment is/are liable for any infringement.

A maximum of three (3) books may be borrowed at one time from the library. Additional books may be checked out only after these books are returned.

Books borrowed from the College of Nursing Library should be returned to the book deposit box in the library.

If a student has an overdue book, his/her borrowing privileges are suspended until the book is returned. When a student leaves the program for any reason he/she must return or replace all borrowed materials checked out in his/her name. A student is neither promoted nor allowed to graduate until overdue, damaged, or lost books are returned and/or replaced, and fines are paid for those books. The fine for overdue books is 25 cents per day. Books damaged beyond reasonable wear that are charged to the responsible borrower remain the property of the College of Nursing library.

Students desiring to make suggestions for library additions are encouraged to present their suggestions to the librarian.

Groups may not use the library to conference or talk. A quiet atmosphere is expected at all times in the library. The study room is available for group work with the understanding that a quiet atmosphere is expected in this room as well.

Eating is not permitted in the library. Beverages are permitted in spill-proof containers only. Students should notify the librarian when books, journals, and other educational materials are not available.

### **MEDICATION CALCULATION & ADMINISTRATION TEST (MCAT)**

The Medication Calculation and Administration Test (MCAT) will be administered throughout the nursing curriculum.

### **PARKING GUIDELINES**

While attending class at the College, students should park in spaces at 8550 Magellan Parkway that are marked with blue boxes. Students may also use the lower level overflow parking at 8555 Magellan Parkway. Students must comply with all posted signs. Any vehicle parked in fire lanes or no parking areas will be towed at the owner's expense. In addition, students will assume all risks of loss or damage to vehicles brought to the college. While attending clinical at other locations, students must abide by hospital/institution parking policies for students.

### **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.

### **PROGRESSION (Also See SATISFACTORY ACADEMIC PROGRESS)**

#### **Sequence**

- A. Nursing courses must be taken according to the time frame designated in the curriculum plan.
- B. 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. Once enrolled in the College of Nursing, a course taken at an institution other than JSRCC must be approved by the Office of Registration and Enrollment. Failure to do so may result in no credit being granted for the course by the College of Nursing (see [Course Prerequisites](#) for additional information).

#### **Course Requirements for Progression**

##### **Nursing Courses**

The following requirements must be completed concurrently to pass nursing courses. Failure to achieve these requirements will result in failure of the nursing course.

1. Theory grade of 80% ('C') or higher.
2. Clinical evaluation of satisfactory.
3. Attendance at 90% or more of clinical hours.
4. Skills laboratory evaluation of satisfactory (where applicable).
5. Grade of 100% on the Medication Calculation and Administration Test.



### Non-Nursing Courses

1. A grade of 'F' or 'D' on any non-nursing course does not meet curriculum requirements and must be repeated.
  2. A student must submit JSRCC grades to the College of Nursing at the end of each semester.
  3. A student having difficulty with non-nursing courses is strongly encouraged to seek assistance from the JSRCC course faculty or his/her advisor.
  4. A student planning to drop a JSRCC course must discuss his/her intent with his/her advisor or the Assistant Dean of Curriculum and Instruction.
  5. A student receiving a failing grade in a non-nursing course must notify the Registrar and make an appointment with the advisor for curriculum planning immediately.
- Please note: If a student enrolls in non-nursing classes at an accredited college other than JSRCC, the student is expected to follow the same procedures outlined above for JSRCC enrollment.

### 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.

### Grade of incomplete

An incomplete grade may be assigned by the instructor for theory or clinical requirements, when extenuating circumstances such as illness or another emergency prevent a student from completing course requirements by the end of the course. The instructor discusses with the student and identifies a plan for completion of the course requirement(s). Failure to satisfactorily complete the necessary course requirement(s) within six (6) weeks will result in course failure. A waiver may be granted in extenuating circumstances in which the six (6) weeks date is unreasonable, in this circumstance the student must meet the requirement(s) by the last official date of the following semester.

### READMISSION

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 his absence. Students must complete the program within 150% of the normal program length.

Readmission requests are based on the following criteria:

- A. A student must complete an application for readmission within two semesters of the official separation date. If over two semesters, the applicant would be considered an initial applicant.
- B. A student can apply for readmission only once.
- C. The essay must explain
  - i. The situation for the separation/dismissal
  - ii. How the student has changed the circumstance of the separation/dismissal.
  - iii. Include a brief plan for success in the program.
- D. Documented evidence of progress resolving the separation/dismissal problems (i.e., transcripts, certificates).

The Admissions Committee will determine admission and placement status on an individual basis.

- A. A student may be readmitted one time.
- B. Readmission is not guaranteed.
- C. Placement in course is determined by available resources.

D. The APG Committee may stipulate requirements that must be met prior to re-admission.

For those readmitted, the following will apply:

A. One failure in a nursing course results in dismissal from the College.

B. The readmitted student would be placed on academic probation after the completion of two consecutive semesters if the cumulative GPA is not a 2.0 and may not be eligible for financial aid.

## **REFUND**

### **A. General Regulations Governing Refunds**

1. All students are eligible for a refund regardless of enrollment status. 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. A student who completes at least one course in one module is not considered to have withdrawn and is still considered to be enrolled in the semesters (an “earned” failing grade counts as long as the student completed the course.)

**B. Regulations governing refunds to students who drop a course or are on an approved Medical Leave in a given term at the College.**

1. A student who enters college but withdraws during the first week, add/drop period (first Saturday after the start of the semester) is entitled to receive a 100% refund of the course-related charges for the period.

