



# STUDENT CATALOG

2022-2023

Associate of Applied Science  
in Radiologic Technology

 **Bon Secours**

St. Mary's Hospital School  
of Medical Imaging

Welcome to Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI). We are delighted you chose our School to pursue your education. Our Associate of Applied Science degree program in Radiologic Technology exceeds expectations, as shown by our unsurpassed American Registry of Radiologic Technologist's (ARRT) examination pass rates on the first attempt, a proud distinction of excellence. As a SOMI student, you will be involved in intense coursework, simulation labs, and clinical experiences while building personal and professional relationships that will last a lifetime. The School emphasizes life-long learning and provides students the opportunity to experience advanced modalities within the Medical Imaging profession.

We are here to guide you through this journey. Our talented faculty and staff maintain an unwavering commitment to delivering a rigorous, high-quality, student-centered education. Our School is equally committed to maintaining a warm and supportive learning environment for its diverse student body. As you progress through the program, the information in this catalog will be vital. Please read and use this document as a reference. When policies and/or guidelines are added or modified, updates will appear on the School website at: [smhsomi.edu](http://smhsomi.edu) under Program Policies. Best wishes for a successful and memorable 22 months ahead.

Jody D. Crane, M.A.Ed., R.T. (R), (BD)  
Campus Director and Dean of Academic Affairs

## Bon Secours St. Mary's Hospital School of Medical Imaging

Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) is an equal opportunity education institution. Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) is a division of the Bon Secours St. Mary's Hospital of the Bon Secours Virginia Health System. The School reports to the Bon Secours Richmond Board of Directors, which is the governing authority for the School. The contents of the School Catalog do not create a contract, nor do they constitute a guarantee of continued enrollment at the School. The School reserves the right to modify, amend, or delete statements and to make changes to the Catalog, curriculum, calendar, financial aid, and School policies as deemed necessary. Each student is expected to abide by the information contained in the Catalog. Failure to read the Catalog will not excuse the student from accountability.

### Bon Secours St. Mary's Hospital School of Medical Imaging

8550 Magellan Parkway, Suite 700  
Richmond, VA 23227  
804-627-5300

## Bon Secours Richmond Health System Board

The Bon Secours Richmond Health System Board is a combined board that governs and has oversight (either directly or indirectly) for the activities of BSRHS, as well as its five acute care hospitals, ambulatory facilities and Bon Secours Richmond Medical Group. St. Mary's Hospital School of Medical Imaging is a division of Bon Secours St. Mary's Hospital, which is one of the hospitals in the Richmond Health System.

Makola Abdullah, PhD

Stuart A. Bunting

Chandrashekar D. Challa

Elizabeth Hinton Crowther

Regina Elbert

Chris R. Hairston-White

Birdie H. Jamison

Lang Liebman, MD

Linda Rigsby

Sr. Mary Shimo

Shannon E. Sinclair

Paul Smith

Kyle Woolfolk

Brian Yanofchick

## School Administration/Faculty/Staff

### Administration

Jody Crane, MAEd, RT (R), (BD)

Delaney Penney, BSRS, RT (R) (CT)

Robert Pelter, MBA, RT (R)

Campus Director and  
Dean of Academic Affairs  
Program Coordinator (full-time)  
Program Coordinator  
Clinical Education Experience (full-time)

### Faculty

Joyce Hawkins, BSRS, RT (R), (M), (CT)

Emily Setelin, BSMT, RT (R)

Debra Pollard, PhD, RT (R)

Ashley Zimmer, MPH, BSRS, RT (R)

Medical Imaging Instructor (PRN, adjunct)  
Medical Imaging Instructor (full-time)  
Medical Imaging Instructor (part-time)  
Medical Imaging Instructor (full-time)

### Staff

Bridget Winkler RT (R) (MR)

Clinical Preceptor (full-time)

### Clinical Simulation Center

Holly Pugh, MSHA

Allan Sackenreuter, BS

Dean  
Simulation Technical Manager

### Finance Department

Amy Pozza, MBA

Melanie Arcibal, BS

Kelley Florian, BA

Harris King, BS

Jackie Runne, BA

Tate Sanchez, BFA

Faith Taylor, CPA, BS

Chief Financial Officer  
Senior Accountant  
Director of Financial Aid  
Bursar  
Financial Aid Specialist  
Financial Aid Counselor  
Director of Finance

### IS/IT Department

Jason Smith, MS

Debra Cantwell, BS

Arif Fazel, MS

Nick Kost, BA

Sunjung Lee, MS

Director of I&T  
LMS and Applications Administrator  
LMS and Applications Analyst  
Manager, Information Systems  
and Technology  
IT Support Technician

### Student Services Department

Leslie Winston, EdD

Lydia Lisner, MEd

Allison Peterson, MS Ed

Jared Crist, MEd

Rachel Ensing, MS

Elia Imler, MS

Carrie Newcomb, EdD

Shawn Ruppert, BA

Dayna Scarberry, MEd

Ryan Stiles, MBA

Erica Stubblefield, MEd

Ingrid Terrell, BA

Maria Vasquez, BS

Katie Windlemeese, BA

Dean of Student Affairs  
Director of Student Success  
Manager, Career Services  
Director of Student and Alumni Affairs  
Director of Admissions  
Director of Marketing & Communication  
Associate Dean of Student Services  
Registrar Specialist  
Assistant Director, Student Success  
Director of Records and Registration  
Student Success Advisor  
Graphic Design Specialist  
Admissions Recruiter  
Digital Marketing Specialist

## Telephone Numbers

### Emergency

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

Ambulance Service  
Fire Department  
Police, emergency

} **911**

### SOMI

#### Main Number

804-627-5300

#### Financial Aid Director

804-627-5350

#### Campus Director, Dean of Academic Affairs

804-627-5307

#### Non-Emergency & Security Police (non-emergency)

804-501-5000

#### Poison Control

804-828-9123 or  
800-222-1222

#### Security, Windsor

804-335-7901

#### Windsor Property Manager

804-697-3461

#### Windsor, BSMCON Building Coordinator

804-627-5388

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## Alerts

The School in conjunction with Bon Secours Memorial College of Nursing (BSMCON) uses a broadcast alert and notification system as part of its safety plan. In case of an emergency, all employees and students who have signed up for emergency notifications through the Rave Alert system and Campus Nexus Portal, respectively, will be sent a message (via text, email, or voice) to their preferred emergency contact methods. The message will state the emergency as well as any actions to be taken. At the beginning of each Fall and Spring semester, students and employees are asked to log onto the Campus Nexus Portal and Workday, respectively, to verify their emergency contact information and update it if necessary. During this process, they are also allowed to choose their preferred emergency contact methods. Students and employees who do not have a cell phone or who do not request alert activation shall assume full responsibility for obtaining information regarding closures and related actions via other modes of communication.

## Closings/Delayed Openings

Closure of the School due to inclement weather means that all classes, lab or clinical are canceled for that day. A delayed opening means that students will report to clinical or classes at the time indicated for the delay. If this occurs on a class day: the schedule for the day will remain the same.

Announcement: School is opening 2 hours late: this means the school is on a delayed opening for 10:00am. Indicating that both clinical and classes will begin at 10:00am. Classes scheduled prior to 10:00am are canceled for that day. Didactic class work that is missed due to delay or School closure will be absorbed into the remaining class periods if possible. Excessive cancellation of didactic classes may result in the necessity of holding make up classes.

Closure of local school systems within the Greater Richmond Region **is not used** to determine closure or delays of the School of Medical Imaging.

Students are encouraged to use good judgment in determining ability to safely reach the school or clinical assignments. **However**, time missed by a student due to inclement weather will count as absences unless the school is closed. Tardiness associated with inclement weather when classes/clinical are not delayed will count against a student's attendance record.

## Institutional Accreditation

Bon Secours St. Mary's Hospital School of Medical Imaging Radiologic Technology program meets the requirements established by the Accrediting Bureau of Health Education Schools (ABHES), as recognized by the Department of Education.

The program's latest self-evaluation report and certificate of accreditation are available for review.

Information on ABHES can be found at [www.abhes.org](http://www.abhes.org) or via contact information:  
7777 Leesburg Pike, Suite 314  
N. Falls Church VA. 22043  
Phone: (703) 917-9503  
E-mail: [info@abhes.org](mailto:info@abhes.org)

*New address beginning Sept. 1, 2022:*  
6116 Executive Blvd., Suite 730  
North Bethesda, MD 20852  
Phone: (301) 291-7550  
Website: [www.abhes.org](http://www.abhes.org)  
Email: [info@abhes.org](mailto:info@abhes.org)

## Programmatic Accreditation

Bon Secours St. Mary's Hospital School of Medical Imaging Radiologic Technology program meets the requirements established by the Joint Review Committee on Education in Radiologic Technology (JRCERT), as recognized by the U.S. Department of Education.

The program's latest Self-Study documents and Accreditation Certificate are available for review.

Information on the JRCERT can be viewed at [www.JRCERT.org](http://www.JRCERT.org) or via contact information:  
20 N. Wacker Drive, Suite 2850  
Chicago, IL 60606-3182  
Phone: (312) 704-5300  
E-mail: [mail@jrcert.org](mailto:mail@jrcert.org)

## Certification

Bon Secours St. Mary's Hospital School of Medical Imaging Radiologic Technology program has been certified to operate in Virginia by the State Council of Higher Education for Virginia (SCHEV).

Information on SCHEV can be obtained at [www.schev.edu](http://www.schev.edu) or via contact information:  
101 N. 14th Street, 10TH FL  
James Monroe Bldg, Richmond, VA 23219-3659  
Phone: (804) 225-2600  
E-mail: [communications@schev.edu](mailto:communications@schev.edu)



## The Richmond Higher Education Institutions (RHEI)

The Bon Secours St. Mary's Hospital School of Medical Imaging is a member school of the Bon Secours Richmond Higher Education Institutions. Via this structure, the School of Medical Imaging is provided with non-academic operational services to ensure quality and consistency of service delivery to faculty, staff, and students of SOMI. These operational areas include student services (admissions and recruitment, registrar, student success advising and support, accommodations services); marketing; finance and financial aid; information technology (student information system, learning management system, hardware/software support); and compliance, regulatory and institutional research support. Space, utilities and facility services include the following:

### Facility Services:

- Physical space dedicated to SOMI equals approximately 1,817.2 sq. ft.
- Reserved classroom space for Medical Imaging students.
- Non-energized Imaging Lab
- Reserved Clinical Simulation Center/Skills lab space for Medical Imaging students and faculty.
- Student and faculty access to the BSMCON's computer lab.
- Faculty and student access to Library services and four study rooms.
- Use of auditorium and two administrative conference rooms.
- Use of BSMCON's student lounge and employee kitchen/lounge.
- Adequate restrooms to accommodate the student population; one unisex restroom is available.
- Custodial services to clean and maintain facility as well as set-up for special events.
- Use of building utilities, including phones, internet access, and wireless technology.
- Use of building coordinator support services including class and event scheduling and coordination.
- Routine maintenance and repairs of heating/air conditioning.
- Office renovations (painting, carpeting, door key changes).
- Landscape maintenance services for upkeep of facility grounds.
- Professional security services.
- Use of Library and Librarian services.
- Use of computer classroom.

Building Coordinator: Randy Faulk  
 Phone: 804-627-5388  
 Email: [randy\\_faulk@bshsi.org](mailto:randy_faulk@bshsi.org)

Librarian: Tina Metzger  
 Phone: 804-627-5340  
 Email: [tina\\_metzger@bshsi.org](mailto:tina_metzger@bshsi.org)

**Financial Aid:**

- Processing of Federal Financial Aid for Medical Imaging students

Director of Financial Aid: Kelley Florian

Phone: 804-627-5350

Email: [kelley\\_florian@bshsi.org](mailto:kelley_florian@bshsi.org)

Financial Aid Counselor: Tate Sanchez

Phone: 804-627-5488

Email: [tate\\_sanchez@bshsi.org](mailto:tate_sanchez@bshsi.org)

Financial Aid Specialist: Jackie Runne

Phone: 804-627-5348

Email: [jacqueline\\_runne@bshsi.org](mailto:jacqueline_runne@bshsi.org)

Bursar: Harris King

Phone: 804-627-5362

Email: [bsr-bursar@bshsi.org](mailto:bsr-bursar@bshsi.org)

Senior Accountant: Melanie Arcibal

Phone: 804-627-5385

Email: [melanie\\_arcibal@bshsi.org](mailto:melanie_arcibal@bshsi.org)

**Technology Services:**

- Employee access to high-speed printer/copier (Receiving).
- Computer and audio-visual support services for personnel computers and instructor workstations.
- Computer and laptop upgrades for Medical Imaging classrooms and employees.
- Access to Student Information System (SIS) for students, faculty, staff, administration; system administration support services.
- Storage and maintenance of student transcripts in the event of closing of School of Medical Imaging.
- Blackboard Learning Management Services for courses/instruction.

Director, I&T: Jason Smith

Phone: 804-517-9744

Email: [jason\\_smith@bshsi.org](mailto:jason_smith@bshsi.org)

Manager, College IS and Technology: Nick Kost

Phone: 804-627-5349

Email: [nick\\_kost@bshsi.org](mailto:nick_kost@bshsi.org)

IT Support Technician: Sunjung Lee

Phone: 804-627-5481

Email: [sunjung\\_lee@bshsi.org](mailto:sunjung_lee@bshsi.org)

**Administrative Services:**

- Provision of administrative services of the Vice President, Dean of Administration, Chief Financial Officer, and Dean of Student Affairs

Vice President: Melanie Green

Phone: 804-627-5346

Email: [melanie\\_green@bshsi.org](mailto:melanie_green@bshsi.org)

Dean of Administration: Benji Djeukeng

Phone: (804) 627-5306

Email: [benji\\_djeukeng@bshsi.org](mailto:benji_djeukeng@bshsi.org)

Chief Financial Officer: Amy Pozza

Phone: 804-264-7315

Email: [amy\\_pozza@bshsi.org](mailto:amy_pozza@bshsi.org)

Dean of Student Affairs: Leslie Winston

Phone: 804-627-5327

Email: [leslie\\_winston@bshsi.org](mailto:leslie_winston@bshsi.org)

**Registrar Services:**

Director of Records and Registration: Ryan Stiles

Phone: (804) 627-5140

Email: [ryan\\_stiles@bshsi.org](mailto:ryan_stiles@bshsi.org)

Registrar Specialist: Shawn Ruppert

Phone: (804) 627-5331

Email: [shawn\\_ruppert@bshsi.org](mailto:shawn_ruppert@bshsi.org)

## History of the School

The School of Radiologic Technology was founded in 1971. The name was changed to St. Mary's School of Radiologic Sciences in 1982. The program's current name, St. Mary's Hospital School of Medical Imaging, was adopted in July 2002. The School once offered a program in Nuclear Medicine Technology and a two-year (24-months) certificate program in Radiologic Technology. The Radiologic Technology program adopted an 18-month curriculum in 2004.

Currently, the School offers a 22-month (approximately 72 weeks of academic instruction) hospital based, Associate of Applied Science degree program in Radiologic Technology (RT) that is accredited by the Accrediting Bureau of Health Education Schools (ABHES) and the Joint Review Committee on Education in Radiologic Technology (JRCERT) and is certified to operate as an institution of higher learning by the State Council of Higher Education for Virginia (SCHEV).

The Health System is a private, Catholic, not-for-profit, community-based health system whose mission is to provide "good help to those in need." The Sisters of Bon Secours (French for "good help"), an international religious congregation devoted to the care of the poor and sick, was founded in Paris, France in 1824. In the United States, the congregation's health care ministries, which merged with Mercy Health in 2018 to become Bon Secours Mercy Health, include acute care hospitals, long-term care facilities, clinics, physicians' practices, home health care services, and hospices.

### St. Mary's Hospital Sponsoring Institution of the School

Since 1966, St. Mary's Hospital has served Central Virginia, providing compassionate health care of the highest quality. The hospital is located in Richmond's West End at 5801 Bremo Road; Richmond, VA 23226. St. Mary's Hospital has proudly been the sponsoring institution for the School of Medical Imaging since 1971.





## Program Mission Statement

The Bon Secours St. Mary's Hospital School of Medical Imaging is dedicated to providing students with a comprehensive education in radiologic technology, which facilitates successful entry into the field of diagnostic medical imaging. The school encourages students to embrace the values of Bon Secours Mercy Health and to further their professional and personal growth. Our program seeks to promote commitment to the integrity of the profession, to develop strong communication skills, and to foster the ability to work within a team environment.

### Program Goals | Student Learning Outcomes

**1. Students will competently perform routine radiographic examinations.**

STUDENT LEARNING OUTCOMES:

- Students will position patients correctly.
- Students will practice radiation protection to patient, self and others.

**2. Students will develop effective critical thinking skills.**

STUDENT LEARNING OUTCOMES:

- Students will adapt to non-routine radiographic examinations.
- Students will modify technical factors for optimal radiographic images.

**3. Students will communicate professionally.**

STUDENT LEARNING OUTCOMES:

- Students will effectively communicate verbally.
- Students will communicate effectively through written format.

**4. Students will exhibit professionalism.**

STUDENT LEARNING OUTCOMES:

- Students will be respectful of patients.
- Students will attend clinical assignments on time and are ready to perform in the clinical environment.

