

Policy Name: Student Declaration of Current Address and/or Relocation
Policy Number: ADM 1.11
Title of Policy Owner: Dean of Administration
Approved by: Policy Committee/Administrative Cabinet
Effective Date: 8/12/2020
Version: 2.0
Policy Status: Approved

I. Policy

It is the policy of the Bon Secours Memorial College of Nursing (BSMCON) to require students to provide their current address and to update their records if their address changes during their enrollment at the College.

II. Purpose

To maintain accurate student address information for the purposes of College communications and dissemination of information related to professional licensure disclosures.

III. Scope

This policy applies to prospective and enrolled students of BSMCON.

IV. Definitions

Address: the physical address where the student resides while engaged in educational activity provided by BSMCON.

Enrolled Student: denotes the status of a BSMCON student who has completed the registration requirements for an academic program at BSMCON.

Prospective Student: denotes the status of an individual who has requested information about enrolling at BSMCON or who has been contacted by the College about enrolling either directly or indirectly through advertising.

V. Policy Details

Student Responsibilities

Upon enrollment in a program at BSMCON, it is the Enrolled Student's responsibility to provide the College, via the student portal of the student information system (SIS), of the Enrolled Student's Address and submit a copy of their government-issued ID, which serves as the basis of determination of the student's address. Further, it is the Enrolled Student's responsibility to notify the College, via the student portal of the SIS, of any change in the student's Address while enrolled. A change of address must be submitted within five (5) business days after the change becomes effective and this serves as the basis of determination of the student's address.

College Responsibilities

BSMCON offers two programs in nursing: Pre-Licensure BSN and Post-Licensure RN-BSN. The Pre-Licensure BSN program is offered on campus and leads to professional licensure as a registered nurse. The Post-Licensure RN-BSN program is offered fully online, making it available to students residing outside of Virginia. As a higher education institution that offers programs in undergraduate nursing, it is the responsibility of the College to inform Enrolled and Prospective Students, in writing through email or on the College website (www.bsmcon.edu/studentlicensureinformation), of:

- i. Any state(s) for which the College's curriculum does not meet that state's Board of Nursing requirements for professional licensure or certification;
- ii. Any state(s) for which the College has not made a determination of whether its curriculum meets that state's Board of Nursing requirements.

BSMCON is approved to operate by the State Council of Higher Education for Virginia (SCHEV) and is a member of the National Council for State Authorization Reciprocity Agreement (NC-SARA). NC-SARA allows the College to provide distance education program to residents of the states included within that agreement. NC-SARA does not grant reciprocity regarding state professional licensing requirements. Consequently, BSMCON provides state-specific professional licensure information on its website - www.bsmcon.edu/studentlicensureinformation. In accordance with Federal

regulations, if a student relocates and changes address to a state other than Virginia during her/his enrollment with BSMCON and follows the requirements of this policy to notify the College of such, BSMCON provides individual notification to that student if BSMCON's curriculum does not meet licensing requirements in that state. Notification will be delivered to the student's BSMCON email address through the SIS within 14 calendar days of the College's receipt of the relocation information.

If a student is located or relocates to a state in which BSMCON does not have authority to operate, this may adversely impact the student's ability to pay for their studies and/or complete a program.

VI. Attachments

None

VII. Related Policies

None

VIII. Disclaimers

- a. Nothing in this policy creates a contractual relationship between Bon Secours Memorial College of Nursing (BSMCON) and any party. BSMCON, in its sole discretions, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

IX. Version Control

Version	Date	Description	Prepared by
1.0	5/27/2020	Establish policy	Dean of Administration
2.0	8/12/2020	Revisions	Dean of Administration