2. A student who is on an approved Medical Leave, the semester program fees (learning resource, health, and activity fees) will be removed from the student’s account.

**C. Regulations governing refunds to students who withdraw from all courses in a given term at the College. (NOTE: Students receiving financial aid must also refer to Section D – Return of Title IV Funds).**

1. A student who enters the College but withdraws during the first week, add/drop period (first Saturday after the start of the semester) is entitled to receive a 100% refund of the course-related charges for the period.

2. A student who enters the College but withdraws during the second to fourth week of the period is entitled to receive a 50% refund of the course-related charges for the period.

3. A student who enters the College but withdraws during the fifth to eighth week of the period is entitled to receive a 25% refund of the course-related charges for the period.

4. A student who withdraws after completing nine weeks or more of the period is not entitled a refund.

### **D. Return of Title IV Funds - Financial Aid Recipients**

Colleges are required by federal statute to determine how much financial aid was earned by students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, a College must still complete a Return calculation in order to determine whether the student is eligible for a post-withdrawal disbursement.

The calculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

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

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 term.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Note: when Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal.

The institution must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student's withdrawal.

- a. A student's withdrawal date is one of the following:
  1. The date the student began the institution's withdrawal process or officially notified the institution in writing of intent to withdraw.
  2. The midpoint of the semester for a student who leaves without notifying the institution.
  3. The student's last date of attendance at a documented academically related activity.
  
- 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 withdrawal 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 institution 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 withdrawal the student's account will be sent to our collection agency.

## **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 are responsible for registering themselves in non-nursing classes taken at J. Sargeant Reynolds Community College or other regionally accredited institutions. The student should keep the Office of Registration and Enrollment advised if the student adds or drops a non-nursing class in order for the

College of Nursing to have an accurate record of enrolled credits each semester. Add/drop policy can be found at [www.BSMCON.edu](http://www.BSMCON.edu)

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 Blackboard.

## **SAFETY**

The College of Nursing 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.

### **CAMPUS AND ENVIRONMENTAL SAFETY**

John Frost, Property Manager: 264-8005 (AM) or Security (PM): 330-0093; Non-emergency Police: 501-5000; Emergencies: 911.

The College of Nursing 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. It is the responsibility of all members of the College community to be aware of their surroundings, to avoid potentially unsafe situations, and to behave in a manner that will avoid placing themselves and others at risk. All crimes, hazards, dangerous or unsafe situations and suspicious persons or activities should be reported immediately to the front desk or security and the Assistant Dean for Student Services. Personal items are not to be left unattended in classrooms or other areas of the College.

#### **Safety Tips**

- Walk with others and not alone at night.
- Walk in well lighted, well traveled parts of the campus.
- Keep valuables out of sight. Personal items are not to be left unattended in classrooms, or other areas of the College.
- Carry purses and valuables close to the body and carry only credit card, check or money needed for the day.
- Lock car doors at all times and park in lighted areas.
- Stay alert to surroundings and people around you.

The College abides by the Occupational Safety and Health Act (OSHA) and other environmental safety requirements established by Bon Secours Memorial Regional Medical Center to ensure a safe, healthy environment. Explosives, firecrackers, firearms and weapons are strictly prohibited on College property. Excessive noise and/or horseplay throughout the building will not be tolerated.

#### **In the lounges:**

- toaster, microwave, refrigerator, and counter tops are to be clean, free of spills, and clear of debris inside and out.
- food is to be in sealed containers, labeled with name, dated, and stored properly.
- cookware, dishes, and utensils are to be washed and removed from table/countertops when finished eating or preparing food.

#### **In offices, labs, conference rooms and classrooms:**

- floors are to be free of tripping hazards.
- windows are to be free of objects.
- furniture and other objects are not to block access to doors and windows.
- food debris is to be removed.

*Campus Crime Report* is updated on or before October 1 each year and posted on [www.BSMCON.edu](http://www.BSMCON.edu) under Consumer Information.

## **FIRE SAFETY**

Unannounced fire drills are conducted at anytime. Fire drills are conducted in accordance with county regulations and laws. Students are expected to follow all regulations regardless of the time of the drill.

### **Upon hearing the fire alarm:**

1. Turn off all electric appliances and lights.
2. Walk, do not run to the nearest exit, exit the building and stand far away from the building. Remain there until released from the drill.
3. The Building Coordinator will ensure that all students and employees have exited the building and consult with the fire marshal/firemen in charge to let them know all are out of the building.
4. Regardless of what exit was used, re-enter the building through the front and back regular entrance doors, unless instructed otherwise.
5. Do not make unnecessary noise such as loud talking or laughing.
6. Students are expected to immediately respond to the alarm regardless of the activity in which they are engaged.
7. Never assume that a fire alarm is a false alarm. Prompt compliance to drills is essential to safety.

### **If an actual fire should occur:**

1. Pull the fire alarm. Fire alarms are located at either end of each hallway, and in the middle of each hall. The Building Coordinator will alert other students/faculty by announcing "Code Red" or "Fire."
2. Dial 911 and report location of the fire. The address is 8550 Magellan Parkway, Henrico VA 23227.
3. Announce on the telephone public address system (dial \*26) "Code Red" and exact location of the fire, (example: computer lab).
4. Close all doors, including doors to adjoining rooms/suites immediately.
5. If attempting to exit the hall/room, and the room is smoke-filled, wet a towel, if possible, place it over your face, get down low and crawl to the nearest unobstructed exit.
6. Exit and move away from the building. Do not re-enter the building until the "all clear" signal is given by the Building Coordinator or designee .
7. Notify John Frost, Business Park Manager at 264-8005.