# GENERAL INFORMATION



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## Program Information

Bon Secours St. Mary's Hospital School of Medical Imaging offers a 22-month (approximately 72 weeks of academic instruction) program which awards an Associate of Applied Science degree in Radiologic Technology. The program consists of four 16-week semesters and one 8-week semester in addition to specified college-level general education courses.

The curriculum prepares individuals to enter the workforce as entry level Diagnostic Radiologic Technologists, also known as Radiographers. Graduates of the program are eligible to apply for national credentialing through the American Registry of Radiologic Technologists [www.arrt.org](http://www.arrt.org). The Associate of Applied Science degree in Radiologic Technology is a terminal occupational degree and the credits generally earned are not applicable to other degrees.

The program welcomes individuals that meet all admissions requirements to apply during the application period posted on the website at [smhsomi.edu](http://smhsomi.edu). Program hours of operation are Monday–Friday, 8 a.m. to 4:30 p.m., and consists of didactic and clinical components. The didactic portion of the program includes both lecture and labs, which are offered in traditional, on-ground format, held at the School campus. The clinical component utilizes a variety of health care sites approved by the Joint Review Committee on Education in Radiologic Technology (JRCERT), to include hospitals, imaging centers, urgent care centers, freestanding emergency centers, and orthopaedic centers. Clinical hours will vary depending on individual clinical sites. During the 4th and 5th semesters, student clinical experience includes an evening clinical rotation of four weeks duration that includes: two (2) weeks at a hospital site during the time frame of 1:00 p.m. to 9:30 p.m. and two (2) weeks at a KidMed Pediatric Urgent Care Center during the time frame of 2:00 p.m. to 10:00 p.m.

The School is a full-time residential program and does not offer distance education, part-time, evening or weekend classes. Due to the fundamental integration of clinical and didactic components of the program, the outlined course curriculum posted on the website at [smhsomi.edu](http://smhsomi.edu) does not allow for deviation or modification. Students are expected to maintain enrollment in line with the structured pace of all program courses.

The Bon Secours St. Mary's Hospital School of Medical Imaging campus is located at:  
8550 Magellan Parkway, Ste. 700 | Richmond, VA 23227

## Visitors to the School

All guests must sign in at the front desk and receive a visitor's badge. The visitor's badge must be displayed at all times and returned when the guest signs out at the front desk.

Guests may not stay with students or faculty in class, the computer laboratory, the clinical setting, the Clinical Simulation and Learning Center, the library, the student lounge or left unattended at the School. Guests may sit in the reception area for short durations.

## Computer Applications

The School utilizes several web-based computer applications for student success.

The computer applications utilized are as follows:

- The Student Information System (SIS), CampusNexus®, contains all student demographic information, financial records, academic records. The SIS also serves as a communication platform between students and School personnel.
- The Student Learning Management System (LMS), Blackboard®, is utilized for course delivery, grading, student resources, and classroom communication.
- The School utilizes Trajecsys®, a cloud-based clinical documentation system, to track the student's clinical progress in regards to exams, competencies, evaluations, and clinical attendance. Trajecsys also creates reports to measure program benchmarks.

## Assessment

School officials assess student learning outcomes on a regular basis to evaluate program effectiveness and integrity. The School implements change as new recommendations and requirements develop or as areas of concern are identified.

The School utilizes an assessment plan/schedule and an advisory committee to guide ongoing evaluation and improvement. Ongoing assessment is a critical element to maintaining JRCERT accreditation.

Student participation in the assessment process takes place through a variety of methods including: semester course evaluations, student evaluation of clinical preceptors, advisory committee, student planning committee, and student affairs committee.

The Program Effectiveness Plan (PEP) is an internal quality assessment tool used for evaluating each program and designing strategies to improve performance within an institution by:

- Identifying historical and current outcomes;
- Establishing and documenting specific goals; and
- Creating strategies to meet such goals.

The process of developing and maintaining a PEP requires that an institution use its past and present performance to set goals for future performance. The PEP continuously assesses and clearly describes the following elements:

- Program Retention rate
- Credentialing Examination participation rate
- Credentialing Examination pass rate
- Job placement rate
- Surveys that measure (i) participation, and (ii) satisfaction for: 1. Students 2. Clinical extern affiliates 3. Graduates 4. Employers
- Delivery Method Assessment (if program is offered in a blended or full distance education format)
- Curriculum Assessment

## Academic Requirements

Candidates must meet the following minimum academic requirements for consideration:

- All college level general education courses listed (or their equivalents) must be completed at an institution of higher learning recognized by the United States Department of Education
- All college level general education courses listed (or their equivalents) must be completed prior to applying to the Radiologic Technology program
- A minimum grade of "C" and a minimum cumulative GPA of 2.5 is required for all general education courses identified in the table below.

The Program uses the Virginia Community College Systems' (VCCS) numbering system and course descriptions as a reference/model for identifying the general education courses.

GENERAL EDUCATION COURSES	NUMBER OF CREDITS	POSSIBLE COURSES (ACTUAL COURSE NUMBERS MAY VARY BY INSTITUTION)
English/College Composition/Communication	3	ENG 111, ENG 112, CST 110
Math level 120 or above*	3	MTH 130
Human Anatomy and Physiology I & Lab*	4	BIO 141
Human Anatomy and Physiology II & Lab*	4	BIO 142
Information Technology/Computer Concepts	3	ITE 115, CSC 155
Psychology OR Sociology	3	PSY 201, PSY 202, SOC 200, SOC 210
Medical Terminology	1	HLT 143
<b>Total Credits</b>		<b>21</b>

General Education courses indicated with an (\*) must have been completed within 5 years of application cycle deadline.

## Basic Application Requirements

1. Submit completed application with \$50 application fee no later than the posted deadline for desired application cycle. Applications received after the posted deadline will not be accepted.
2. Submit Official High School Transcripts. The admissions office will confirm all students' transcripts arrive from a high school with a CEEB code, as well as the high school seal and/or signature. If a transcript is from a high school that lacks a CEEB code or seal/signature, the admissions office will investigate to confirm the school is recognized by the state department of education or home school association (see link below). If a diploma is determined invalid, a GED may be required for admission consideration.

To search the U.S. Department of Education's Database of Schools, visit the following link below:

<https://www.nacacnet.org/knowledge-center/professional-standards/compliance-center/verification-of-high-school-completion/>

3. Submit Official College Transcripts for verification of completion of required college level general education courses.
4. Candidates with previous medical experience must submit proof, i.e. letter of reference or letter from Human Resources representative.
5. Provide two references on School provided Program Application Reference Form.
6. Applicants with misdemeanor or felony offenses are required to complete the American Registry of Radiologic Technologists (ARRT) Ethics Review pre-approval process prior to applying to the School.

This process is conducted by the ARRT and for a non-refundable fee, and can take up to eight weeks. A copy of the ARRT approval must be submitted at the time of application, if applicable. Information about pre-approval can be obtained by visiting the ARRT website at [www.arrt.org](http://www.arrt.org).

Questionable offenses, regardless of how long ago they were committed, must also be cleared by the ARRT prior to completing the application process. Dismissed charges that required action must be reported as well.

Documentation of approval through the ARRT Ethics Committee must be submitted with application. Failure to receive approval from the ARRT prior to submitting an application packet will result in immediate halt of the admission process.

7. Include a copy of your BLS (Basic Life Support) certification card. Contact Health Educators for CPR certification courses: 804-553-0460.
8. Attend an Information Session offered through the School.
9. Participate in one Shadowing Session which must be scheduled through the School for a minimum of 3 hours at a Bon Secours facility only.

## Admissions Procedure

1. Candidates meeting minimum application requirements will be invited to an interview with the admissions committee. Interviews will occur on selected dates prescribed by the committee.
2. Once the interview process is complete, candidates will receive a letter of acceptance or regret regarding entry into the program. A standardized point system is utilized for candidate selection. Acceptance is contingent upon successful completion of requirements established by Bon Secours Richmond Health System including proper immunization, drug screening, background screening, and further required documentation at the time of acceptance.
3. Accepted applicants must be 18 years of age on the first day of class.
4. Accepted applicants must provide and maintain proof of health insurance.
5. Candidates must meet minimum physical standards to be considered for acceptance.

## Minimum Physical Standards (Essential Functions)

The following physical requirements must be met by students entering the program.

1. Hearing: Adequate to receive verbal communication from patients needing assistance and from members of the health care team.
2. Communication Skills: (speech, reading, writing) Must be able to communicate clearly to patients, fellow students, faculty, and all members of the health care team.
3. Vision: Visual acuity is essential to operate radiographic equipment and read information from printed sources and computer screens. Visual acuity is also required for the observation necessary for patient assessment, care, and management.

- Gross and Fine Motor Coordination: requires manual and finger dexterity and eye-hand coordination for operation of radiographic equipment.

Other: Requires frequent lifting and carrying items weighing 50 pounds unassisted. Requires frequent bending, reaching, repetitive hand movements, standing, walking, squatting and sitting, with some heavy lifting, pushing and pulling exerted regularly throughout a regular clinical day.

The student must verify by signature that he/she can perform the physical requirements/essential functions listed above; a Healthcare Practitioner's signature is also required for verification.

## Acceptance Process

Once Contingently Accepted into RT program, candidates are required to complete the following:

- Undergo background and drug screening. Upon successful completion of step #1, the applicant will proceed with the following:
- Undergo physical exam and meet minimum physical standards (see Essential Functions).
- Receive required immunizations.
- Show proof of major medical insurance (not available through the School).
- Purchase textbooks/online learning resources, clinical shoes, and scrub uniforms for class and clinical prior to program start date.

## Background Checks

Prior to enrollment at the School, each student is required to have a national background check to include the Virginia Child Protective Services report. A conviction will not necessarily preclude you from consideration for admission, but failure to receive approval from the ARRT prior to submitting an application packet will result in immediate withdrawal of the student's contingent acceptance. Students are required to notify a School official and the ARRT if any changes occur during the course of the program.

The ARRT may deny an individual the opportunity to sit for an examination if an applicant has a criminal history or is convicted, pleads guilty or no contest to a felony, or other serious crime, or fails to disclose his/her criminal history.

## Drug Screening

Accepted students must successfully complete drug screening to fulfill admission requirements. Results reported to the School that indicate the student is "not cleared" for admission due to a positive drug screen will result in immediate withdrawal of the student's contingent acceptance. Applicants who are declined for this reason may not reapply for 6 months.

## Nondiscriminatory Clause

The School of Medical Imaging is an equal opportunity education institution. The School does not discriminate on the basis of race, ethnicity, national origin or descent, color, creed, religion, sex, age, marital status, disability (including physical, disease, psychiatric or psychological disability), medical condition, pregnancy, veteran status, sexual orientation, gender identification or expression, or physical characteristics. The School will conduct its program, services, and activities consistent with applicable federal, state and local laws, regulations, and orders.

## Employment Disclaimer

Final acceptance into the AAS degree program in Radiologic Technology does not guarantee employment upon successful program completion.

## Welcome Session & Advising

Attendance to the Welcome Session & Advising is mandatory of all students accepted into the School and is offered in June.

## Campus Connections

Attendance to the Campus Connections is mandatory of all students accepted into the School and is offered one week prior to the start of the fall semester.

All courses within the AAS degree program in Radiologic Technology are delivered the traditional (residential) method offering students the experience of learning in an on-ground, classroom format that includes face-to-face interaction with both faculty and students. All courses are delivered in the English language.

## 2022–2023 Academic Calendar

### Associate of Applied Science (AAS) degree in Radiologic Technology

FALL 2022: 16 WEEKS		
August 12	Friday	<b>Tuition and fees for the fall term are due by 12 noon</b>
August 15	Monday	Fall semester begins
August 15–24	Monday–Wednesday	Add/drop period
August 24	Wednesday	Last day to drop a course with 100% refund*
September 4	Sunday	Last day to drop a course with 80% refund*
September 5	Monday	Labor Day — School closed
September 15	Thursday	Last day to drop a course with a 60% refund*
September 26	Monday	Last day to drop a course with a 40% refund*
October 17	Monday	Last day to drop a course with a 20% refund*
October 17	Monday	Last day to withdraw from a course with a “W”
October 1–Nov 1		Advising Period
November 14	Monday	Spring 2023 Graduates: Intent to graduate form is due
November 21–23	Monday–Wednesday	No classes
November 24–27	Thursday–Sunday	Thanksgiving/Fall break — School closed
December 2	Friday	Classes end
December 5–9	Monday–Friday	Final Examination period
December 12	Monday	Final grades due

SPRING 2023: 16 WEEKS		
January 6	Friday	<b>Tuition and fees for the spring term are due by 12 noon</b>
January 9	Monday	Spring semester begins
January 9–18	Monday–Wednesday	Add/drop period
January 16	Monday	Martin Luther King, Jr. Day — No classes
January 18	Wednesday	Last day to drop a course with 100% refund*
January 29	Sunday	Last day to drop a course with 80% refund*
February 9	Thursday	Last day to drop a course with a 60% refund*
February 20	Monday	Last day to drop a course with a 40% refund*
March 13–19	Monday–Sunday	Spring break — No classes
March 22	Wednesday	Last day to drop a course with a 20% refund*
March 22	Wednesday	Last day to withdraw from a course with a “W”
March 1–April 1		Advising Period
April 10	Monday	No classes
April 28	Friday	Classes end
May 1–5	Monday–Friday	Final Examination period
May 8	Tuesday	Final grades due

SUMMER 2023: 8 WEEKS		
May 19	Friday	<b>Tuition and fees for the spring term are due by 12 noon</b>
May 22	Monday	Summer 8-week semester begins
May 22-31	Monday-Wednesday	Add/drop period
May 29	Monday	Memorial Day – School closed
May 31	Wednesday	Last day to drop a course with 100% refund*
June 5	Monday	Last day to drop a course with 60% refund*
June 10	Saturday	Last day to drop a course with 40% refund*
June 21	Wednesday	Last day to drop a course with 20% refund*
June 21	Wednesday	Last day to withdraw from a course with a “W”
July 3-9	Monday-Sunday	Independence Day Observed – No classes
July 21	Friday	Classes end
July 25	Tuesday	Final Grades due

## Payment Terms

Payment of Tuition and Fees is due in full by 12:00pm on the Friday prior to the start of the Semester\*\*

It is the student’s responsibility to ensure that all payments or adequate Financial Aid is scheduled to cover all Charges by 12:00pm on the Friday prior to the start of each semester. SOMI does not offer payment plans and no exceptions will be made.

Refer to Finance section for further information.



## Associate of Applied Science (AAS) degree in Radiologic Technology 2022-2023 Curriculum Tuition & Fees

All general education courses listed (or their equivalents) must be completed at an institution of higher learning recognized by the United States Department of Education. All general education courses must also be completed prior to the professional component of the program. Once all general education courses and professional program courses have been completed the graduate will earn an Associate of Applied Science (AAS) degree in Radiologic Technology.

### General Education Courses must be completed prior to admission:

	Credits
Human Anatomy and Physiology I & Lab*	4
Human Anatomy and Physiology II & Lab*	4
Math level 120 or above*	3
Psychology or Sociology	3
English/College Composition/Communication	3
Medical Terminology	1
Information Technology/Computer Concepts	3
<b>TOTAL CREDITS</b>	<b>21</b>

\*General Education Courses indicated with an (\*) must have been completed within 5 years of the application cycle deadline.

### Professional Program Courses

Fall 1st Semester (15 weeks + final exam week)		Credits
RAD 1101	Introduction to Radiologic Technology, Patient Care, Ethics & Law	3
PRO 1101	Radiographic Procedures I & Lab	4
RSC 1101	Radiographic Image Production	3
CRS 1101	Clinical Radiation Science I	4
<b>TOTAL CREDITS</b>		<b>14</b>
<b>\$3,220 TUITION + \$560 LEARNING RESOURCE FEE</b>		<b>\$3,780</b>

Spring 2nd Semester (15 weeks + final exam week)		Credits
PRO 1102	Radiographic Procedures II & Lab	4
RSC 1102	Radiographic Imaging Equipment & Radiologic Physics	3
RAD 1102	Radiobiology & Radiation Protection	3
CRS 1102	Clinical Radiation Science II	4
<b>TOTAL CREDITS</b>		<b>14</b>
<b>\$3,220 TUITION + \$560 LEARNING RESOURCE FEE</b>		<b>\$3,780</b>

Summer 3rd Semester (8 weeks)		Credits
PRO 2103	Radiographic Procedures III & Lab	4
CRS 2103	Clinical Radiation Science III	3
<b>TOTAL CREDITS</b>		<b>7</b>
<b>\$1,610 TUITION + \$280 LEARNING RESOURCE FEE</b>		<b>\$1,890</b>

Fall 4th Semester (15 weeks + final exam week)		Credits
PRO 2104	Radiographic Procedures IV & Lab	4
CRS 2104	Clinical Radiation Science IV	6
RAD 2104	Radiographic Pathology	3
RSC 2104	Advanced Imaging Modalities	3
<b>TOTAL CREDITS</b>		<b>16</b>
<b>\$3,680 TUITION + \$640 LEARNING RESOURCE FEE</b>		<b>\$4,320</b>

Spring 5th Semester (15 weeks + final exam week)		Credits
RAD 2105	Correlated Topics in Radiologic Technology	3
RSC 2105	Image Analysis	2
CRS 2105	Clinical Radiation Science V	6
<b>TOTAL CREDITS</b>		<b>11</b>
<b>\$2,530 TUITION + \$440 LEARNING RESOURCE FEE</b>		<b>\$2,970</b>

TOTAL HOURS / CREDITS		
<b>CREDITS</b>	<b>General Education Credits</b>	<b>21</b>
	<b>Professional Program Credits</b>	<b>62</b>
<b>TOTAL CREDITS</b>		<b>83</b>

### Tuition and Fee Schedule

Tuition: <b>\$230.00 per credit</b>	Learning Resources Fee: <b>\$40.00 per credit</b>
Total Tuition: <b>\$14,260.00</b>	Total Learning Resource Fees: <b>\$2,480.00</b>
<b>TOTAL TUITION &amp; LEARNING RESOURCE FEES:</b>	
<b>\$16,740.00</b>	
<b>Learning Resource Fees include:</b>	
Fee for student use of computer lab, software, online learning, supplemental services, library services, graduation services, and program teaching resources.	
<b>*Tuition and fees subject to change.</b>	

The following fee is paid by the applicant to the School approved vendor during the admissions process and is non-refundable.

Drug Screen, Vendor Compliance Tracker and Background Screening	<b>\$122.00</b>
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The following fees are paid by the applicant to the School during the admission process and are non-refundable.

Application fee	<b>\$50.00</b>
Clinical Scrub Uniforms (2 sets of scrubs & jacket)	<b>\$120.00</b>
Clinical lead markers	<b>\$40.00</b>

The following fee is paid by the applicant to the vendor during the admission process and refund is dependent on vendor.

Trajecsys	<b>\$150.00</b>
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There are certain costs that students will incur that are not assessed within the tuition and fee structure.

Books (see booklist and includes Rad Tech Boot Camp)	<b>\$1,600.00</b> (estimate)
Laptop	<b>\$1,500.00</b> (estimate)
Other supplies (includes clinical shoes)	<b>\$1,275.00</b> (estimate)
<b>Estimate</b>	<b>\$4,857</b>
<b>Total (estimate)</b>	<b>\$21,597</b>

## Academic Classification/Enrollment

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

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

ENROLLMENT STATUS	CREDITS PER SEMESTER
Full-time	12 or above
Three-quarter time	9-11
Half-time	6-8
Less than half-time	1-5

## Academic Credit Hours

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

The following formula is used to calculate credit hours:

One semester credit is equal to:

- One hour of lecture per week for a semester or the equivalent number of hours.
- Two hours of lab per week for a semester or the equivalent number of hours.
- For every fifty-six (56) hours in the clinical setting (practicum) a student will be awarded one (1) credit hour.

**Calendar:** The 22-month program (approximately 72 weeks of academic instruction) is structured with the fall and spring semesters are standard 16 week semesters with an 8 week summer semester.

**Definition of standard semester:** 15 weeks plus a final exam week.

## Definition of Academic Credit Hour

The School's definition of credit hour is congruent with requirements of the U.S. Department of Education.

### A Credit Hour is:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work of this definition for other academic activities including simulation and skill laboratory work (practice and check-off), clinical experiences, projects, and focus sheets.
3. The terminal occupational degree awarded: Associate of Applied Science degree in Radiologic Technology is generally not applicable to other degrees.
4. Maximum time allotted for students to complete the Radiologic Technology program is 33 months.

## AAS Degree in Radiologic Technology — Course Descriptions by Semester

### First Semester

#### **RAD 1101 — Introduction to Radiologic Technology, Patient Care, Ethics & Law (3 Credits)**

This course serves as an introduction to the medical field, specifically, Medical Imaging. This course prepares students to provide basic patient care; such as measuring vital signs, aseptic and sterile technique, venipuncture, recognizing and responding to emergency and non-emergency situations, treatment of allergic reactions, body mechanics, transfer techniques and other topics needed by the radiologic technologist. Students also learn about types of medications, contrast agents and drugs that affect patients. Additionally, students learn about cultural issues that affect patient care. Testing for this course includes practical and written testing. This course requires program admission as a prerequisite.

#### **PRO 1101 — Radiographic Procedures I & Lab (4 Credits)**

This course is a coordinated classroom and lab in which students will learn foundational radiographic positioning. Emphasis will be placed on the production of quality radiographs, and laboratory experience will demonstrate the application of theoretical principles and concepts. Topics include: introduction to radiographic procedures; positioning terminology; positioning considerations; procedures, anatomy, and topographical anatomy related to chest and abdomen cavities, bony thorax, upper extremities, shoulder girdle; and lower extremities. Students will develop critical thinking skills and adaptive techniques for use on difficult or non-standard patients. Methods of imaging using standard radiographic/fluoroscopic rooms are covered. Radiation safety methods are taught with each unit of study. During lab, students simulate performing radiographic procedures on fellow classmates. Testing for this course includes practical and written testing. This course requires program admission, Human Anatomy & Physiology I and Lab, and Human Anatomy & Physiology II and Lab as prerequisites.

#### **RSC 1101 — Radiographic Image Production (3 Credits)**

This course introduces and explores factors related to the use of ionizing radiation in the production of the radiographic image. Topics covered during the semester include basic equipment components, exposure factors, optimal imaging standards, radiation safety, scatter control, and image receptors to include CR/DR image formation. Testing for this course includes written

testing. This course requires program admission as a prerequisite.

### **CRS 1101 — Clinical Radiation Science I (4 Credits)**

This course is a clinical education course designed to develop and support material taught in RAD 1101, MED 1101, PRO 1101, and RSC 1101. This course contains a multiple day “Clinical Orientation” in which students are taught basic skills to allow entry into the clinical environment. This orientation includes, but is not limited to: Radiation Safety, Hospital Codes, Standard Precautions, Patient Communication / History Taking, Infection Control, and Patient Transfers / Body Mechanics. Students then progress on to actual clinical training in which they begin to develop technical skills, interpersonal skills, critical thinking skills, and communication skills required to be an entry level technologist. Students participate in performing radiographic examinations in hospitals, imaging centers, urgent care centers, and freestanding emergency centers under the supervision of Registered Technologists and Clinical Preceptors. Testing for this course includes verbal and practical testing. This course requires program admission as a prerequisite.

## **Second Semester**

### **PRO 1102 — Radiographic Procedures II & Lab (4 Credits)**

This course is a coordinated classroom and lab in which students will learn radiographic positioning including pelvic girdle, spine, and thorax examinations. Anatomy pertinent to each radiographic examination is also studied. Students continue to develop critical thinking skills and adaptive techniques for use on difficult or non-standard patients. Methods of imaging using standard radiographic/ fluoroscopic rooms are covered. Radiation safety methods are taught with each unit of study. During lab, students simulate performing radiographic procedures on fellow classmates. Testing for this course includes practical and written testing. This course requires PRO 1101 or comparable courses as a prerequisite.

### **RSC 1102 — Radiographic Imaging Equipment & Radiologic Physics (3 Credits)**

This course continues to expand the knowledge base of principles involved in image production and analysis of quality. The course will address the nature and characteristics of radiation, x-ray production and the fundamentals of photon interactions with matter. In addition, this course provides progression into advanced imaging methods and modalities. Testing for this course includes written testing. This course requires RSC 1101 or comparable courses as prerequisites.

### **RAD 1102 — Radiobiology & Radiation Protection (3 credits)**

This course provides students with information related to the response of the human body to ionizing radiation. Factors affecting biological response are presented, including acute and chronic effects of radiation. Students also learn principles and regulations related to radiation protection responsibilities for patients, personnel and the public. Testing for this course includes written testing. This course requires RSC 1101 or comparable courses as a prerequisite.

### **CRS 1102 — Clinical Radiation Science II (4 Credits)**

This course is a clinical education course designed to continue development of technical skills, interpersonal skills, critical thinking skills, and communication skills required to be an entry-level technologist. Students participate in performing radiographic examinations in hospitals, imaging centers, urgent care centers, and freestanding emergency centers under the supervision of Registered Technologists and Clinical Preceptors. Testing for this course includes verbal and practical testing. This course requires CRS 1101 or comparable courses as a prerequisite.

## **Third Semester**

### **PRO 2103 — Radiographic Procedures III & Lab (4 Credits)**

This course is a coordinated classroom and lab in which students will learn advanced radiographic positioning including head work and contrast studies. Anatomy pertinent to each radiographic examination is also studied. Students continue to develop critical thinking skills and adaptive techniques for use on difficult or non-standard patients. Methods of imaging using standard radiographic/fluoroscopic rooms are covered. Radiation safety methods are taught with each unit of study. During lab, students simulate performing radiographic procedures on fellow classmates. Testing for this course includes practical and written testing. This course requires PRO 1101, PRO 1102, or comparable courses as prerequisites.

### **CRS 2103 — Clinical Radiation Science III (3 Credits)**

This clinical education course is designed to continue the development of technical skills, interpersonal skills, critical thinking skills, and communication skills required to be an entry-level technologist. Students participate in performing radiographic examinations in hospitals, imaging centers, urgent care centers, freestanding emergency centers, and orthopedic centers under the supervision of Registered Technologists and Clinical Preceptors. Testing for this course includes verbal and practical testing. This course requires CRS 1101, CRS 1102, or comparable courses as prerequisites.

## Fourth Semester

### **PRO 2104 — Radiographic Procedures IV and Lab (4 Credits)**

This course is a coordinated classroom and lab in which students will continue to learn advanced radiographic positioning. Anatomy pertinent to each radiographic examination is also studied. Students continue to develop critical thinking skills and adaptive techniques for use on difficult or non-standard patients. Methods of imaging using standard radiographic /fluoroscopic rooms are covered. Radiation safety methods are taught with each unit of study. During lab, students simulate performing radiographic procedures on fellow classmates. Testing for this course includes practical and written testing. This course requires PRO 1101, PRO 1102, and PRO 2103, or comparable courses as prerequisites.

### **CRS 2104 — Clinical Radiation Science IV (6 Credits)**

This course is a clinical education course designed to continue development of technical skills, interpersonal skills, critical thinking skills, and communication skills required to be an entry-level technologist. Students participate in performing radiographic examinations in hospitals, imaging centers, urgent care centers, freestanding emergency centers, and orthopedic centers under the supervision of Registered Technologists and Clinical Preceptors. Testing for this course includes verbal and practical testing. This course requires CRS 1101, CRS 1102, and CRS 2103, or comparable courses as prerequisites.

### **RAD 2104 — Radiographic Pathology (3 Credits)**

This course is designed to integrate disease processes with the radiographic appearance of specific diseases and the impact on exposure factor selection. Study will be body system based. Specific pathologies will be correlated with imaging study options and imaging examples will be assessed. Testing for this course includes written testing and pathology identification on images. This course requires PRO 1101, PRO 1102, or comparable courses as prerequisites.

### **RSC 2104 — Advanced Imaging Modalities (3 Credits)**

This course is designed to provide a brief overview of other imaging modalities and patient treatments to include Bone Densitometry, Cardiac-Interventional, Computed Tomography, Magnetic Resonance, Medical Dosimetry, Nuclear Medicine, Radiation Therapy, Ultrasound/Sonography, and Vascular-Interventional. Contrast and comparisons will be identified in types of equipment used, dose differences, types of radiation, terminology, patient preparation, and education and certification requirements. Testing for this course

includes written testing. This course requires RAD 1101, MED 1101, PRO 1101, RSC 1101, PRO 1102, RSC 1102, RAD 1102, and PRO 2103, or comparable courses as prerequisites.

## Fifth Semester

### **RAD 2105 — Correlated Topics in Radiologic Technology (3 Credits)**

This comprehensive review course is designed to strengthen and support knowledge attained in all previous curriculum course work. Review materials and activities aid students in preparation for the four (4) content areas of the ARRT examination. Testing for this course includes written testing. As a prerequisite for this course, all didactic curriculum courses of the first through fourth semesters, or comparable courses, must have been successfully completed.

### **RSC 2105 — Image Analysis (2 Credits)**

This course provides a basis for analyzing radiographic images. Included are the importance of optimal imaging standards, discussion of a problem-solving technique for image evaluation and the factors that can affect image quality. Actual images will be included for analysis. Testing for this course includes verbal and written testing. This course requires RSC 1101 and RSC 1102, or comparable courses, as prerequisites.

### **CRS 2105 — Clinical Radiation Science V (6 Credits)**

This course is a clinical education course designed to continue development of technical skills, interpersonal skills, critical thinking skills, and communication skills required to be an entry-level technologist. Students participate in performing radiographic examinations in hospitals, imaging centers, urgent care centers, freestanding emergency centers, and orthopedic centers under the supervision of Registered Technologists and Clinical Preceptors. Students will also rotate through the following advanced modalities; MRI, CT, Special Procedures/Angiography or Cardiac Cath Lab, Ultrasound, Nuclear Medicine, and Radiation Therapy. Students will participate in evening rotations of four weeks (1:00pm - 9:30pm). Eligible students can be assigned to specialty area for a maximum of 4 weeks. Testing for this course includes verbal and practical testing. This course requires CRS 1101, CRS 1102, CRS 2103, and CRS 2104, or comparable courses as prerequisites.

## Clinical Site List

BON SECOURS FACILITIES
<p><b>Emergency Centers (2 locations)</b></p> <p><b>Short Pump</b> 12320 West Broad Street Henrico, VA 23233</p> <p><b>Westchester</b> 601 Watkins Centre Parkway Suite 150 Midlothian, VA 23114</p>
<p><b>Imaging Center at Reynolds Crossing</b> 6605 West Broad Street, Suite B Richmond, VA 23230</p>
<p><b>Memorial Regional Medical Center</b> 8260 Atlee Road Mechanicsville, VA 23116</p>
<p><b>Richmond Community Hospital</b> 1500 North 28th Street Richmond, VA 23223</p>
<p><b>St. Francis Medical Center</b> 13710 St. Francis Blvd. Midlothian, VA 23114</p>
<p><b>St. Mary's Grove Avenue Imaging</b> 2201 Grove Avenue Richmond, VA 23220</p>
<p><b>St. Mary's Hospital</b> 5801 Bremono Road Richmond, VA 23226</p>
<p><b>Tuckahoe Orthopaedic Associates (2 locations)</b></p> <p>3400 Haydenpark Lane Henrico, VA 23233</p> <p>1501 Maple Avenue, Suite 200 Richmond, VA 23226</p>

PATIENT FIRST URGENT CARE FACILITIES
<p>11020 Hull Street Road Midlothian, VA 23112</p>
<p>8110 Midlothian Turnpike Richmond, VA 23235</p>
<p>12 North Thompson Street Richmond, VA 23221</p>
<p>3370 Pump Road Richmond, VA 23233</p>

KIDMED PEDIATRIC URGENT CARE FACILITIES
<p>4687 Pouncey Tract Road Glen Allen, VA 23059</p>
<p>8356 Bell Creek Road Mechanicsville, VA 23116</p>

## Clinical Plan

### Purpose:

The purpose of this policy is to establish that students shall use clinical time to develop skills initially taught in didactic courses. Combining these two components the student shall, at the end of the program, be able to competently be able to perform as an entry-level radiographer.

### Scope:

This policy applies to all SOMI students.

### Clinical Education Time

SEMESTER	DAYS	HOURS (SPECIFIC TO CLINICAL SITES)
First & Second	Tuesday & Thursday (2 days a week)	Variable: 8:00am – 4:30pm
Third	Monday, Wednesday, & Friday (3 days a week)	Variable: 8:00am – 4:30pm
Fourth & Fifth	Monday, Wednesday, & Friday (3 days a week)	Variable: 8:00am–4:30pm, 1:00–9:30pm, & 2:00–10:00pm

**Days of the week are subject to change, based on the 22-month cycle.**

### Rotations

Students will be assigned to rotations in a specific location for durations of 2, 4 or 8 weeks. Some rotations will be in facilities, in which the student will rotate through various areas, (e.g., fluoroscopy, ER, routines, OR).

The student will also rotate through advanced practice areas in Radiologic Technology as well as other modalities within Medical Imaging (US, CT, MR, Oncology, Nuclear Medicine, Interventional Radiologic Technology, and Cardiac Cath), following didactic instruction of the topic.

Students are provided with clinical objectives for clinical rotations. Written assignments may also be required in support of student learning. The student shall evaluate the Clinical Preceptor(s) at the end of the rotation period. Clinical rotation assignments are scheduled at the beginning of each semester. Schedules are subject to change with notice. Student requests for change in clinical assignments will not be recognized unless extenuating circumstances exist.

### Online Learning Modules

Students must comply with requirements of clinical sites by completing assigned online learning modules by due date.

Students that do not complete the mandatory online learning modules by due date will be prohibited to attend the clinical assignment until learning modules

have been completed. Clinical time missed will be deducted from allotted clinical absences. Refer to Clinical Attendance policy C14.

### Clinical Progression

Correlation between didactic and clinical courses occurs through assigned laboratory competencies that are a component of didactic courses, assigned clinical competencies, and projects/activities each semester/term. Students must complete the didactic component and laboratory competency before that specific graded clinical competency can be performed. Competency flow chart is posted in Blackboard.