If the fire is contained (i.e., trash can, etc.): go to the closest end of the hall and bring the fire extinguisher from its cabinet. Pulling the pin from the end, and aiming the nozzle directly at the base of the fire, depress the lever fully. Extinguish the fire fully, and remain with the extinguished fire until the Fire Department arrives.

## **HIV/BLOOD-BORNE PATHOGENS**

The College accepts the National League for Nursing AIDS Guidelines for Colleges of Nursing (located in the Library) with the following clarifications.

- A. The Dean of the College makes evaluations and/or decisions on issues and/or problems on a case-by-case basis, and may form an ad hoc committee as needed.
- B. The Faculty Organization oversees the AIDS related educational content as it is integrated into the curriculum.
- C. The Faculty Development Committee oversee the faculty-staff AIDS related educational offerings.
- D. The terms "College," "University" or "campus health services," as used in the NLN AIDS Guidelines, refers to Memorial Regional Medical Center Employee Health Service. The Employee Health Service handles counseling on a case-by-case basis. The individual must assume the cost for professional services unless covered by worker's compensation.
- E. The students and faculty follow these guidelines and, in addition, adhere to the policy and procedure of the clinical facility utilized. (See MRMC Standard Precautions Policies.)

## **INSTRUCTIONS AFTER A BLOOD/BODY FLUID EXPOSURE**

If exposure occurs at a Bon Secours Virginia Health System site:

### **IMMEDIATELY:**

1. Wash or flush the exposed area.
2. Get the Red Exposure Packet from your clinical instructor.
3. Draw 3 amber SST tubes on the source client.
4. Notify Employee Wellness (EWS) at the clinical site. After hours, page the on-call EWS nurse at 515-9753. Enter the entire 7 digit call back number.
5. Complete the Acute Care Quality Care Report (QCC) included in the Red Packet. Forward completed packet to EWS at Windsor office.
6. Notify EWS-Windsor office at 627-5147 for additional follow-up.

### **If the exposure occurs at a non-BSR site:**

1. Wash or flush the exposed area
2. Notify clinical instructor and site Supervisor.
3. Follow the exposure protocol of that facility.
4. Call EWS-Windsor at 627-5147.

### **Student Instructions for an injury during Clinical**

1. Notify your clinical instructor.
2. Fill out Acute Care Quality Care Report (QCC) form in the Red Exposure Packet.
3. Submit completed QCC to Risk Management
4. If immediate medical treatment is needed, go to a Bon Secours Facility's E.R. or a facility of the student's choice.

## **INFECTION CONTROL**

The College of Nursing operates within the policies of Bon Secours Memorial Regional Medical Center as outlined in the infection control policies of the Employee Wellness Services. Each student, faculty, and staff member is responsible for abiding by these policies to ensure protection of self and others.

A student who develops or is exposed to a communicable disease must immediately report the diagnosis or details of the exposure to his/her faculty member or to Employee Wellness. This requirement includes the reporting of test results indicating the presence of a communicable illness, whether or not the student has active symptoms. The student is expected to cooperate in providing relevant medical information. Failing to report the illness, test results, or exposure or to provide relevant information may result in disciplinary action, up to and including dismissal.

The College reserves the right to determine appropriate action on a case-by-case basis, depending upon the nature of disease, the prognosis, and the clinical duties. A student will not be permitted to continue to work if his/her medical condition endangers patients, employees or the public.

All students will be monitored by their faculty/preceptor for strict adherence to standard precautions.

Students with the following symptoms will be evaluated by the faculty or the Employee Wellness nurse for possible removal from clinical and direct patient care.

- a) positive Strep throat culture
- b) fever >100.5; must be afebrile for 24 hours before returning to class or clinical
- c) conjunctivitis
- d) diarrhea and/or vomiting
- e) herpetic whitlow
- f) open or draining wounds

## **STANDARD PRECAUTIONS GUIDELINES**

The student will be educated regarding the epidemiology, modes of transmission, and prevention of infection. Students will adhere to the following guidelines:

- a. Wash hands after using the restroom.
- b. Practice good personal hygiene.
- c. Wear gloves for procedures that involve direct contact with mucous membranes or non-intact skin.
- d. Wear gloves if there is any chance a patient may be exposed to your blood or body fluids.
- e. Students who have exudative lesions or weeping dermatitis will refrain from all direct patient care and from handling patient-care equipment until the condition resolves.
- f. Be cautious of any practices where saliva may be transmitted. i.e. mouth to mouth resuscitation, suctioning, etc.

Students with evidence of any illness that may compromise his/her ability to perform in clinical must abide by the faculty members directions as noted in the syllabus.

## **SEXUAL ASSAULT**

The College of Nursing is committed to promoting a safe environment and student awareness of personal safety. The College will not tolerate any acts of sexual assault, including rape or any other sex offense. Educational programs on rape prevention and sexual assault issues are presented on an annual basis. Available resources for victims of sexual assault are posted on College bulletin boards. Any student who is a victim of sexual assault should take the following actions:

1. Call the local Police Department at #911.
2. Call a family member or friend.
3. Seek prompt medical attention at a hospital emergency room.
4. Preserve as much evidence as possible. Do not wash or change clothes until directed to do so.
5. Call a rape crisis center (see numbers below).

If notification that a sexual assault has occurred is first made to the College of Nursing, the College of Nursing officials will contact the local Police Department.

Counseling services are available for victims of sexual assault. The Bon Secours Employee Assistance Program offers services 24-hours a day at 342-1502. The YWCA Women's Advocacy Program provides services for victims through their 24-hour Crisis Hotlines: 643-0888 in Richmond; 796-3066 in Chesterfield County. If educational accommodations are needed following sexual assault, the student should contact the Dean or Assistant Dean for Student Services.