### Student Clinical Preceptor Evaluations

The Clinical Preceptor shall complete a written evaluation of each student at week 4 of the 8-week rotation and at the conclusion of each rotation. Only one evaluation is required for 2- and 4-week rotations. Also, at any point within the semester the Clinical Preceptor may require a student consultation. Documentation of the consultation will be kept in the student record. Students may schedule time to review clinical records with the Program Coordinator Clinical Education Experience at any point during the Program.

### Technologist Evaluations

Technologists can complete optional evaluations of students following a clinical rotation. This evaluation is submitted directly to the school office by the



Technologist or Instructor. The Program Coordinator Clinical Education Experience or Clinical Preceptor will review the evaluation with the students.

### Student Issued Lead markers

Students are issued 2 sets of Mitchell numerical lead markers (2-Right, 2-Left). Students are required to have a Right and Left marker in the clinical setting at all times. Students that do not have both R & L markers in the clinical setting will be sent home and time will be deducted from their allotted time off. It is the student's responsibility to maintain the lead markers issued to him or her. Students are responsible for purchasing additional lead markers if he or she loses the markers issued by the School.

## Clinical Compliance Requirements

The Radiologic Technology program contracts with clinical agencies for clinical/practicum courses and many require the School to provide various student documentation before they will allow students access to the clinical setting. Students must submit all documentation requirements in a timely manner, as specified by the School. Some requirements require annual/ biennial updates. The information provided to the School may be shared with the clinical agencies in which the student has an assigned clinical/practicum experience. The following is required for all students prior to participating in clinical rotations:

### General Requirements

Radiologic Technology students are expected to comply with all policies and procedures governing radiologic technology practice in the practicum agency or institution, including policies.

### Entrance Requirements

Entrance requirements must be completed and documentation submitted to the School of Medical Imaging prior to enrollment. The following requirements are conditions of admission for students. Failure to complete the requirements would result in an offer of admission being withdrawn.

### Health Assessment: Upon Entry

A health assessment/history by medical personnel must be completed, indicating ability to perform the essential functions of a Radiologic Technology student. Students must provide additional documentation as necessary.

### Drug Screen: Upon Entry

All students are required to submit to a urine drug test prior to enrollment. Drug Screens must be completed at Labcorp. Students will obtain their order for their Drug Screen upon opening their required CastleBranch account. Students with positive drug screens will be denied acceptance into the School.

### Criminal Background Check: Upon Entry

#### Virginia Child Protective Services Investigation:

Students are required to submit the completed form. This form must be notarized.

Prior to enrollment at the School, each student is required to have a national background check to include the Virginia Child Protective Services report. A conviction will not necessarily preclude you from consideration for admission, but failure to receive approval from the ARRT prior to submitting an application packet will result in immediate withdrawal of the student's contingent acceptance. Students are required to notify a School official and the ARRT if any changes occur during the course of the program.

The ARRT may deny an individual the opportunity to sit for an examination if an applicant has a criminal history or is convicted, pleads guilty or no contest to a felony, or other serious crime, or fails to disclose his/her criminal history.

Student must be 18 year of age or older by the start date of the program.

### Basic Life Support Certification: Upon Entry

Students must provide current certification in Basic Life Support (BLS) for health care providers course upon entry to the School and maintain current.

### Health System Required Learning: Upon Entry/Annually

Students are required to complete learning modules when admitted, on an annual basis, and as assigned throughout the academic year. Students must complete the assigned modules by their due date. Entering students will be provided with information on how to access these modules during Campus Connections.

### Required Immunizations:

- **Tetanus/Diphtheria/Pertussis (TDAP):** Upon Entry: Tdap vaccine within the past 10 years.
- **Measles, Mumps, Rubella (MMR):** Upon Entry: 2 doses of vaccine or titer indicating immunity.
- **Varicella:** Upon Entry: 2 doses of vaccine or titer indicating immunity.

- Hepatitis B:** Upon Entry
  - If the Hepatitis B series has been completed prior to admission, a titer must be drawn to show proof of immunity.
  - If the student has proof of immunization and a positive titer, the requirement is satisfied.
  - If the student has proof of immunization and a negative titer, the student will be required to obtain a Hepatitis B booster immunization and provide documentation of the booster.
  - If the student has never completed the 3-dose series of the Hepatitis B vaccine, documentation of the progress obtaining the 3 dose series and documentation of a post-vaccination titer 1-2 months following the last immunization is required.
  - If the post vaccination series titer indicates immunity (positive), the requirement is satisfied.
- If the post vaccination series titer does not indicate immunity (negative), the student will be required to obtain a Hepatitis B booster vaccination and provide documentation of the booster.
- Tuberculosis (TB) Screening:** Upon Entry/Annually. In accordance with the CDC guidelines and the VDH guidelines, newly admitted students must be tested for TB. Use of an IGRA (Interferon Gamma Release Assay) blood test for this purpose is required (PPD skin tests are not acceptable). The two FDA-approved IGRAs available for use in the United States are QuantiFERON Gold IN-Tube and T-SPOT-TB.
- Flu Vaccine:** Annually: All students must receive a flu vaccine annually. Flu shots are offered to students at no charge through Bon Secours Mercy Health during September and October.
- COVID-19 Vaccine:** Upon Entry and as indicated based on latest BSMH guidance.

## ARRT Pass Rate

The program proudly reports a national credentialing first time pass rate of 100% for students graduating in 2006, 2007, 2008, 2010, 2011, 2012, 2013, 2014, 2016, 2017, 2018, 2019 and 2020.

## Program Effectiveness Data

The following is the most current program effectiveness data. Our programmatic accreditation agency, the Joint Review Committee on Education in Radiologic Technology (JRCERT), defines and publishes this information. Click here to go directly to the [JRCERT](http://www.jrcert.org) webpage.

### Credentialing Examination:

The number of students who pass, on the first attempt, the American Registry of Radiologic Technologists (ARRT) certification examination, or an unrestricted state licensing examination, compared with the number of graduates who take the examination within six months of graduation. The five-year average benchmark established by the JRCERT is 75%.

Credentialing Examination Rate		Number passed on first attempt divided by number attempted within 12 months of graduation	
YEAR		RESULTS	
Year 1	2018	14 of 14	100%
Year 2	2019	13 of 13	100%
Year 3	2020	12 of 12	100%
Year 4	2021	13 of 15	86.6%
Year 5	2022	11 of 14	78.57%
<b>Program 5-Year Average</b>		<b>63 of 68 — 92.6%</b>	

## Job Placement:

The number of graduates employed in the radiologic sciences compared to the number of graduates actively seeking employment in the radiologic sciences within twelve months of graduating. The five-year average benchmark established by the JRCERT is 75%.

Job Placement Rate		Number employed divided by number actively seeking employment within 12 months of graduation	
YEAR		RESULTS	
Year 1	2018	14 of 14	100%
Year 2	2019	13 of 13	100%
Year 3	2020	11 of 12	91.67%
Year 4	2021	15 of 15	100%
Year 5	2022	14 of 14	100%
<b>Program 5-Year Average</b>		<b>67 of 68 – 98.5%</b>	

## Program Completion:

The number of students who complete the program within the stated program length. The annual benchmark established by the program is 75%.

Program Completion Rate		Number graduated divided by number started the program
YEAR		RESULTS
Year 1	2022	14 of 14
<b>Annual Completion Rate</b>		<b>100%</b>

## Student Services

A broad array of quality services are offered to students. In most cases, students “self-identify” the need for the services and contact the respective offices of their own accord. Faculty or other appropriate individuals at the School may refer students for services. (Student Success advising and New Student Orientation are required of each student.) While the responsibility for success at our School rests with the student, the School is dedicated to offering quality services to assist students in achieving their academic and career goals. All students can access resources and communications through various avenues including email, Blackboard, phone, Zoom and in person.

Services for all students encompass student success advising and support to help students meet their educational goals. The Center for Student Success is comprised of a director, success advisors, and test proctors. Student Success partners with the administration in these efforts of student support.

## Student Success

Student Success oversees academic advising and counseling, Student Access and Accommodation Services (SAAS), referrals for personal counseling and needs-based programming (individual and group workshops addressing study skills, test taking strategies, time management, stress management and related topics).

Students are assigned their success advisor during the enrollment process and participate in an introductory advising session as a part of the student on-boarding process through new student orientation. Success advisors work individually with students at the start of their SOMI education and throughout their entire academic journey. They assist students in developing skills and strategies which foster independence: active learning, academic success, progression, timely degree completion, and achievement of their education goals. Advisors also ensure a response to students in a reasonable time frame. Advisors serve as a vital connection between the student and the college resources available and support relationship building with faculty. The success advisors consult with faculty on the Orientation class for new students each semester. Success advising is required of each student.

## Academic Counseling

Academic counseling is available to students seeking academic support by meeting with the Center for Student Success where a customized plan for success can be created. Follow up appointments are welcomed. Students routinely seek assistance (individual and groups) with study skills, managing test anxiety, time and stress management strategies, work-life balance resources and other related topics.

## Faculty Academic Support/Tutoring Services

Students requesting or requiring tutoring may request such from any faculty member. Faculty members will make every effort to be available when needed. If a student so chooses, faculty members can make recommendations of current students or graduates who may be of assistance. All tutoring is and will be held in strict confidence.

## Faculty Academic Support/Interaction

All program faculty are to provide office hours every week that are accessible and available to work with students on their individual academic concerns/inquiries. Office hours are posted outside each faculty members door and in course syllabi.

## Personal Counseling and Support

Personal Counseling and Support is offered through StudentLife/Empathia, a counseling and resource program. Counseling services are offered via telephone, chat, email, and referrals to community resources are often part of this process. The School offers student support and orientation programming for all students. New students receive a welcome, advising and orientation events that are offered both face-to-face and virtually. The Center for Student Success and the Career Advisor provide targeted academic advising, and career programming at designated timeframes from admission to graduation. The goal of these activities is to reinforce student success, career readiness and attend to the holistic development of each student.

## Student Access and Accommodation Services (SAAS)

SAAS is a service that is offered to students who provide appropriate documentation and feel they need accommodations in order to succeed in their courses. Student seeking accommodations receive personalized guidance from the Center for Student Success, where they will be informed of any written documentation

needed in order to avail themselves of these resources. Refer to Student Access and Accommodation Services Policy G31 located on the School website at [smhsomi.edu](http://smhsomi.edu).

## Learning Commons

The Learning Commons exists to enhance student success by supporting student learning through the effective use of library space and resources.

## Library & Librarian Services

The Library is located within the Learning Commons. It serves the overall health care information needs of our students, faculty, and staff, and supports the curriculum objectives of the School. Information resources available using the Library are plentiful and easily accessible whether on campus or off-campus.

Library hours are posted on the Librarian's door.

## Career Services

Career Services are offered through the School's dedicated full-time career counselor. Services include resume preparation, interview practice, volunteer and observation/shadowing experiences and support in the job search process. The career counselor prepares and advises students on a range of career-related topics including goal setting, job offer negotiation and career discernment. The career counselor also advocates for students with health care employers and guides students through the application process and job interview. The Career Counselor collects placement data and reports this data to the appropriate agencies.

## Career Advising/Placement Assistance

The School of Medical Imaging Radiologic Technology Program maintains continuous contact with the Bon Secours Health System Recruiter. The recruiter will be able to answer questions concerning job postings and projected employment possibilities. The School maintains a Job Posting Board with current available employment opportunities. The Job Posting Board is located in the student Learning Management System. Program faculty also maintains continuous contact with various clinical facilities and may be able to assist in identifying potential job openings. Graduates will be contacted by email, as long as current email addresses are provided, of any and all job opportunities that we are made aware of. The School of Medical Imaging makes no guarantees concerning employment at any time.

## **Imaging Lab**

The School has a dedicated non-energized imaging lab on campus for use by students enrolled in the radiologic technology program. The lab houses a modernized floor mounted x-ray tube, a radiographic table, and a demo-model radiographic control panel. The lab is used for procedural lab classes as instructor(s) demonstrate proper patient positioning and application of technical factors, both which were previously taught in the didactic setting. Students can access the lab during posted building hours (subject to change by semester), to include evenings and weekends, for additional independent practice of their newly learned skills. Within the lab is a mobile C-arm and x-ray unit used by instructors to demonstrate unique challenges which exist when doing imaging in the radiology department. Viewboxes are available in the lab so that a library of hard-copy (film) images may be utilized for review of anatomy and pathologic conditions as seen on radiographs.

## **Dedicated Classroom**

The School has a dedicated classroom: capacity for 30 students. This allows for continuity of learning as all classes take place within this classroom. The dedicated classroom allows students the ability to use the radiologic technology specific equipment and resources in class every day. The use of a dedicated classroom helps to reduce anxiety, in that it allows all classes to be presented in a safe, comfortable, and familiar environment.

## **Employee Wellness**

BSMH Employee Wellness services for students include care for needle stick injuries and treatment for blood borne pathogen exposure. All students must have health coverage for the duration of their enrollment in the School.

# STANDARDS FOR STUDENT PERFORMANCE



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## Enrollment Agreement

The School of Medical Imaging requires an admitted student to sign an enrollment agreement. An official signed copy of the enrollment agreement is provided to students.

## Student Conduct — Rights and Responsibilities

It is the policy of Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) that appropriate processes and procedures be followed in all matters pertaining to the conduct of students.

SOMI seeks to:

- Reinforce a sense of personal responsibility, respect for others, and mature behavior
- Foster the practice of academic integrity and the development of professional standards.

As a member of the student body, the student is expected to meet the School's standards of personal and professional responsibility, accountability, and academic integrity.

### Scope:

All SOMI faculty, staff, and students.

### Authority of College/School:

The School 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 School 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 School.

### Conduct Subject to Disciplinary Action

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

- Endangering the safety and welfare of patients, students, faculty, or staff
- Substance abuse.
- Violation of local, state, or federal laws
- Misuse, destruction, or damage of School property
- Sexual harassment, assault, misconduct, physical and/or mental abuse or threat of such abuse of any person involved in educational or School activities, in the online environment, or in clinical areas

- All forms of dishonesty.
- Unprofessional and/or disruptive conduct.
- Violation of academic integrity as defined in this policy.
- Inappropriate use of social media platforms or violating news media policies.
- Conviction of an offense that would render the student unemployable by Bon Secours Richmond Health System.
- Failure to comply with guidelines/policies of the School and/or the clinical agencies.
- Any form of hazing. Hazing here means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily injury on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity.

### Discipline for Misconduct

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

- 1. Warning:** A written or verbal notice to a student advising that they are violating or has violated the School rules and may be subject to more severe disciplinary action if the behavior continues. May include a corrective plan of action that must be followed by the student.
- 2. Probation:** A written notice to a student advising that they have violated the School rules and will be dismissed if corrective action is not taken immediately.
- 3. Restitution:** Repayment in money or service for damage to or loss of the property of another.
- 4. Loss of course credit**
- 5. Suspension:** Exclusion from enrollment as a student for a specified period of time not to exceed one year. During a suspension, a student may not participate in any School activities.
- 6. Interim Suspension:** Temporary separation of a student from the School to provide reasonable time for fact-finding and decision making in the situation.
- 7. Dismissal:** Termination of student status for an indefinite period. The conditions of re-admission, if

such is to be permitted, will be stated in a letter of dismissal.

## Reporting and Review Procedure; Right of Removal

### Level I:

In response to an alleged violation of any provision of this Policy, a faculty or staff member, within three (3) business days of becoming aware of the suspected violation, will investigate the allegation and meet with the involved student(s) individually to outline the allegation, allow the student(s) to provide their understanding of the incident(s), and discuss potential sanctions.

Within three (3) business days of meeting with the involved student(s) the faculty/staff member will document the allegation, subsequent investigation, and student meeting, including potential sanctions discussed, in a written report. The written report will be sent to the involved student(s) as well as to the Dean of Academic Affairs and will constitute a written warning. A copy of the report should also be sent to the Dean of Student Affairs.

Notwithstanding such reporting obligation, the faculty or staff member shall have the immediate right, where reasonably necessary in their 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 the academic environment, from a clinical setting, or from any other School-related activity or function.

### Level II:

The involved student(s) may file a written appeal of the Level 1 decision within five (5) business days of the written report being communicated. The appeal should be sent to the Dean of Academic Affairs and should include the Level 1 written report. Upon receipt of the appeal, the Dean of Academic Affairs will review documentation related to the situation and meet with involved parties to determine the appropriate sanction, if any, to be implemented. No later than five (5) business days from the receipt of the appeal, the Dean of Academic Affairs will send a letter to the student(s) of their decision. A copy of the letter will also be sent to the Dean of Student Affairs.

### Level III:

The involved student(s) may file a written appeal of the decision of the Dean of Academic Affairs and any sanctions applied within five (5) business days of the written letter being communicated. The appeal should be sent to the Dean of Student Affairs and should

include the written report from Level 1 and the letter from the Dean of Academic Affairs. The Dean of Student Affairs will review all documentation related to the situation and meet with the involved parties. No later than ten (10) business days from the receipt of the appeal, the Dean of Student Affairs will send a letter to the student(s) of their decision. This decision is final and may not be appealed. The letter is entered into the student's official record and retained according to the record retention policy.

**Decision standard** — Decisions made under this policy are determined on a preponderance of the evidence. A preponderance of the evidence is evidence that shows the fact sought to be proved is more probable than not.