A student who commits an act of sexual assault on any persons involved in educational or College activities or in clinical areas is subject to disciplinary action by the College. In determining the need for such action, both the accused and accuser are entitled to the same opportunities to have others present. The Dean makes the final determination of the penalty imposed, up to and including dismissal, and notifies both the accused and accuser of this decision.

## **SEXUAL HARASSMENT**

It is the policy of Bon Secours Memorial College of Nursing that sexual harassment of any student, faculty member, staff/client or other individual will not be permitted or condoned; sexual harassment is unacceptable in any form and will not be tolerated. Those engaged in such harassment will be subject to disciplinary action, including dismissal.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature may all be deemed sexual harassment when:

1. Submission to such conduct is explicitly or implicitly a condition of the individual's educational experience.
2. Submission to or rejection of such conduct is used as the basis for academic decisions affecting the individual.
3. Such conduct has the purpose or effect of interfering with a student's ability to participate in or benefit from the educational program.

4. A hostile or abusive environment is created by such actions. Students who feel they have been subjected to sexual harassment are encouraged to report it to the Dean or Assistant Dean for Student Services.

**SATISFACTORY ACADEMIC PROGRESS**

Satisfactory Progress 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. No nursing course may be repeated more than once. Failure of any two nursing courses in the program results in dismissal from the program and cancellation of eligibility for financial aid.

Students who do not meet the cumulative grade point average standard for two consecutive semesters will be dismissed. A student not meeting the cumulative GPA standard may appeal the dismissal. (See SAP Appeal Policy.)

**Percentage of attempted courses completed**

The student must complete 67% of the all credits attempted (cumulative.) Should the student not achieve the 67%, he/she will then be placed on academic probation for one semester. Should the student not raise the cumulative GPA credits attempted above 67% at the end of the probation period, he/she will be dismissed.

**Maximum allowable credits for program completion**

(Total Program credits minus transfer credits) multiplied by 150%.

Complete all academic requirements within 150% of the published length of the program.

All credits attempted while enrolled at Bon Secours Memorial College of Nursing count toward the 150% of the standard program length. Students who complete the program within the maximum time frame will receive a diploma.

In no case can a student exceed one and one-half times the standard number of credits as defined by the College either as a regular student or in an extended enrollment status (granted at the discretion of the College) and receive the original academic credential for which he or she enrolled. In situations that exceed the maximum time frame, students will be awarded a Certificate of Completion instead of the original academic credential of a diploma. Additionally, once a student exceeds 150% of the standard program credits, the student is ineligible for financial aid.

	<b>Standard Program Credits</b>	<b>Maximum Program Credits – (150% OF STANDARD)</b>
<b>PROGRAM – Registered Nurse</b>		
<b>Number of credits without Transfer credits</b>	110 CREDITS	165 CREDITS
<b>Number of credits with maximum General Education Transfer credits</b>	66 CREDITS	99 CREDITS

**SAP** is evaluated at the end of every semester.

**ACADEMIC PROBATION**

A cumulative GPA of 2.0 or higher in all nursing and non-nursing courses is required for progression to the next level of the curriculum and to graduate. A student with a cumulative GPA < 2.0 in all nursing and non-nursing courses may continue course work within their current level of curriculum or in courses



without prerequisites but will be placed on ACADEMIC PROBATION for a period not to exceed one semester. If a cumulative GPA of  $\geq 2.0$  is not achieved by the end of the probation period, the student is academically dismissed and must withdraw from the program. A probation period is defined as one semester (fall, spring, or summer for Diploma students; fall or spring for BSN students). Students on Academic Probation are NOT eligible for financial aid unless an APPEAL has been approved by the Admission/Progression/Graduation (APG) Committee (See SAP Appeal Process.)

### **REPEATED COURSES**

Both the original and the repeated course grades are used to calculate credit hours attempted, GPA, and SAP.

### **TRANSFER CREDITS**

Transfer credits completed prior to enrollment will neither count toward a student's GPA nor will be used to determine SAP. Only courses taken while enrolled at Bon Secours Memorial College of Nursing will count toward a student's GPA and will be used to determine SAP.

### **INCOMPLETE GRADES**

Courses receiving a grade of an Incomplete (I) 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 satisfactory progress standard for % of attempted courses completed due to an incomplete grade for a course, the recording of a successful completion grade within a semester which brings a student's % of attempted courses completed up to the SAP standard will restore financial aid eligibility for the current semester.

### **OTHER NON-PUNITIVE AND FAILING GRADES**

All courses receiving grades of In Progress (IP), Withdrawn (W), Withdrawn Failing (WF), Withdrawn Passing (WP), and Failing (F) are considered NOT earned course credits. These grades/credits will be considered in the calculation of attempted credits, % of attempted courses completed, and meeting SAP requirements.

### **REMEDIAL COURSEWORK**

Remedial coursework completed will not count toward a student's GPA and will not be used to determine SAP.

### **NON-CREDIT COURSEWORK**

Only courses approved for the curriculum are recorded on the academic record, and are used to evaluate SAP, and are used to determine financial aid.

### **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.

### **WITHDRAWAL**

If a student withdraws from a course either voluntarily or involuntarily, the credit hours attempted for that course will be included in the calculation used to determine the maximum credits for program completion.

If a student withdraws from the Program either voluntarily or involuntarily, the student must meet the standards for readmission. All prior Bon Secours Memorial College of Nursing credit hours attempted and all post secondary education institutions' GPA's will be used in determining readmission.

### **CHANGING PROGRAMS WITHIN THE COLLEGE**

At this time, Bon Secours Memorial College of Nursing offers two programs – Registered Nurse Diploma and Bachelor's of Science in Nursing 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 ( $\geq 2.0$  cumulative GPA, completion of 67% of credits attempted and not more than 150% of allowable 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 nursing students who wish to establish or maintain financial aid eligibility. These standards apply to a student's entire academic record at Bon Secours Memorial College of Nursing, 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 Bon Secours Memorial College of Nursing aid programs.

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.

### **SAP APPEAL PROCESS**

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

The appeal must be submitted in writing and describe any mitigating circumstances the student feels deserve further consideration (e.g., death in the family, illness of the student, etc.) The appeal is sent to the Assistant Dean for Student Services who presents to the APG (Admission, Progression and Graduation) Committee; the APG Committee will then 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. The APG Committee will not review appeals until all the information requested has been received.

If the APG Committee grants a student's appeal, the student will be placed on academic probation for one semester and will be considered making satisfactory academic progress during that period.

Federal, state, private, and Bon Secours Memorial College of Nursing 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, Lettie Pate Whitehead Scholarship, St. Luke's Scholarship, The Modlin Scholarship, and the Mary Marshall Nursing Scholarship.

### **SEPARATION FROM THE COLLEGE**

#### **Separation from the College**

A student who leaves the program either temporarily or permanently is considered separated from the College.

#### **Course Repeat Policy**

Students earning grades of D, F or WF in a single nursing course may repeat the course one time. Failure of more than one nursing course results in dismissal from the program.

## **Medical Leave**

A student may be placed on mandatory medical leave if it is medically determined that the student is unable to perform the essential functions of a nursing student. Prior to return, the student must provide documentation from a private healthcare provider indicating clearance for return to fulfill the essential functions of a nursing student.

A letter requesting return must be submitted to the Assistant Dean for Curriculum and Instruction no less than four (4) weeks prior to anticipated return. An interview may be required. Return from medical leave is not automatic and may be denied. The student must also provide evidence of health insurance coverage and current certification in BCLS – Health Care Provider level CPR.

The student may be required to repeat or audit nursing courses if curriculum changes occur during the medical leave. A student who does not return from a medical leave within the specified time, not to exceed one hundred eighty days (180 days), must follow the procedure for withdrawal. The student will be classified as Withdrawn and must re-apply if readmission is desired. (See Readmission.)

A student who does not return, and fails to notify the Assistant Dean for Curriculum and Instruction, will be classified as unofficially withdrawn and is ineligible for readmission.

The student must meet the requirements of SAP (see Satisfactory Academic Progress) to be eligible for Federal financial aid. If a student does not meet the percentage of attempted course requirements, he/she may be awarded a certificate of completion instead of the original academic credential.

## **Withdrawal**

Withdrawal is defined as the student voluntarily ceasing to take nursing courses at the college and may occur at any time during the semester, or between semesters.

A student's grade will be recorded as Withdrawn Passing (WP) or Withdrawn Failing (WF) depending upon the academic standing at the time of withdrawal.

If a student withdraws from an eight (8) week course by the end of the second week of the class, the grade will be recorded as "W" with no consequence to cumulative grade point average. Withdrawal after the second week of an eight (8) week course results in "WF" or "WP" depending on academic standing.

If a student withdraws from a fifteen (15) or sixteen (16) week course before the end of the fourth week of class, the grade will be recorded as "W" with no consequence to cumulative grade point average. Withdrawal after the fourth week of class in a fifteen (15) or sixteen (16) week course results in "WF" or "WP" depending on academic standing.

A student planning to withdraw must complete a withdrawal form and arrange an interview with the Assistant Dean for Curriculum and Instruction. The student must complete the withdrawal checklist.

A student who fails to complete a separation form and meet with the Assistant Dean for Curriculum and Instruction is considered to be unofficially withdrawn, and is ineligible for readmission to the College of Nursing.

The student is not required to withdraw from J. Sargent Reynolds Community College courses when withdrawing from Bon Secours Memorial College of Nursing. However, the student must follow JSRCC policy if withdrawal is desired. (See JSRCC Catalog).

## **Dismissal**

Dismissal is defined as the removal of the student from the College. 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 of Nursing.

A student may be dismissed from the College at any time for reasons including, but not limited to:

- Academic failure (class or clinical).
- Physical or emotional problems that prevent the student from carrying out the essential functions of a student nurse.
- 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.
- Violation of patient confidentiality.

The student's grade will be recorded as Withdrawn Passing or Withdrawn Failing 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 courses at JSRCC, if she/he chooses. A dismissed student has the right to appeal a decision of dismissal (See Dismissal Appeal Procedure).

## **SKILLS LABORATORY**

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

As a cost-containment measure, all non-contaminated supplies should be reused. Student purchased skills kits will be used whenever possible.

### **Guidelines for Responsible Use of the Skill Laboratories**

1. Students and faculty are to assist in clean up after each scheduled or practice laboratory session by putting away equipment, returning demonstration models to the beds, disposing of all trash in the designated container and arranging chairs and equipment neatly.
2. No eating or drinking is to be done in the skill labs, as they are simulated client care areas.
3. Students are expected to bring the appropriate equipment from their skill kit bag to use in scheduled practice or demonstration labs.
4. Students and faculty should obtain skill lab faculty approval to check out skill lab equipment for practice or community service.
5. If instructors assess that a student needs additional guidance and help in the clinical lab, they can complete the Skills Remediation form and refer the student to the Skills Lab faculty for remediation.
6. All students using the Simulation Lab must be supervised by a faculty member.
7. Students are not to practice any invasive procedures on another person.
8. Sharps containers are provided for needles, intravenous stylets, butterfly needles, syringes and glass, as well as disposal of materials contaminated with body fluids. No product wrappers or tape should be put into sharps containers.
9. Hand washing is to be done with soap and water or antiseptic hand cleanser prior to and after practicing nursing skills.
10. Students are expected to wear their lab coats to all skills labs.