**Retaliation** — SOMI has zero tolerance for retaliation against any individual who reports a suspected violation of any provision of this policy in good faith. Incidents of retaliation violate this policy and will be subject to disciplinary action.

## Definitions:

### Rights

Every student has the right to:

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

### Responsibilities

A student's acceptance of admission into the School of Medical Imaging signifies that the student has an interest in learning and that they want 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 themselves in a manner consistent with ethical, legal and professional standards.



- Practice academic integrity.
- Know and comply with College/School policies and guidelines.

At all times, a student must satisfy and comply with the School's academic standards, financial requirements and guidelines, and policies.

### Student Conduct

The student is expected to always conduct themselves in an ethical and professional manner both within the College/School and the community. The student's behavior must, always reflect:

- Integrity and honesty.
- The exercise of rational judgments.
- Sensitivity and caring.
- Self-control.
- Acceptance of different beliefs, values and lifestyles.
- Flexibility.
- Willingness to accept guidance and direction.

### Academic Integrity

The College/School maintains that integrity is essential to the practice of health care and the pursuit of higher education. Academic integrity is predicated upon a code of internal ethics that provides the individual with an opportunity to practice self-governance and self-discipline. Each student must assume responsibility for acting honorably in all situations and upholding the policies and expectations of the College/School.

Violations of academic integrity include, but are not limited to, the following categories:

**Lying** — Transferring, transmitting, or communicating any false statements. Examples of lying include, but are not limited to, such actions as:

- Making a false statement to any associate of Bon Secours.
- Falsifying evidence or testifying falsely during any hearings.
- Altering records or other official School materials.

**Cheating** — Giving, receiving, offering, or soliciting information on tests or assignments, not authorized by the faculty.

Examples of cheating include, but are not limited to, such actions as:

- Copying from another student's work (paper, care plan, discussion board post, etc.).

- Use during a test of any materials not authorized by the individual administering the examination.
- Working with another student on any test, quiz, care plan, or any assignment when the instructor has expected independent and unaided effort.
- Buying, selling, possessing, soliciting, transmitting, or using a test or any material purported to be or proven to be unreleased or previously released contents of any instructor-created test, quiz, or examination. This includes the sharing of notes taken during a test review.
- Bribery, solicitation, or bullying of any person to obtain examination information.

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

- Taking library books or journals, exams, computer programs, or any other academic materials.
- 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:

- Quoting word for word from a source without using quotation marks, footnotes, or bibliographic citation.
- Summarizing and paraphrasing ideas without acknowledging the source.
- Submitting work for credit which has not been written by the student.

**Failure to Report** — When behavior suspicious of a violation of academic integrity is not reported as detailed in this policy.

## Appeal Process for Non-Academic Grievance

### Purpose

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

- Title IX of Education Amendments of 1972, as amended

- Title VI of the Civil Rights Act of 1964, as amended
- Title IV of the Higher Education Act of 1965, as amended
- Section 504 of the Rehabilitation Act of 1973, as amended, and its implemented regulations
- Americans with Disabilities Act of 1992
- Provisions of Executive Order Number 11246 as amended 66 by 11375
- Family Educational Rights and Privacy Act of 1974 as amended
- The Age Discrimination Act of 1975
- Governor’s Executive Order Number One, Virginia Equal Employment Opportunity Plan, effective February 6, 1974

Note that student complaints of sexual misconduct and sex- and gender-based discrimination will be investigated and resolved pursuant to policy S11 — Title IX Sexual Harassment. Cases pertaining to student conduct and academic integrity are subject to policy G24 — Student Conduct — Rights and Responsibilities.

### Scope

This policy applies to all SOMI students.

### Policy Details

#### Initiation of a Grievance

Grievances may be submitted electronically by email. A non-academic grievance must be initiated no later than ten (10) business days from the time the student knows or should have known of the issue that is the subject of the grievance. In the event that a student is at a distance and/or is unable to travel to campus to meet, meetings may be facilitated by conferencing technology. Students are encouraged to contact the Director of Student and Alumni Affairs if assistance is needed in understanding this policy. In addition, the Director of Student and Alumni Affairs will assist students in determining the appropriate person with whom a student must file an appeal, and providing that person’s contact information.

### Procedures

#### Level I

1. The student must provide in writing a formal letter/email to the School personnel outlining the decision which they are grieving, provide supporting information for the grievance, and request to meet with the person whose actions they are grieving.

The student must submit a copy of the letter/email to the administrative unit supervisor of the person whose decision they are grieving. A typical non-academic grievance would occur in the following order:

Level I	Level II	Level III
School personnel/ office whose actions are being grieved (copied to Administrative Supervisor)	Administrative Supervisor (Dean of Academic Affairs)	Chair of Hearing Committee (RHEI Leadership Team member)
	Dean of Academic Affairs (copied to Vice President RHEI)	

2. The School personnel has a maximum of ten (10) business days from the date the grievance is received to schedule a meeting with the student. The administrative supervisor should follow up in order to ensure the meeting is held. In the event the School personnel is unavailable, the administrative supervisor has the discretion to move to Level II or postpone the meeting until the school personnel is available; any such decision by the administrative supervisor will be communicated to the student in writing. The administrative supervisor must document their efforts to contact the School personnel.
3. At the meeting, the student must clearly present their grievance and present the resolution that they are seeking. Every reasonable effort should be made by both parties to resolve the matter at this level. If an agreement regarding the grievance is made, documentation of the agreement and other appropriate supporting information, including the original grievance letter, must be forwarded to the Dean of Student Affairs.
4. Within five (5) business days after the meeting, the School personnel must provide the student a letter outlining the decision of the meeting. A copy of the letter should be forwarded to the Dean of Student Affairs.
5. If the student is not satisfied with the decision of their grievance outcome at Level I, they may continue to Level II.

#### Level II

1. The student may file a written appeal of the Level I grievance decision with the School personnel’s administrative supervisors within five (5) business days of the date the written decision from the Level I meeting was provided to the student. The written statement submitted by the student for the Level I

meeting describing the issues grieved must be part of the student's written request for the Level II hearing. Within ten (10) business days of receipt of the written grievance, the administrative supervisor will fully investigate the grievance. This investigation may include review of material submitted by both parties. Within this ten (10) business day investigation period, the administrative supervisor will schedule a meeting with the parties in an effort to resolve the grievance (the actual conference may occur after the 10 days, but its date should be established within this time frame).

2. The role of the administrative supervisor is to chair the meeting, facilitate the discussion, seek to mediate a resolution between the parties, ensure that School policies have not been violated, and render a decision concerning the matter.
3. Within ten (10) business days after the completion of the conference, the administrative supervisor shall prepare a report of the Level II decision. Copies must be provided to the student and the School personnel, with a copy of the report and the official grievance letters (Level I and Level II) forwarded to the Dean of Student Affairs.

### Level III

1. If the student is not satisfied with the decision at Level II, within five (5) business days from the communication of the disposition from the administrative supervisor, the student may file a written appeal to the appropriate RHEI Leadership Team member. Students are encouraged to contact the Director of Student and Alumni Affairs for help determining the name and contact information of the appropriate RHEI Leadership Team member. Within ten (10) business days of receipt of this appeal, the Leadership Team member will set a date for a hearing for all parties involved.
2. The actual hearing should occur no later than thirty (30) business days after receipt of the appeal letter by the RHEI Leadership Team member, unless reasonable circumstances prevent this meeting from occurring. However, any hearing date scheduled or rescheduled beyond the thirty-day time frame must be mutually agreed upon by the student and the RHEI Leadership Team member.
3. The appropriate RHEI Leadership Team member will serve as the convener and facilitator of the committee for the Level III hearing. The RHEI Leadership Team member will chair the hearing but will not be able to vote. In the event the designated RHEI Leadership Team member is unable to

participate in the hearing due to a challenge or conflict of interest, another RHEI Leadership Team member will be selected to convene and facilitate the hearing.

4. The Student Grievance Committee (see "Definitions" section) will be formed in order to objectively hear the facts of the grievance and to render a decision. The committee will be chosen from the Student Affairs Committee. The committee selected to participate in the hearing must be comprised of a minimum of three (3) members and must include a student representative as established below.
5. Both parties may bring persons to provide testimony that supports their position. If the student intends to bring individuals to provide testimony, the student must provide names and contact information for those individuals to the chairperson at least five (5) business days prior to the hearing.
6. The hearing chairperson is responsible for collecting all pertinent documents, calling the meeting, distributing documentation, determining the issue(s) of the case to be heard, and conducting the hearing in an orderly, efficient, and equitable manner. At the beginning of the meeting, the chairperson will review the issues of the case for the group and establish the procedure by which testimony will be presented. They may decide on the length of time needed to explore an issue, set time limits for speakers, and ask for testimony by any person deemed important to the investigation of the facts. The chairperson may request a security officer to be present. Disruptive persons may be asked to leave the room by the chairperson.
7. The Student Grievance Committee shall determine the proposed outcome of the meeting by a majority vote; the RHEI Leadership Team member may not vote. Within ten (10) business days after the meeting, the RHEI Leadership Team member will prepare an official letter that includes the final determined outcome.

The final action shall be communicated to the student, the instructional or non-instructional party, and all other parties as appropriate. In addition, a copy of the report and the official grievance letters (Level I, Level II, and Level III) must be forwarded to the Dean of Student Affairs.

### Final Disposition of Records

All materials and decisions related to the appeal will remain confidential and will be retained by the Dean of Student Affairs for three years from the date of the

final decision, and not before the aggrieved student graduates, at which time all materials will be destroyed, unless the Dean of Student Affairs directs otherwise.

### Grievance Meetings

At each level of the grievance process, the involved student will meet with a School associate. No attorneys or other professional advisors/counselors may attend these meetings; however, the School associate may have a silent observer present at the meeting and the student may have a peer observer present at the meeting. The student must notify the School associate if a peer observer will be present and the identity of that peer observer at least one (1) business day prior to the meeting, or the peer observer may not attend the meeting. The peer observer will not provide testimony at Level III grievance hearings. No audio taping or other recording will be permitted during these meetings, but both parties are encouraged to make notes as they feel appropriate.

### External Complaints

In the event of a complaint about the School, as a last resort, students may contact the Accrediting Bureau of Health Education Schools (ABHES), the Joint Review Committee on Education in Radiologic Technology (JRCERT), or the State Council of Higher Education for Virginia (SCHEV). Addresses of these agencies are listed below.

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

#### Accrediting Bureau of Health Education Schools (ABHES)

7777 Leesburg Pike, Suite 314 N.  
Falls Church, Virginia 22043  
Phone: (703) 917-9503  
Fax: (703) 917-4109  
Website: [www.abhes.org](http://www.abhes.org)  
Email: [info@abhes.org](mailto:info@abhes.org)

*New address beginning Sept. 1, 2022:*  
6116 Executive Blvd., Suite 730  
North Bethesda, MD 20852  
Phone: (301) 291-7550  
Website: [www.abhes.org](http://www.abhes.org)  
Email: [info@abhes.org](mailto:info@abhes.org)

#### Joint Review Committee on Education in Radiologic Technology (JRCERT)

20 N. Wacker Drive  
Suite 2850  
Chicago, IL 60606-3182  
Phone: (312) 704-5300  
Fax: (312) 704-5304  
Website: [www.jrcert.org](http://www.jrcert.org)  
E-mail: [mail@jrcert.org](mailto:mail@jrcert.org)

#### State Council of Higher Education for Virginia (SCHEV)

James Monroe Building  
101 N. 14th Street  
Richmond, VA 23219  
Phone: (804) 225-2600  
Fax: (804) 225-2604  
Website: [www.schev.edu](http://www.schev.edu)  
Email: [communications@schev.edu](mailto:communications@schev.edu)

### Definitions:

**Non-academic grievance:** a formal process through which a student or student group can appeal a decision made by a faculty or staff member that negatively affects a student/student group’s standing with or treatment by the School. A non-academic grievance or complaint may include disputes between a student/student group and an office of the School regarding the interpretation and/or application of the policies, procedures, and legal obligations of the School, student governance issues, student activities, and other concerns that a student might present for redress.

A non-academic grievance may be based on one of the following claims:

- arbitrary and/or capricious actions by a staff member or administrative office;
- prejudicial, discriminatory, or harassing treatment of a student by a staff or faculty member or the administrative office including such conduct based on race/ethnicity, religion, age, marital status, national origin, gender, sexual orientation, military veteran status, disability or other legally protected status;
- an administrative error in the application of a policy or applicable law by a staff or faculty member or administrative office.

**Student Grievance Committee:** an ad-hoc committee established to hear a Level III grievance. All members of the Student Grievance Committee will be chosen from the membership of the Bon Secours Memorial College of Nursing (BSMCON)/School of Medical Imaging Student Affairs Committee. Committee composition includes: one (1) faculty member, one (1) student, and one (1) additional Student Affairs Committee representative.

In support of the rights of students, coordinated efforts have been established between SOMI and BSMCON to allow both institutions to be represented on the BSMCON Student Affairs Committee and the Student Grievance Committee.

**Peer Observer:** students grieving a decision may choose to have a peer observer present at grievance meetings/hearings as outlined in the policy above. The peer observer must be another student and may not be legal counsel or any other type of advisor. Peer observers may not speak or participate in the meetings/hearings but may take notes to share with the student after the conclusion of the meeting/hearing.

**RHEI:** Richmond Higher Education Institutions

### Disclaimers:

- Nothing in this policy creates a contractual relationship between Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) and any party. SOMI, in its sole discretion, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.
- Non-retaliation — Students will not be subjected to adverse actions by any school officials as a result of initiating or participating in the investigation of a complaint.
- Decision Standard — Decisions made in grievance cases are determined on 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.

## Appeal Process for Academic Grievance: Grade Appeal

### Purpose

The appeals policy described below is applicable to academic student grievances.

### Scope

This policy applies to all students and faculty at SOMI.

### Policy Details

#### Initiation of a Grievance

Academic grievances may be submitted electronically by email.

An academic grievance must be initiated at the end of the semester, no later than two (2) business days after the day final grades are due as published in the academic calendar. Students are encouraged to contact

their Advisor if assistance is needed in understanding this policy. In addition, the Advisor will assist students in determining the appropriate person with whom a student must file an appeal and provide that person's contact information.

Academic grievances must be submitted according to the following order:

Level I	Level II	Level III
Faculty (copy to Program Coordinator)	Program Coordinator (copy to Dean)	Dean

## Procedures

### Level I

#### Student

1. The student with an academic grievance must provide in writing a formal letter/email to the faculty member, with a copy to the Program Coordinator, including the following:
  - Description of the grade the student is grieving
  - Supporting information for the grievance
  - Request to meet with the faculty member
2. Silent observer: Prior to the meeting, the student may request to have a silent observer in the meeting. Both the student and faculty member must agree to the student's silent observer. No attorneys or other advisors/counselors are allowed to be present to represent either party. No audio taping or other recording will be permitted during the meeting, but both parties are encouraged to make notes as they feel appropriate.
3. At the meeting, the student must clearly present his/her case regarding the grieved grade and the resolution that he or she would like to occur. Every reasonable effort should be made by both parties to resolve the matter at this level.
4. If the student is not satisfied with the disposition of his/her grievance at Level I, he/she may continue to Level II.

#### Faculty Member

1. The faculty member has a maximum of ten (10) business days from the date the grievance is received to schedule a meeting with the student. The meeting may be conducted in person, virtually, or by phone.
2. Silent observer: The faculty member may have a silent observer in attendance at the meeting. No attorneys or other advisors/counselors are allowed to be present to represent either party. No audio

taping or other recording will be permitted during the meeting, but both parties are encouraged to make notes as they feel appropriate.

3. Within five (5) business days after meeting with the student, if an agreement regarding the appeal is made, a copy of the agreement and other appropriate documentation, including the original grievance letter, is sent to the student, and forwarded to the Dean.
4. If the faculty member and student do not have agreement, a copy of the original grievance letter and reason for the faculty decision is sent to the student and Program Coordinator. If the student chooses to elevate the grievance to Level II, the faculty member will provide the student with guidance on initiating a Level II grievance and inform the Dean of this outcome.

#### **Program Coordinator**

1. The Program Coordinator ensures the Level I meeting between faculty member and student is held.
2. In the event the faculty member is unavailable, the Program Coordinator has the discretion to move to Level II or postpone the hearing until the faculty member is available.
3. The Program Coordinator will communicate his/her decision to move the Level I meeting to a Level II hearing, or to postpone the hearing until the faculty member is available.

### **Level II**

#### **Student**

1. The student may file a written appeal of the Level I grievance decision with the Program Coordinator within five (5) business days after the written decision from the Level I meeting has been communicated.
2. The written statement provided for Level I describing the grade being grieved must be part of the student's written request for the Level II meeting.
3. Silent observer: If the Program Coordinator convenes a meeting to discuss the grievance; prior to the meeting, the student may request to have a silent observer in the meeting. Both the student and faculty member must agree to the student's silent observer. No attorneys or other advisors/counselors are allowed to be present to represent either party.

No audio taping or other recording will be permitted during the conference, but both parties are encouraged to make notes as they feel appropriate.