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

### **Equipment Use**

1. Students are not to practice on the electronic-equipped mannequins without the assistance of the skill lab faculty or an instructor.
2. Report malfunctioning or broken equipment (e.g. IV pumps, feeding pumps, models and mannequins or monitors) to lab faculty promptly.
3. Keep all electronic equipment and monitors plugged into an electrical outlet at all times, to avoid running down the batteries.
4. Students are responsible for replacing any lost, stolen, or damaged equipment.
5. 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

### **SMOKING**

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

### **STANDARDIZED TESTING**

Faculty will communicate about course-specific standardized (ATI) tests. Failure to take an ATI test as scheduled will result in a course grade of incomplete until the required ATI is completed. Course coordinators are responsible for monitoring the reporting of non-completion of course ATI tests.

Students are required to complete designated exit ATIs prior to graduation. Entry level assessment ATIs are not part of this policy.

### **STUDENT ORGANIZATIONS**

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

1. To provide the opportunity for students to share their ideas, interests, and concerns of nursing education with other nursing students in this college.
2. Promote an atmosphere of cooperation, understanding, and communication among the students, Faculty, and Administration.
3. Promote interest and participation in professional development.
4. 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 Bon Secours Memorial College of Nursing 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. 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  
Web site: [www.nсна.org](http://www.nсна.org)

## **STUDENT RECORDS**

Bon Secours Memorial College of Nursing complies with the Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) governing student educational records. FERPA defines educational records (or personally identifiable information contained therein)" as those records, files, documents and other materials which:

- i. contain information directly related to a student; and
- ii. are maintained by an educational agency or institution or by a person acting for such agency or institution." 20U.S.C. § 1232g(a)(4)(A)(i) and (ii)

Bon Secours Memorial College of Nursing maintains records on all enrolled students as well as graduates, students on leave and students who have withdrawn or been dismissed from the College. Records of applicants, currently enrolled students, withdrawn students and graduates are the property of the College and are maintained in a secure location and handled in a confidential manner.

Pre-entrance medical records and other health records are maintained in the Bon Secours Richmond Employee Wellness Department throughout enrollment. Upon withdrawal or graduation, these records are maintained at the College for three (3) years, after which they are destroyed.

Applicant records include, but are not limited to, application and reference forms, high college and college transcripts, test and placement scores, and relevant correspondence.

Currently enrolled student academic records include application for admission/readmission and other relevant admission data/correspondence, signed Enrollment Agreement, transcripts from other colleges, course grades, clinical evaluations, authorization for release and waiver forms, and other relevant correspondence. These records are maintained throughout enrollment.

The College retains a permanent hard copy of the student's educational background and academic coursework in a secured file location. The College's student information system also stores the electronic version of the transcript.

Nonacademic records of current students, which are filed separately in locked files include: financial aid materials, standardized test scores, and student participation/activities forms.

Disciplinary action, grievance, grade review, and honor code violation documents are maintained by the Dean and are destroyed upon the student's graduation or permanent withdrawal from the College.

Financial aid records of current students include financial aid applications, federal student aid reports, tuition sheets, check stubs, promissory notes, letters of intent to repay loans and/or scholarships, notice

of access to record, information and correspondence related to other financial aid sources, and statement of compliance of registration. The financial aid officer maintains records and documents required by the United States Department of Education for Financial aid records are maintained as long as needed if the student is in default of College of Nursing student loans.

Academic and financial aid records of students on an officially approved Medical or Military Leave are retained while the student is on leave or until the student returns, withdraws, or graduates.

Records of withdrawn students who permanently separate from the College include original application, transcripts from other colleges, final College of Nursing transcript, authorization for release of forms, financial aid records and withdrawal form. These records are maintained indefinitely in a secure location.

Graduate records contain the original application, transcripts from other colleges, final College of Nursing transcript, authorization for release forms, and the financial aid record. Financial Aid records are retained for seven (7) years. The academic records are maintained indefinitely in a secure location.

Student records for applicants, current and withdrawn students are maintained in a secure location.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

Bon Secours Memorial College of Nursing seeks to:

- reinforce a sense of personal responsibility, respect for others, and mature behavior.
- 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 and professional responsibility and accountability.

### **Student has a right to:**

1. Learn and pursue his or her educational goals without fear of unlawful discrimination, intimidation, prejudice, or threat.
2. 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.
3. Learn in a safe environment that is free of disruption and is conducive to teaching and learning.
4. Be advised of the course objectives and how grades are assigned.
5. Inspect and review his or her student record within a specified time frame upon written request, and to expect confidentiality regarding this record.
6. Evaluate the curriculum and make recommendations for change.

### **Student Responsibilities**

A student's acceptance of admission into the College of Nursing 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 Conduct**

The student is considered a responsible adult and is expected to conduct himself 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 of Nursing.

## **Conduct Subject to Disciplinary Action**

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

- A. Endangering the safety and welfare of clients, students, faculty, or staff
- B. Substance abuse.
- C. Violation of local, state, or federal laws.
- D. Misuse, destruction, or damage of college property.
- E. 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.
- F. All forms of dishonesty including honor violations (Policy SAP 1.11, Sec. III), knowingly giving false information, altering or falsifying any experience or details related to a clinical experience.
- G. Unprofessional and/or disruptive conduct.
- H. Conviction of an offense that would render the student unemployable by Bon Secours Virginia Health System.
- I. 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.

- A. 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.
- B. 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.
- C. Restitution: Repayment in money or service for damage to or loss of the property of another.
- D. 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.
- E. Interim Suspension: Temporary separation of a student from the College to provide reasonable time for fact-finding and decision making in the situation.
- F. 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.
- G. May include corrective measures if act violates the Honor Code.



### **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 Assistant Dean for 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 Assistant Dean for 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 Assistant Dean finds the student to have violated any provision of this Policy, then the Assistant Dean 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 Paragraph V above. 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 Procedure**

A student shall have the right to appeal to the Dean of the College the decision of the Assistant Dean only in the event the Assistant Dean has decided to impose a suspension or a dismissal. The student may do so by submitting written notice of appeal to the Dean within five (5) business days after the date of the Assistant Dean's decision. Such notice shall contain a full explanation of the reasons for the appeal and a statement as to why the decision of the Assistant Dean should be reversed or modified.

After receiving a written request for an appeal from the student, the Dean may elect to schedule a hearing on the appeal or may decide the appeal based on an examination of the record, including for such purpose the student's written notice of appeal and explanation and any written response thereto on the part of the College. In the event that the Dean elects to hold a hearing, the Dean promptly shall schedule with the student a mutually agreeable time and place for a hearing on the appeal or, absent such mutual agreement, shall notify the student in writing at least two (2) business days before the hearing of the date, time, and place of the hearing.

The hearing will be closed to the public and may not be attended by any person who is not one of the following: the Dean, one or more members of the College's administrative staff or faculty who are designated by the Dean, the accused student, any witnesses called to testify by the College or the student, and one representative of the student who may be:

1. a fellow student of the College who is in good standing,
2. a parent or guardian,
3. a clergy member,
4. a social worker or other therapist, or
5. legal counsel to the accused.

The hearing will be 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. The hearing may include the presentation of evidence, testimony, and cross-examination of those present. The Dean shall have the right to require that any witness be present at the hearing during his or her testimony only.

The accused student will not be required to testify, but an adverse inference may be drawn from the student's failure to answer questions if, under the circumstances:

1. It would be reasonable to draw such an inference.
2. The absence of the accused student shall not preclude the hearing from proceeding as scheduled.

Following an appeal, the Dean promptly shall notify the student in writing of the decision and the basis for the decision. If the initial decision of the Assistant Dean is upheld, then the original disciplinary sanction shall be imposed and the decision shall be final. If the Assistant Dean's initial decision is overturned, then the cumulative record of the student and any other college-maintained records will reflect that conclusion.

### **Standard for Disciplinary Decisions**

All determinations with regard to the student's culpability for any violation of this Policy shall be made based upon a preponderance of the evidence. A preponderance of the evidence is evidence that as a whole shows that the fact sought to be proved is more probable than not.

Note: The titles of any personnel identified herein shall include their designees and, in the event of reorganization, their successors.

### **TESTING AND GRADABLE WORK**

Tests, quizzes, examinations, and gradable work are teacher-made or teacher-selected materials designed to evaluate if a student has attained the unit and course objectives. Course testing (written or oral) may consist of quizzes, unit tests, and/or a midterm and final examination. All testing and gradable work is governed by the Honor Code. Students are expected to take tests and submit gradable work on the date and time scheduled.

### **TRANSCRIPTS**

A transcript is a permanent record of a student's course of study. The original is retained by the College. To be official, a transcript must have the impression of the College seal and be signed.

At the end of each semester during which a general education course is taken, the student is required to have an official transcript from that institution sent directly to the College of Nursing. Transcripts addressed to the student will not be accepted. Failure to provide official transcripts to the College of Nursing within a week after the end of the semester will result in the student being withdrawn from the College of Nursing classes.

Upon a student or former student's written request and payment of the \$5.00 per copy processing fee, an official transcript can be made available. A transcript request form, available at the College's web site or through the Registrar's Office, or a hand written request, may be used. Information needed includes the requestor's current and former name, address, daytime telephone number, identification or SONIS ID number and the recipient's name and address. Any hold (e.g.: financial, records) placed on the student's transcript must be released before an official transcript can be released.

### **TRANSFER CREDIT**

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

### **PURPOSE:**

To grant students transfer credit, when applicable, for classes that are part of the College of Nursing curriculum.

## **PROCEDURE:**

### **Non-Nursing Courses Prior to Enrollment:**

The College of Nursing will accept transfer credits providing:

- Credits were earned at institutions accredited by agencies recognized by the United States Department of Education
- Course content was substantially similar to the required BSMCON course
- Course credit was equivalent to the required BSMCON course as determined by the BSMCON
- 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.

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.

Advanced Placement courses with official scores of 3 or higher in Advanced Placement Tests of the College Entrance Examination Board may be transferable.

International Baccalaureate Diploma Programme courses with official scores of 4 to 7 on higher level subjects and 5 to 7 on standard level subjects may be transferable.

CLEP (College Level Examination Program) examinations recognize college level achievement. Only the examinations listed below will be accepted for course equivalency/transfer. A score of 50 or greater must be achieved.