4. At the meeting, the student must clearly present his/her case regarding the grieved grade and the resolution that he/she would like to occur. Every reasonable effort should be made by both parties to resolve the matter at this level.
5. If the student is not satisfied with the disposition of his/her grievance at Level II, he/she may continue to Level III.

#### **Faculty Member**

1. Faculty member provides information to the Program Coordinator as requested for the investigation.
2. Silent observer: If a meeting is called, the faculty member may have a silent observer in attendance at the meeting. No attorneys or other advisors/counselors are allowed to be present to represent either party. No audio taping or other recording will be permitted during the meeting, but both parties are encouraged to make notes as they feel appropriate.

#### **Program Coordinator**

1. Within ten (10) business days of receipt of the Level II written grievance, the Program Coordinator will fully investigate the grievance.
2. This investigation may include review of material submitted by both parties, and the scheduling of a meeting with the parties if needed, in an effort to resolve grievance (the actual conference may occur after the 10 days, but its date should be established within this time frame). The meeting may be held in person, virtually, or by phone.
3. If a meeting is called, the role of the Program Coordinator is to chair the meeting, facilitate the discussion, seek to mediate a resolution between the parties, ensure that school policies have not been violated, and render a decision concerning the matter.
4. Silent observer: Prior to the meeting, the student may request to have a silent observer in the meeting. Both the student and faculty member must agree to the student's silent observer. The faculty member may also have a silent observer in attendance at the meeting. No attorneys or other advisors/counselors are allowed to be present to represent either party. No audio taping or other recording will be permitted

during the meeting, but both parties are encouraged to make notes as they feel appropriate.

5. Within ten (10) business days after receipt of the grievance, or completion of the meeting if called, the Program Coordinator shall prepare a report of the disposition of the matter providing copies to the student and the faculty member.
6. A copy of the report and the official grievance letters (Level I and Level II) must be forwarded to the Dean.

### Level III

#### Student

1. If the student is not satisfied with the disposition at Level II, within five (5) business days from the communication of the disposition from the Program Coordinator, the student may file a Level III written appeal to the Dean.
2. The written appeal describing the grade being grieved, and reasons for the grievance must be part of the student's written request for the Level III hearing.
3. Silent observers: Prior to the meeting, the student may request to have a silent observer in the meeting. Both the student and the faculty member must agree to the student's silent observer. No attorneys or other advisors/counselors are allowed to be present to represent either party. No audio taping or other recording will be permitted during the meeting.

#### Dean

1. Within ten (10) business days of receipt of this appeal, the Dean will fully investigate the grievance and schedule a meeting with the student, Program Coordinator and faculty member, either together or separately. The meeting may take place after the ten (10) business days but must be established in this time frame. The meeting may be held in person, virtually or by phone.
2. The role of the Dean is to chair the meeting, facilitate the discussion, seek to mediate a resolution between the parties, ensure that school policies have not been violated, and render a decision concerning the matter.
3. Silent observers: Prior to the meeting, the student may request to have a silent observer in the meeting. Both the student and faculty member must agree to the student's silent observer. The faculty member may also have a silent observer in attendance at the meeting. No attorneys or other advisors/counselors are allowed to be present to represent either party.

No audio taping or other recording will be permitted during the meeting, but both parties are encouraged to make notes as they feel appropriate.

4. Within ten (10) business days after the meeting, the Dean shall prepare a report of the disposition of the matter providing copies to the student and the faculty member.
5. This is the final decision by the institution/program officials.
6. The student must first attempt to resolve the grievance directly with the institution/program officials by following the grievance procedures provided by the institution/program officials. After following the aforementioned procedures, if the student is still not satisfied, the student may, as a last resort, contact any or all of the agencies listed at the end of this document to file a complaint.

### Final Disposition of Records

All materials and decisions related to the appeal will remain confidential and will be retained by the Dean.

### External Complaints

In the event of a formal grievance/complaint alleging the program is not in compliance with one or more of the Joint Review Committee on Education in Radiologic Technology (JRCERT) Standards for an Accredited Program in Radiology, the complainant may file an allegation of non-compliance with the JRCERT. The allegation procedure is available at [www.jrcert.org](http://www.jrcert.org)

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

### Contact Information for these agencies:

#### Accrediting Bureau of Health Education Schools (ABHES)

7777 Leesburg Pike, Suite 314 N.  
Falls Church, Virginia 22043  
Phone: (703) 917-9503  
Fax: (703) 917-4109  
Website: [www.abhes.org](http://www.abhes.org)  
Email: [info@abhes.org](mailto:info@abhes.org)

*New address beginning Sept. 1, 2022:*

6116 Executive Blvd., Suite 730

North Bethesda, MD 20852

Phone: (301) 291-7550

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

Email: [info@abhes.org](mailto:info@abhes.org)

### **Joint Review Committee on Education in Radiologic Technology (JRCERT)**

20 N. Wacker Drive

Suite 2850

Chicago, IL 60606-3182

Phone: (312) 704-5300

Fax: (312) 704-5304

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

E-mail: [mail@jrcert.org](mailto:mail@jrcert.org)

### **State Council of Higher Education for Virginia (SCHEV)**

James Monroe Building

101 N. 14th Street

Richmond, VA 23219

Phone: (804) 225-2600

Fax: (804) 225-2604

Website: [www.schev.edu](http://www.schev.edu)

Email: [communications@schev.edu](mailto:communications@schev.edu)

### **Definitions:**

**Academic grievance:** a formal process through which a student can appeal through his/her course instructor and the School's administrative leadership the student's final grade in a course. A final course grade appeal must be based on at least one of the following claims:

- Capricious action on the part of the faculty member that affects the student's final grade; A capricious action is defined as one made on a whim or without justifiable reasons.
- Prejudicial treatment of the student by the faculty member with respect to the application of the course syllabus, thereby affecting the student's final grade; Prejudicial treatment is defined as treating the student lodging the final grade appeal differently than other students in the course with respect to the instructor's application of the course syllabus.
- Erroneous judgment of the faculty with regard to the correct answer for exam item(s). A claim of erroneous judgment means that the student is able to produce evidence (from textbooks, class notes provided directly from the faculty, or other valid materials) to substantiate that a different answer other than that keyed is a correct response.
- A documented error in calculating the student's

final grade.

- Extenuating circumstance(s) that significantly impacted the student's performance and grade in a course.

### **Disclaimers:**

- Nothing in this policy creates a contractual relationship between Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) and any party. SOMI, in its sole discretions, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.
- Non-retaliation — Students will not be subjected to adverse actions by any School official as a result of initiating or participating in the investigation of a complaint.
- Decision Standard — Decisions made in grievance cases are determined on 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.

## **Family Educational Rights & Privacy Act (FERPA)**

Bon Secours St. Mary's Hospital School of Medical Imaging complies with the Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) also known as the Buckley Amendment, governing student educational records. FERPA defines educational records (or personally identifiable information contained therein) as "those records, files, documents and other materials which:

- Contain information directly related to a student; and
- Are maintained by an educational agency or institution or by a person acting for such agency or institution."

To be in compliance with FERPA, the School 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 disclose personally identifiable information (except under a few circumstances)



- Keep records of requests for and disclosures of student education records.

When a student turns 18 years old or attends a postsecondary institution at any age, the student is then defined as an eligible student (herein referred to as student) and the rights under FERPA transfer from the parent to the student.

### **Student Rights Covered by FERPA Include:**

#### **The right to inspect and review their education records.**

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

#### **The right to request the amendment of educational records.**

If a student believes his/her record is inaccurate, misleading, or violates his/her rights and privacy, the student may submit a written request to the School/College official responsible for the record requesting an amendment to the record. The student must identify the part of the record he/she wants changed and why it is inaccurate, misleading or violates the student's rights and privacy. If the request for amendment is denied, the student will be notified in writing of the decision and of the student's right to a hearing regarding the request for amendment.

#### **The right to limit disclosure of personally identifiable information contained in the student's education records except to the extent that FERPA authorizes disclosure without consent.**

An exception which allows disclosure without consent is a disclosure to School/College officials with legitimate educational interests. A School/College official has

legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. A School/College official is a person employed by the School/College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the School/College has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another School/College official in performing his or her tasks. 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:

- 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 School's/College's participation in The Student Exchange Visitor Information System (SEVIS).
- Military Recruiters who request Student Recruiting Information (Solomon 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.
- Compliance with state or federal laws mandating notification to certain individuals of the final result in disciplinary proceedings.
- 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 School/College such as Clearing Houses and degree/enrollment verifiers.

### **The right to file a complaint with the Department of Education concerning alleged failure to comply with this Act.**

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

### **Directory Information**

Bon Secours St. Mary's Hospital School of Medical Imaging 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. The School may disclose any of the directory information items without prior written consent, unless notified in writing by the student each academic year. 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.

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

Items that can never be disclosed as directory information are: a student's social security number, gender, race, ethnicity, citizenship, country of origin, religious preference, grades, and GPA.

### **Education Records**

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 School/College office. Education records do not include personal notes, records, or other information related to instructional, supervisory and administrative personnel; records maintained and accessible to law enforcement personnel; medical records which are maintained, used by, and disclosed only by professional personnel providing treatment to the student.

### **Parental Access and Notification**

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. 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.

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

The School shall maintain a record of each request for access to and disclosure of student information with the exception of a School official or a party seeking directory information in the student's education record.

## **Drug & Substance Abuse**

Bon Secours facilities are "Drug-Free Workplaces." Substance abuse is cause for disciplinary action that may include dismissal from the program.

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 drug screening to fulfill admission requirements. Results reported to the School that indicates the student is "not cleared" for admission due to a positive drug screen will result in immediate decline of the student's application. Applicants who are declined for this reason may not re-apply until at least 6 months later.

Students who are suspected of substance/ alcohol use while enrolled in the program will be required to report immediately for drug/alcohol testing. The student will be required to pay for testing. Refusal to undergo testing will result in immediate dismissal from the program and prevent re-admission.

Positive drug or alcohol test results will result in disciplinary action that may include dismissal.

Students are expected to be prepared to function appropriately in the classroom and clinical environments. Students who do not appear to be prepared for such responsibility shall be asked to leave and report for drug/substance 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.

Students enrolled in the School of Medical Imaging Radiologic Technology program are required to comply with the rules of ethics contained in the American Registry of Radiologic Technologists (ARRT) Standards of Ethics ([www.arrt.org](http://www.arrt.org)). All drug and/or alcohol related violations must be reported to determine eligibility to take the national certification examination.

Candidates applying to the School of Medical Imaging Radiologic Technology program must report all felony, gross misdemeanor or misdemeanor offenses to the American Registry of Radiologic Technologists (ARRT) ([www.arrt.org](http://www.arrt.org)) to determine eligibility to take the national certification examination. Candidates that have successfully gone through the ARRT's Ethics Committee Review Process must submit a copy of the official letter from the ARRT clearing them with their initial application. Any candidate whose background check returns results of any such offense that the School does not have an official letter from the ARRT on file for can have their contingent acceptance revoked immediately.

Students enrolled in the School of Medical Imaging Radiologic Technology program must report all felony, gross misdemeanor or misdemeanor offenses to the American Registry of Radiologic Technologists (ARRT) ([www.arrt.org](http://www.arrt.org)) to determine eligibility to take the national certification examination.

An informed campus community can significantly reduce the occurrence of crime on campus. Security procedures, crime prevention, substance abuse, fire safety, hate crimes, and sexual assault are topics covered during new student orientation and in at least one program each semester. Several groups and organizations, such as the SGO, the Henrico Police Department, the Virginia State Police, Safe Harbor, and the Virginians Against Domestic Violence provide speakers, literature and other programs throughout the academic year.

## Academic Progression (AAS)

### Purpose:

The purpose of the Academic Progression policy is to describe the academic conditions which are considered unsatisfactory and jeopardize a student's scholastic standing at the School.

### Scope:

This policy applies to all students enrolled in the AAS degree in Radiologic Technology program.

### Policy Details:

A student who is enrolled at SOMI is in Good Academic Standing until such time the student is placed on academic warning, or dismissal.

**Academic Warning:** A student is placed on Academic Warning when the student's cumulative GPA falls below 2.0 at the conclusion of any semester of attendance — fall, spring, or summer. Notification of warning appears on the student's academic record. A student remains on Academic Warning for one semester of attendance, at the end of which time the student must obtain a minimum cumulative GPA of 2.0. Failure to achieve this GPA results in Academic Dismissal.

**Academic Dismissal:** A student is academically dismissed from the School for any one of the following reasons:

- Failure to successfully complete all courses in the first semester with a final grade of C (80) or higher.
- Failure to achieve a 2.0 cumulative GPA while on Academic Warning.
- Any two course failures (grade D, F).
- Failure to complete the enrolled program within the timeframe specified in this policy.

A student who is academically dismissed is not eligible for re-admission to the program.

### Maximum Time Frame

Regulations require that students complete their academic program in no more than 150% of the published program length, Maximum Time Frame. Due to SOMI's rigorous Academic Progression standards, SOMI's Maximum Time Frame, as measured in credit hours, is reached at 89 credit hours (Credits Attempted), or 107% of the published program length. (83 credit hours published program length \* 107% = 89 credit hours).

The normal time to complete the Associate of Applied Science in Radiologic Technology program is five (5) semesters upon registration in the first Radiologic Technology course (RAD 1101). Students must complete the program within three (3) years and no more than 107% of the published program length.

### Definitions:

**Academic Progression** is the process by which a student can advance in their program of study through progressively meeting the academic and administrative requirements for the program.

**Good Academic Standing** is a designation indicating that a student has a minimum cumulative GPA of 2.0 and is eligible to continue or re-enroll at the School.

**Academic Warning** is a designation indicating that a student has failed to maintain a cumulative grade point average (GPA) of 2.0. The term for Academic Warning may not exceed one semester (fall, spring, or summer).

**Academic Dismissal** is a designation indicating that a student has failed to return to Good Academic Standing at the end of a term in Academic Warning and/or has achieved failure as designated in section IV of this policy.

## Re-admission

### Purpose:

The purpose of this policy is to establish the re-admission process and requirements for previous students to re-apply for admission to the Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI).

### Scope:

This policy applies to all previous and current enrolled students at SOMI.

### Policy Details:

#### Dismissal for Academic Reasons

Students who have been dismissed from SOMI for failure to successfully complete two (2) courses with a grade of C (80) or higher are not eligible to re-apply for admission.

#### Student Voluntary Withdrawal

Students who have voluntarily withdrawn from the School and who were then in "good standing" are eligible to re-apply for admission. The following will be required in this circumstance:

1. Compliance with all current admission requirements for the entering class.
2. Submission of a complete application packet, including the application fee and letter of intention, explaining the reasons the student believes he or she deserves to be re-admitted.
3. Submission of all transcripts for courses taken since leaving the School.
4. Furnishing satisfactory evidence of improved academic skills prior to re-admission.

#### Administrative Withdrawal

Students who are administratively withdrawn from the program due to unsuccessful completion of one (1) course during the 2nd–5th semesters are eligible to return and retake the course.

#### Satisfactory Academic Progress (SAP)

All re-admitted students must maintain Satisfactory Academic Progress (SAP) to be eligible for Federal Student Aid.

#### Dismissal for Disciplinary Reasons

Students who have been dismissed from the School for disciplinary reasons are not eligible to re-apply for admission. While such students have the right to appeal their dismissal in accordance with the terms and conditions of policy G27 Student Appeal, they are not permitted to re-apply for admission through the application process.

#### Good Standing

All former students re-applying must have exited the School "in good standing" in order to submit a new application. Students must have satisfied all financial obligations, returned all school property, and met all exit requirements to be considered "in good standing."

## Satisfactory Academic Progress (SAP)

### Purpose:

The purpose of this policy is to establish procedures for the measurement and monitoring of students' Satisfactory Academic Progress (SAP) towards the completion of an academic program, in accordance with Title IV Regulations. Students must meet and maintain SAP requirements, which include both qualitative and quantitative standards, in order to maintain eligibility for Title IV Financial Aid.

### Scope

This policy applies to all students who utilize Title IV Financial Aid programs that are administered by SOMI, including Federal Pell Grant and Federal Direct Loans (Subsidized, Unsubsidized and PLUS). SAP requirements related to Title IV Financial Aid eligibility are as stringent as SOMI's Academic Progression standards. As such, students utilizing Title IV Financial Aid must maintain "good standing" in coordination and conjunction with policy A2 Academic Progression (AAS).

### Policy Details

#### Designation of a Responsible Party

The Chief Financial Officer (CFO) is responsible for monitoring compliance with the requirements of this policy and applicable Title IV Regulations.

#### SAP Requirements

SAP is calculated within SOMI's Student Information System (SIS) consistently for all students for all periods of enrollment at the end of every Semester (Payment Period). SAP measures academic progress towards the completion of the academic program in qualitative and

quantitative components. The inclusion or exclusion of certain course work and grades for the purpose of calculating SAP is outlined in Section C. Students who fail to meet SAP requirements will lose eligibility to utilize Title IV Financial Aid as further described in Section D.

- **Qualitative Progress — Cumulative Minimum GPA**  
Students must maintain a Cumulative Minimum GPA of 2.0, equivalent to a “C”.
- **Quantitative Progress — Maximum Time Frame**  
Students are required to complete their academic program within a reasonable time frame based upon the published program length.
  - Maximum Time Frame — Title IV Regulations require institutions’ SAP standards for determining eligibility for Title IV Financial Aid be as stringent or more stringent than its academic progress (progression) standards and require students to complete their academic program within 150% of the published program length. As further defined by policy A2 Academic Progression (AAS), SOMI’s Academic Progression standards only allows students to fail and repeat one (1) course prior to Academic Dismissal. Due to SOMI’s rigorous Academic Progression standards, SOMI’s Maximum Time Frame, as measured in credit

hours, is reached at 89 credit hours, or 107% of the published program length. (83 credit hours published program length \* 107% = 89 credit hours). The Maximum Time Frame allowable is reached upon 89 Credits Attempted or when it becomes mathematically impossible to complete the program with 107% of the Maximum Time Frame, whichever is sooner.

- Pace of Completion — represents the rate of progress (pace) at which students must advance through their academic program to ensure program completion within the Maximum Time Frame. Students must maintain a percentage of no less than 93% when dividing cumulative Credits Earned by cumulative Credits Attempted during all terms of enrollment. For the purposes of calculating SAP, all Credits Attempted are included, regardless of Title IV Financial Aid utilization during the term of enrollment.

### Failure to Meet SAP Requirements

Students who fail to meet SAP requirements, either Qualitative or Quantitative Progress, will be notified electronically via the SIS, in accordance with with policy G18 Student Communication. In such an event, the communication will include Financial Aid Status and any impact to Title IV Financial Aid eligibility.

### Impacts to SAP Calculation

For purposes of calculating SAP, the following table identifies how certain credits, course work and/or grade impacts the students’ Cumulative GPA (Qualitative Progress) and Maximum Time Frame (Quantitative Progress). Related policies as listed in Section VII should be referenced in conjunction with the table below. If a grade change is effectuated within the SIS after the SAP calculation is performed for the applicable Semester, SAP will be recalculated.

SAP Impact	GPA	Credits Earned	Credits Attempted
Transfer Credit	Not Included	Included	Included
Incomplete Grade (“I”)	Not Included*	Not Included*	Included
Unsatisfactory and Failing Grades (“D” or “F”)	Included	Not Included	Included
Other Non-Punitive Grades (“W”, “WA”)	Not Included	Not Included	Included
Non-Credit Course Work (Audit)	Not Included	Not Included	Not Included
Repeated/Remedial Course Work	Included	Included**	Included
Re-admission	Included	Included	Included

\* Not included until completion grade is received. SAP is then recalculated.

\*\* Included upon receiving a grade of “C” or better.

- **Financial Aid Status**

- Financial Aid Warning — is assigned to students who fail to meet SAP requirements upon completion of a Semester for the subsequent Semester, not to exceed one term of enrollment. Students placed on Financial Aid Warning will continue to be eligible for Title IV Financial Aid during this one (1) Semester.
- Financial Aid Suspension — is assigned to students who have been placed on Financial Aid Warning and fail to meet SAP requirements in the subsequent Semester, thus failing to meet SAP requirements for two (2) consecutive terms of enrollment. Students placed on Financial Aid Suspension are no longer able to receive Title IV Financial Aid.

The student will regain Title IV Financial Aid eligibility once the SAP requirements are achieved in the subsequent Semester.

SOMI does not allow for Title IV Financial Aid Appeals.

## Definitions

**Academic Dismissal** — is dismissal from the program for any reason as stated and further defined in policy A2 Academic Progression (AAS).

**Add/Drop Period** — is the period of time, generally measured as the start of each Semester through 11:59 p.m. on the tenth (10th) calendar day of each Semester in which students have the ability to add or drop courses from enrollment without financial penalty.

**Credits Attempted** — is the number of credits related to a course for which the student remains enrolled after the Add/Drop Period has ended, regardless of completion or success within the course.

**Credits Earned** — is the number of credits related to a course for which the student remained enrolled after the Add/Drop Period and completed with a passing grade of “C”, “P” or higher.

**Cumulative Grade Point Average (GPA)** — refers to overall GPA which includes dividing the number of quality points earned by Credits Attempted, as further defined in policy A1 Grading (AAS).

**Financial Aid Status** — is the status assigned to with respect to students’ eligibility to access Title IV Financial Aid. Financial Aid Statuses include Financial Aid Warning and Financial Aid Suspension.

**Financial Aid Suspension** — is the status assigned to students who have been placed on Financial Aid Warning and fail to meet SAP requirements in the subsequent Semester. Students placed on Financial Aid Suspension are not eligible to receive Title IV Financial Aid.

**Financial Aid Warning** — is the status assigned to students who do not achieve a cumulative GPA of 2.0 in all course work or does not complete 93% of all Attempted Credits for a time period not to exceed one (1) Semester.

**Maximum Time Frame** — is the measurement of maximum time, measured in credit hours (credits) that cannot exceed 107% of the published program length. SOMI’s Maximum Time Frame is 89 credit hours (83 credit hours \* 107%).

**Semester** — is the standard measurement used to group weeks of instructional time in the academic year. Semester is generally referred to as period of enrollment and includes fall, spring and summer. For purposes of Title IV Financial Aid, Semester is the term also denoting a Payment Period.

**Title IV Financial Aid** — is Federal financial aid authorized by Title IV of the Higher Education Act of 1965, as amended. Title IV Financial Aid programs that SOMI participates in includes: Federal Pell Grant and Federal Direct Loans (Subsidized, Unsubsidized and PLUS).

## Student Records

The School collects and retains data and information about students prior, during and following their education. The School recognizes the privacy rights of current and previous students. The School further recognizes the following rights: knowledge of the existence and location of records and the purpose for which they are retained; to provide security for such materials; permit student access; disclosure of information and to challenge the information.

The following provisions are made in accordance with the Family Educational Rights and Privacy Act of 1974: Student (current and former) files are maintained in a secure location and all records are kept in a confidential manner.

**Student Records (current students) include:**

- Reference Forms
- Financial Aid (Financial Aid Director's Office)
- High School and College Transcripts
- Complete Application
- All Acceptance Materials
- Admissions Checklist
- Copy of Medical Insurance Card
- Copy of CPR card
- Final official transcript — also located in Student Information System (SIS)
- Copy of certificate of program completion
- Release of Records
- Enrollment Agreement
- Background Checks
- Evidence of Continuous Learning — Requirements for clinical (Online Learning Modules)
- Tuition Payment History (Bursar)
- Consultation/advisement, Instructors notes & Mid-semester evaluations (Campus Nexus)
- Disciplinary action letters

**Clinical Records (current students) include:**

SOMI uses Trajecsyst; a centralized cloud-based clinical recordkeeping program is used to store all clinical records:

- Clinical Competency Evaluations
- Clinical Time Off Requests
- Clinical Preceptor Evaluations
- Optional Technologist Evaluations
- Daily Logs (Patient record log/repeat documentation/attendance record)

**Records Maintenance**

A complete student file is maintained throughout the entirety of the program. It will include: all course materials such as attendance, exams, projects, papers, and presentations, all clinical documentation such as attendance, competency evaluations, competency exams, and patient records.

A student's permanent file includes maintenance of: complete application, all transcripts, all acceptance materials, proof of requests for security clearances, background checks, all program entry materials, enrollment agreement, documentation of continuous learning requirements, all instructor notes/evaluations/disciplinary actions, emergency contact information, CPR and Insurance cards. Documented completion of required competencies is maintained. After a student passes the registry examination their student file is thinned. Exams, projects and clinical records are reduced. Records on

final grades and a student's complete clinical record and permanent student file is maintained for three (3) years post their successful completion of the program and passing of the registry examination. A student's permanent record will include: complete application, all transcripts, certificate of completion of the program, completed clinical competencies, enrollment agreement, disciplinary action letters, and final transcript. The permanent record will be maintained indefinitely and stored at an off-site storage facility.

**Private Communication****As stated in the enrollment agreement:**

I authorize Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) to communicate with me via use of my School e-mail account. Faculty and staff need to communicate information to students on a regular basis. E-mail communication via NEXUS (SIS) is the timeliest and most effective means to communicate in many instances and a permanent record of communication is maintained in the system. This would include transmission of grades, financial aid information, and other personal information.

I acknowledge that it is my responsibility to maintain on record with the School a correct and current e-mail address.

**Related to an accurate e-mail address:**

I release the School from responsibility should any information be sent to a prior address that I have not cancelled with the School. It is the responsibility of the student to maintain an updated email address with the School.

The School does not assume responsibility for parties other than the students viewing or using the School e-mail account.

**Student Responsibilities:**

Upon enrollment in a program at SOMI, it is the Enrolled Student's responsibility to provide the School, via the student portal of the Student Information System (SIS), 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 School, 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.

# ACADEMIC POLICIES & PROCEDURES



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## Attendance

Punctual and regular attendance to classroom instruction and clinical assignments is an essential responsibility of each student.

Attendance is mandatory to the Radiologic Technology Welcome Session & Advising and Campus Connections.

A student who wishes to observe a religious holiday that conflicts with class or clinical responsibilities is required to follow the School attendance policies.

### Classroom:

A student is held responsible for all material covered in class even when absent from the class.

### Test/Exam:

A student has the opportunity for 4 make up tests (total for all enrolled courses) per semester. The 5th and all subsequent test(s) missed will result in a zero (0) for the test(s).

A student who is absent for a course when a test is scheduled must take the make-up test on the day they return to school (didactic class day) during the time posted on the schedule as “Make-up Time”.

A student who knows in advance that he/she will be absent on a test day may take the test early, if approved by course instructor and occurs during the time posted on the schedule as “Make-up Time”.

It is the responsibility of the student to schedule a test make-up time with the instructor of the course. A grade of zero may be given if the test is not taken within timeframe indicated above. Make-up testing will occur ONLY during the hours posted on the course schedule dedicated to “Make-up Time”.

Once a student reaches the maximum number of allowable make-up tests (4) for a semester, the student will be notified in writing by the Dean.

### Assignments:

**Missed assignments are due within 48 hours (or two school days, not didactic days) of the student’s return to School. A grade of zero may be given if class work and assignments are not made up within 48 hours or two school days.**

### Didactic Class Attendance:

A student missing over **20% of classes** for a didactic course can be withdrawn from the course by the instructor unless prior arrangements have been made.

Students should refer to each individual course syllabus to determine the number of classes that will meet during the semester.

### Extended Absences:

A student faced with extended absences will be withdrawn from didactic courses.

The School does not have a leave of absence policy for didactic courses.

**Tardiness in classes will not be tolerated.** Classes will begin at the posted start time and students will be counted absent if not present at that time. Students that arrive late can still attend class.

Students are expected to attend the entire class period and may be counted absent if leaving a class early. A student that misses a class or portion of a class can make an appointment with the course instructor during posted office hours (see course syllabi) in order to obtain missed information.

See course syllabi as some courses may have more specific class attendance requirements.

- A student that is called upon for jury duty must provide documentation to the Dean for the absence(s) not to count against them.
- Issues of extenuating circumstances (i.e., military/reservists) ONLY will be considered by the Dean on an individual basis.

### Clinical:

The basic premise of clinical education is gaining experience thus attendance at clinical assignments is essential. Students are expected to attend all clinical assignments as scheduled; time should be missed only as a result of illness and/or emergency. All time missed from clinical, regardless of the reason, will be deducted from the 24 hour allotted time bank in increments of 15 minutes (rounded).

### Examples:

- A clock-in that occurs between 8:01am–8:14am: 15 minutes is deducted from the student’s time bank and incurs a tardy for that semester.
- A clock-out that occurs early, without prior approval, between 4:15pm–4:29pm: 15 minutes is deducted from the student’s time bank and incurs an unexcused absence for the entire length of the program.

### Tracking Attendance:

Student attendance is tracked through Trajecsys. It is the student's responsibility to clock-in and clock-out through the Trajecsys system, which is the only method of clock-in and clock-outs accepted. Failure to properly clock-in or clock-out through Trajecsys will be treated as clinical time missed (tardy or absence). Only clock-ins and clock-outs recorded at the students' assigned clinical site will be accepted (i.e., if a student is scheduled at MRMC but clocks in at SMH, the time recorded will not be recognized).

### Clinical Hours:

Students are expected to be ready to begin their clinical experience when they clock in. Students should refrain from clocking in more than 15 minutes prior to the start of the clinical assignment; however students who choose to clock-in early will not be allowed to end the clinical assignment early.

**Hours: 8:00 am to 4:30 pm**

### Variations:

- 8:30am–4:30pm: St. Mary's Hospital Grove Avenue Imaging
- 1:00pm–9:30pm: 2 weeks at a hospital/free-standing ER rotation in 4th/5th semester
- 2:00pm–10:00pm: 2 weeks at a KidMed Pediatric Urgent Care Center in the 4th/5th semester

Because illness or emergency situations occasionally make it impossible to attend clinical assignments, time missed up to 24 hours does not incur a penalty.

Time missed beyond 24 hours will impact the semester clinical grade as follows:

1. There is no penalty for time missed up to and including 24 hours.
2. 24 hours and 1 minute through 31 hours and 59 minutes of time missed, student incurs a drop of one letter grade (highest numeric value of letter grade) and a written letter of warning is placed in the student file.
3. 32 hours through 39 hours and 59 minutes of time missed, student incurs another drop of one letter grade (highest numeric value of letter grade) and a written letter stating probation for the remainder of the semester.
4. 40 hours or greater of time missed, the student will automatically earn a final grade of "F" for clinical.

**Clinical records are updated weekly; therefore student notification may be delayed, but does not nullify the incurred penalty.**

Please note that the attendance policy applies **regardless of the reason** for any short-term absences (2 consecutive clinical days or less).

Unusual or extraordinary circumstances which result in a long-term absence defined as more than 2 consecutive clinical days will be considered by the Dean on a case-by-case basis. **Students in this situation should contact the Program Coordinator Clinical Education Experience for guidance as soon as they know they will need a Clinical Leave. A Clinical Leave may not exceed 4 weeks. Refer to policy C13 Clinical Leave.**

### Planned absences:

Students that know in advance that they are unable to attend a clinical assignment (i.e., unable to reschedule an appointment), should complete and submit a Clinical Time Off Request via Trajecsys, at least one full clinical day prior to the day requesting off. The Program Coordinator Clinical Education Experience or designee will then approve or disapprove the request. Students can view the status of a Clinical Time Off Request through their Trajecsys account.

### Unplanned absences:

Students who are going to be absent from a clinical assignment and have not completed a Clinical Time Off Request and received approval, (i.e., woke up sick) must notify the School and the clinical site prior to the start time of the clinical assignment. Students must follow the procedure identified below:

#### 1. Affiliated Clinical Site

Students are required to call the clinical site and inform them of their absence and obtain the name of the person they informed.

#### 2. School via e-mail: [bsr-somiclinicalsite@bshsi.org](mailto:bsr-somiclinicalsite@bshsi.org)

Students are required to email the School and inform them of their full name, their absence, their clinical assignment location, and the name of person they informed at the clinical site.

### Leaving Early:

The only acceptable reasons for leaving early from a clinical assignment are an illness or emergency.

Students needing to leave for illness or an emergency, must follow the procedure identified below:

### 1. **Affiliated Clinical Site**

Students are required to notify a Clinical Preceptor or Supervisor at assigned clinical site that they need to leave early due to sickness or an emergency.

### 2. **School via e-mail: bsr-somiclinicalsite@bshsi.org**

Students are required to email the School and inform them of their full name, their need to leave early and reason why, their clinical assignment location, and the name of the person they informed at the clinical site.

Any other cause for early departure from the clinical assignment requires pre-approval from the School (see above for planned absences).

Failure to follow proper procedure for notifying the School or clinical site for both calling in or leaving early will result in an unexcused absence.

### **Sanctions for Unexcused Absence(s):**

Unexcused absences are accumulated for the entire length of program.

An unexcused absence has occurred when the student fails to notify the School and/or clinical site of an absence or leaving early according to the preceding absence or leaving early procedure. Occurrences remain a part of the student's permanent record throughout the entirety of the program.

1. First occurrence; a letter of warning.
2. Second occurrence; 5 point deduction from the final clinical grade and a written letter stating probation for the remainder of the semester in which the second violation occurred.
3. Third occurrence; student incurs a 2 day clinical suspension (time deducted), and a written letter.
4. Fourth occurrence; student automatically earns a final grade of "F" for the clinical course in the semester in which the violation occurred.

### **Tardiness:**

If a student arrives after the start time of their clinical assignment or arrives late from meal break, the time missed will be deducted from the 24 hour bank of time in increments of 15 minutes. Late arrival will also result in a documented tardy. Also, any missed punches will be treated as a tardy and subject to the sanctions below. Tardy incidents will be handled in this manner:

- **First and second tardy** incidents in one semester are documented.
- **Third tardy** incident in one semester will result in a written letter of warning.

- **Fourth tardy** incident in one semester will result in a drop of one letter grade (highest numeric value of letter grade) and a written letter of warning.
- **Fifth tardy** incident in one semester will result in automatically earning a final grade of "F" for the clinical course.

A student who is going to be late for a clinical assignment due to an unforeseen circumstance must:

1. Notify the clinical site by phone.
2. If circumstances change and the student determines they will not be able to attend clinical, the student must follow the procedure for an unplanned absence.