### **Examination: Course Equivalent:**

English Composition with Essay ENG 111 and ENG 112

College Mathematics MTH 120

College Algebra MTH 163

College Algebra-Trigonometry MTH 166

Calculus with Elementary Functions MTH 173

Introductory Psychology PSY 201

Human Growth & Development PSY 230

Introductory Sociology – Comparative SOC 200

### **Nursing Courses Prior to Enrollment:**

Transfer credit may be given for a grade of "C" or above in nursing courses completed in the previous three (3) years at an institution accredited by agencies recognized by the United States Department of Education and are NLNAC accredited. Only courses taken while enrolled at Bon Secours Memorial College of Nursing will count toward a student's GPA.

The acceptability and transferability of nursing credits from Bon Secours Memorial College of Nursing and J. Sargeant Reynolds Community College depend upon the receiving institution's admissions and placement policies. Credits for shorter courses are equivalent in hours awarded.

## **TRANSPORTATION**

Students are responsible for their transportation to and from all educational experiences. The College assumes no responsibility for student vehicles. Vehicles must be parked in designated areas, both at the College and clinical sites.

## TUITION, FEES AND TERMS OF PAYMENT

Below is a breakdown of estimated costs for the 2010-2011 academic year. The per credit cost of the general education classes are provided for J. Sargeant Reynolds Community College (in-state) where most 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 Bon Secours Memorial College of Nursing (BSMCON) 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 without notice. J. Sargeant Reynolds Community College (JSRCC) tuition and fees are also subject to change without notice.

### Per-Credit Tuition

<b>Diploma Program</b>	Credits	Per Credit
General Education	44	108.60/credit
Nursing Courses	66	170.00/credit

<b>BSN Program</b>		
General Education	56	108.60/credit
Nursing Courses	71	250.00/credit

### Fees\*

Activity Fee	\$ 15 per semester
Application Fee (non-refundable)	\$ 80
Verification Services	\$ 30 annually
ATI Fees	\$ 66 per course
Employee Assistance Program	\$ 50 annually (for non-BSHSI employees)
Fit Test Fee	\$ 40 annually
Graduation Processing	\$ 75
Ceremony Registration	\$100 (optional)
Learning Resource	\$200 per semester
Uniforms	\$200 (estimate)

### Skills Lab Fees

<b>Diploma</b>		<b>BSN</b>	
NUR 102	\$72	NUR 2103	\$36
NUR 201	\$ 7	NUR 3104	\$18
NUR 203	\$26		

### Explanation of Fees

1. Application fee also includes the cost of the first TEAS admission test. Additional TEAS tests cost \$30/test.
2. ATI resource and testing fees are added to the following courses: NUR 102, 202, 204, 210, 300, 301, 302, and 303.
3. Employee assistance: Bon Secours extends individualized short-term personal counseling services to the College's students.
4. J. Sargeant Reynolds Community College charges higher per-credit rates for out-of-state students. Both in-state and out-of-state rates are subject to change.
5. Graduation processing fee covers the cost of pin, diploma as well as processing and delivery of final transcript to the Virginia Board of Nursing.
6. Graduation ceremony participation is optional.

### Fee Exemptions

Employee Assistance Program – Students who are also BSHSI employees already receive this benefit and are exempt from this annual fee.

Fit Test – Students who have completed this annual test as BSHSI clinical employees are exempt from this fee.

**Additional Costs**

1. Students should make allowances for books, supplies and other out-of-pocket expenses when calculating the total cost of education.
2. Hospitalization insurance is required at student expense. Proof of insurance is required.
3. Uniform includes designated school uniform, shoes, hose, lab coat, stethoscope and watch with a second hand.
4. Transportation and parking fees are the student's responsibility.
5. Returned check charge for all fees is \$25.00
6. Official transcripts are \$5.00 each.

**Terms of Payment**

1. Payment of tuition and fees are due before the start of each semester.
2. JSRCC tuition for required classes is included on the BSMCON bill. Students must report to the Registrar and follow BSMCON procedures when enrolling for required classes at JSR or any other approved institution.
3. Students who have enrolled in JSRCC courses and have already paid for those courses should remit a proof of payment to the Bursar so that their accounts can be credited.
4. Students retaking a class are responsible for the tuition and fees.
5. Students who are in grade appeal and have started another class are responsible for the tuition and fees.
6. Students who have been unsuccessful in two classes and are in grade appeal are responsible for the tuition and fees of a class if they have continued in the program during the grade appeal process.

**Refunds**

All students are eligible for a refund regardless of enrollment status. 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.

Refunds will be computed based on the actual withdrawal date certified by the Director of Registration and Enrollment. Refunds will not be made to students who do not attend classes and have not completed the required withdrawal procedure. Refund processing may take up to fourteen calendar days from the time a credit balance occurs on a student's account.

During add/drop period (first Saturday after the start of the semester) students will receive 100% refund of current semester tuition and fees except background check fee(s).

**Regulations governing refunds to students who officially withdraw from all courses in a given term at the College:**

Tuition refunds are calculated by finding the percentage of earned financial aid/tuition due for a particular student. Following is how the formula is applied:

$$\frac{\text{\# of calendar days attended}}{\text{\# of calendar days in term}} = \text{percent of earned financial aid/tuition due}$$

# of calendar days in term

If a student drops, a course(s) during add/drop period (first Saturday after the start of the semester), course-related charges (excluding background check fee) will be removed from the student's account.

If a student is on an approved Medical Leave, the semester program fees (learning resource, health, and activity fees) will be removed from the student's account.

**UNIFORMS AND ACCESSORIES**

At the beginning of the first nursing course, students must purchase at least two regulation uniforms, laboratory coat, white shoes, scissors, and stethoscope. Uniforms are to be ordered directly from the uniform company designated by the College.