### **Perfect Clinical Attendance:**

Students that successfully complete 4 semesters without missing **any** clinical days may take a maximum of 9 clinical days off during the fifth semester only if the following criteria has been met: the student has missed less than one hour (60 minutes) of clinical time for all 4 semesters combined, completed all mandatory and elective clinical competencies, completed all required clinical assignments, is in "good standing" with the School (not on probation, nor has received remedial training), has maintained a clinical grade of "A" through the first 4 semesters and currently holds a clinical grade of "A".

A student that is called upon for military reserves and/or jury duty must provide documentation to the Dean in order for the absence(s) not to count against them.

### **Leave of Absence**

The School does not have a leave of absence for the didactic portion of the program. A student that requests a Clinical Leave must stay within all attendance guidelines assigned to the didactic courses. The attendance policy for didactic courses is outlined in course syllabi.

### **Clinical Leave**

**Clinical Leave:** A clinical leave allows the student to miss a portion of the clinical program due to special circumstances, and return into the program to continue their education. A clinical leave may be granted by the Dean or designee and is not subject to the grievance policy. A clinical leave may be requested for health or personal reasons.

**Scheduled Clinical Leave:** A scheduled clinical leave is used for known issues that will interfere with the normal progression of clinical education where the student will miss time from clinical longer than 2 consecutive clinical days. Advanced notification in the form of a written request for this leave is submitted for consideration. Not all clinical leave requests are approved. Any student granted a clinical leave must be willing to meet a rigorous schedule upon their return to complete the program requirements for graduation.

**Unscheduled Clinical Leave:** An unscheduled clinical leave is used for emergency situations that cause the student to miss clinical educational time, longer than 2 consecutive clinical days, where the student is unable to notify the Dean in advance. Once the request is granted, after notification, the student agrees in writing to meet all requirements established by the Dean before resuming clinical.

The agreed upon time frame for a clinical leave may be extended by the Dean for extenuating circumstances and with notification of the student.

The clinical leave may also result in a withdrawal from the program by the Dean, should the time frame exceed 4 weeks.

**Student Requirements for a Clinical Leave:** A student granted a clinical leave is required to make up all clinical time missed in excess of allotted clinical time off as outlined in the Clinical Attendance policy. The allotted time off is defined as the absences (missed time or hours) allowed before penalties occur (a drop in a letter grade). Make-up time will occur during School breaks only, (i.e. Spring Break, Fall Break). Make-up days are scheduled during the break periods by the School Program Coordinator Clinical Education Experience and make-up days will not occur on days that Bon Secours Health System recognizes as Holidays.

Any student granted a clinical leave will be ineligible for Perfect Clinical Attendance (see policy C14 Clinical Attendance on the School website under program policies at smhsomi.edu).

Students enrolled in the Bon Secours St. Mary's Hospital School of Medical Imaging must obtain a grade of C (80)\* or better in all courses for successful completion.

## Grading Scale

GRADE	MEANING	POINT VALUE	QUALITY POINTS PER CREDIT HOUR
A	Excellent	95-100	4
B	Above Average	89-94	3
C*	Average	80-88	2
D	Unsatisfactory	77-79	1
F	Failure	0-76	0
I	Incomplete		Not calculated in GPA
W	Withdrawal		Not calculated in GPA
WA	Administrative Withdrawal		Not calculated in GPA
AU	Audit (No credit)		Not calculated in GPA

\*Any final grade below a C (80) will have been peer reviewed by another School faculty member and documented prior to notifying the student.

## Dress Code

### Clinical

All students are to be in approved School uniform when in clinical. Refer to program policy C5 located on the website [smhsomi.edu](http://smhsomi.edu) under student Program Policies.

### Classroom

Students present in the School located at Windsor Business Park for any reason must be in professional medical scrub attire. Refer to program policy A5 located on the website [smhsomi.edu](http://smhsomi.edu) under Program Policies.

Failure to abide by the dress code will result in the student being sent home and an absence will be recorded for the classes and/or clinical time missed.

## Students with Disabilities

The School is committed to providing students with disabilities access to higher education through the delivery of reasonable accommodations as outlined under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, as amended.

The School's policies and procedures regarding students with disabilities are designed to ensure equal access to educational programs, services, and activities.

Refer to program policy G31 located on the website at [smhsomi.edu](http://smhsomi.edu).

## Transfer Credits

### Purpose:

The purpose of this policy is to establish transfer credit procedures for SOMI.

### Scope:

This policy applies to all SOMI students, faculty, and staff.

### Policy Details:

General education course requirements prior to enrollment in the professional program:

The School will accept transfer credits provided:

- The credits were earned at institutions accredited by agencies recognized by the United States Department of Education,
- Official transcripts are received in envelopes sealed by the issuing institution,

- Course content and credit was substantially similar to the required School course,
- A grade of "C" or above was achieved,
- Courses other than those listed in the curriculum may be approved for transfer credit by the Dean,
- Only courses taken while enrolled at the School are included in a student's GPA.
- Dual enrollment courses that meet the above criteria are accepted. An official transcript from the college that awarded the dual enrollment credit must be provided.

### Transfer Credits from a Radiologic Technology program:

Courses specific to Radiologic Technology will be accepted as transfer credits on a case-by-case basis. Courses must be from an accreditation agency accepted by the United States Department of Education and the American Registry of Radiologic Technologists (ARRT). Please refer to the ARRT website at: <https://www.arrt.org/partners/schoolseducators/accreditation> for a list of ARRT-approved accreditation mechanisms. All courses must have been completed within one year in order to be accepted as transfer.

Students must leave a Radiologic Technology program in good standing. The Dean will design the curriculum based on verification of course and clinical completions. Requirements listed below:

- Letter of reference from Program Director.
- Letter of reference from Clinical Preceptor/faculty member.
- Official college transcripts to confirm general education courses.
- Official transcripts from accredited Radiologic Technology program.
- Verification of clinical competencies completed.
- Course descriptions.
- Meet all admissions criteria.
- A minimum of 30% of Radiologic Technology courses must be completed at the Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) to receive an Associate of Applied Science degree in Radiologic Technology.

### Transferability of Credits earned at the School

Transferability of credits earned at the School of Medical Imaging is at the complete discretion of an institution to which the student may seek to transfer.

**Transfer credits:** In rare circumstances, SOMI will accept transfer credits from an alternate accredited Radiologic Technology program if the student achieved good academic standing and the transfer between institutions is complete within one calendar year. In such cases, these credit hours are not included in the calculation of GPA. Transfer credits completed at an alternate institution are included in the calculation of attempted credit hours, percentage of coursework completed and Maximum Time Frame.

No transfer credit will be awarded for the following:

- Experiential learning or life experiences.

### Credit through Examination

Transfer credit may be awarded for successfully completed College Level Examination Program (CLEP). Information on acceptable exams is available through the Admissions Office.

### International Credit

Credit from international post-secondary institutions may be awarded for applicable required courses. The applicant must send official transcripts to an approved agency to obtain a course-by-course evaluation. All fees for such service must be paid by the applicant. The agencies must be recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA). Official evaluations must be sent directly to the School. The School requires that any non-U.S. transcript or documentation issued be evaluated formally by a National Association of Credential Evaluation Services (NACES) agency. A list of NACES approved international transcript evaluation agencies can be found at [www.naces.org](http://www.naces.org).

The School does not offer advanced placement.

### Definitions:

**Credit hours** must be equal to the School's credit hours.

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

## Graduation Requirements

The following criteria must be met to receive an Associate of Applied Science degree in Radiologic Technology:

- Submit Intent to Graduate form to the Registrar's Office by the date published in the School's Academic Calendar.

- Complete all didactic and clinical course requirements of the curriculum with a minimum grade of C (80).
- Satisfy all clinical competency requirements of the School.
- Satisfy all financial obligations to the School.
- Return all items belonging to the School.
- Complete a student survey.
- Complete at least 30% of credit hours required for the degree through instruction offered by the School.
- Attend the graduation commencement ceremony unless a written request to be excused is approved by the Dean.

## Radiation Safety Policy & Procedures

The purpose of this policy is to promote the responsible use of radiation in the healthcare setting as well as, to promote proper radiation safety practices.

### Shielding

Students must shield ALL patients from unnecessary ionizing radiation to protect reproductive organs and/or bone marrow.

### Failure to Shield

Unless shielding would endanger the patient or obscure pertinent anatomy, failure to shield will result in disciplinary action.

Students that perform a competency without shielding during the exam or fail to provide protection for themselves, patient, or others through use of lead aprons, short exposure time, distance, and PMDs, will receive a failing grade.

### Radiation Protection

- Students are not to hold patients or an image receptor during an x-ray exposure.
- If a patient requires assistance during an x-ray examination to hold still, the person assisting the patient needs to be provided a lead shield.
- Lead aprons and thyroid shields are to be used during all departmental and portable fluoroscopy examinations.
- Students are to wear a lead apron regardless of the distance from primary beam.
- For all portable examinations, 2 lead aprons must be provided, one apron for the student and one apron

for the patient. All students must wear a full lead apron and maintain a six (6) foot distance from the primary beam when making the exposure.

- When wearing a lead apron, the Personnel Monitoring Device (PMD) is to be worn on the collar, outside the apron.
- All females (patients, caregivers, and/or parents) of childbearing age, are to be asked:  
“Is there any chance you could be pregnant, trying to get pregnant, or potentially pregnant?”, prior to producing radiation.
- A positive response or an unsure answer requires the student to report the response to a qualified Radiographer.

### Repeat Radiographs

Unsatisfactory radiographs shall be repeated ONLY in the presence of a qualified radiographer, regardless of the student’s level. Repeats must be documented in Trajecsys.

### Sanctions

Generally, disciplinary sanctions occur in the following sequence:

1. The first infraction will result in a written letter of warning that shall be provided to the student and filed in the student’s permanent record.
2. A second infraction of the same or different type will result in a two-day suspension. Any student who has been suspended shall remain on disciplinary probation for the remainder of the student’s enrollment at the School.
3. Following a suspension, any additional infractions (regardless of the infraction) warranting discipline will result in a case review as noted by the Dean. Following the case review the student may be dismissed from the program or further disciplinary action may be warranted. If the student is allowed to continue in the program, that student shall remain on disciplinary probation for the remainder of the program. Any further infractions will result in immediate dismissal.

### Personnel Monitoring Devices (PMDs)

PMDs are to be worn at the collar level and cannot be worn for employment.

Students that lose or misplace their PMD must report the loss to the Program Coordinator Clinical Education Experience and the School Radiation Safety Officer as soon as possible.

Students are not allowed in clinic without their PMD.

The PMD is due by the due date (located on the device). Failure to turn in PMDs on time will result in the student taking responsibility for returning it to the School Radiation Safety Officer as soon as possible and a potential clinical grade reduction. Students that are absent from class must turn in their PMD the first day back to school to the School Radiation Safety Officer.

### Radiation Dosimeter Reports

Radiation Dosimetry Reports are available quarterly and monitored by the School Radiation Safety Officer. Any unusual readings will be evaluated, and the student notified. Radiation Dosimeter Reports are permanently maintained by St. Mary’s Hospital Radiology Department.

### Pregnancy Policy

Students enrolled in the Bon Secours St. Mary’s Hospital School of Medical Imaging (SOMI) have the right to choose to declare or not declare pregnancy. If you choose to declare pregnancy, the declaration must be made in writing. The form for declaration may be obtained in the program office and a copy is found on the School website: [smhsomi.edu](http://smhsomi.edu).

A student who becomes pregnant during the program will have the following options:

- Voluntarily declare pregnancy to the program Radiation Safety Officer who will offer counseling on protection and monitoring methods for both the student and the fetus during the remainder of the pregnancy. Written notice is required.
- Request a Clinical Leave. Refer to policy C13 Clinical Leave.
- Voluntarily leave the program and apply for re-admission at a later date. Refer to policy G4 Re-admission (AAS).
- Choose not to declare.
- Continue in program without modification.
- A student who has chosen to declare pregnancy can choose to un-declare pregnancy at any time. Written notice is required.

Students will be required to adhere to standard radiation protection practices and monitoring methods.

Should an accepted applicant become pregnant before the start of School; the applicant shall have the option of delaying entry or follow one of the above listed options.

# FINANCIAL POLICIES & RESOURCES



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## Finance

The Chief Financial Officer (CFO) is responsible for management and oversight of Student Finance which includes the Business Office (Director of Finance, Bursar and Senior Accountant) and Financial Aid Office (Director of Financial Aid, Financial Aid Specialist and Financial Aid Counselor), in addition to the fiscal operations of SOMI. The Business Office and Financial Aid Office have segregation of duties; however, both are integral parts of the Student Account process. Navigating through the financial aspects of attending SOMI can be complex. The staff in the Business and Financial Aid Offices are available to serve and assist students (and in certain cases parents) throughout the entire SOMI student life cycle. Students are encouraged to reach out to finance staff with questions during operating hours: Monday through Friday 8:30 am – 4:30 pm by face-to-face on-campus appointment, video Zoom conference, email, or phone. All Finance staff contact information is provided at the end of this Section.

## Student Accounts

Students have a shared responsibility with respect to Student Accounts. Students are required to read and be familiar with FA7: Student Accounts policy which is located on the SOMI website under Program Policies. The Finance staff will (primarily) communicate with students electronically through CampusNexus, SOMI's Student Information System (SIS). Students are responsible for reviewing and responding to student communications in a timely manner. In addition, students should review the "My Finances" information contained in the CampusNexus – Student Portal on a regular basis.

Student Accounts are comprised of financial transactions for a particular student over the entire time period that a student is enrolled at SOMI. Prior to the completion of the Add/Drop Period, students will reference the Registration Bill, which is the preliminary, anticipated or pending transactions for a particular Semester prior to the final posting to the Student Ledger Card. The Student Ledger Card represents the final posted financial transactions over the entire duration that a student remains enrolled at SOMI. The Student Ledger Card is organized by Semesters. Components of the Registration Bill and Student Ledger Card include: Charges, Financial Aid, and payments.

- Charges include Tuition and Fees and other charges assessed by SOMI (such as Uniforms, Markers, Rad Tech Boot Camp, etc.).

- Financial Aid includes any source of financial funding used to offset Charges or Cost of Attendance (COA).
- Payments refer to any paid, posted, or disbursed payment transaction from a student, Third Party Payor or Financial Aid.

## Registration Bill

SOMI Registration Bills are available 30 days prior to the start of each Semester. The Registration Bill includes Charges based on Enrollment Status and (if applicable) Financial Aid and any remitted payments. When reviewing the Registration Bill prior to the start of the Semester, Charges will be in "pending" status and (if applicable) Financial Aid will be in "scheduled" status. It is the student's responsibility to review Registration Bills on the CampusNexus – Student Portal prior to the start of each Semester to ensure that all anticipated Financial Aid is scheduled. The "Reviewing Your Registration Bill" document can be located on the SOMI website. The Registration Bill is also used to identify the amount, if any, that is due from the student as payment.

## Charges

### Tuition & Fees

SOMI Tuition and Fees are assessed based upon the rates listed in the table below. Tuition represents charges incurred for academic instruction and support services and Fees represents charges for student learning resources, technology, campus activities, and graduation activities. SOMI's Tuition and Fee structure is consistently applied to in-state or out-of-state residency. SOMI reserves the right to make changes to the Tuition and Fee structure as needed. Any such changes will be communicated via email and announcements in CampusNexus - Student Portal.

### Other Charges

Students will incur Charges for Uniforms, Markers and Rad Tech Boot Camp on the Registration Bill (when applicable).

2022-23 TUITION & FEE RATES
\$230.00 Tuition (per credit hour)
\$ 40.00 Fee (per credit hour)
OTHER CHARGES (IF APPLICABLE)
\$ 120.00 Uniforms – 2 sets of Scrubs
\$ 40.00 Markers
\$ 190.00 Rad Tech Boot Camp

There are certain costs that students will incur that are not assessed within the SOMI Tuition and Fee or Other Charges structure. These other costs are included in Cost of Attendance. Cost of Attendance (COA) is the anticipated cost that a student may incur during an Academic Year to attend SOMI. COA includes costs for Tuition and Fees, Uniforms, background check, health screening, Trajecsyst, room and board, books and supplies, travel, and personal costs. Students should budget for these additional costs included in COA, but not directly assessed by SOMI.

- Books and school supplies
- Other academic program related supplies including, but not limited to, shoes, Trajecsyst, health screening
- Annual background check
- Transportation
- Academic program Technology requirements\*
- ARRT licensure examination upon completion of the academic program
- Extracurricular activities such as student organizations, community service events, etc. (not included in COA)

*\*Student technology requirements are outlined in policies G36 Computer Requirements and G36a Technology Requirements.*

## Bon Secours Mercy Health Employee Tuition Benefits

### BSMH / Guild Education Tuition Benefits Program – Direct Billing

Bon Secours Mercy Health system, as an employer, offers Tuition Benefits for those associates employed in PRN, Part-Time and Full-Time positions through its partnership with Guild Education. BSMH associates, attending SOMI Radiologic Technology programs have the opportunity to participate in the BSMH Tuition Benefit program, which provides associates with financial funding from BSMH to cover the cost of SOMI Tuition and Fees (less Grants and Scholarship funding) up to \$5,250 in any calendar year, for an eighteen (18) month work commitment at a BSMH facility post-graduation and ARRT licensure.

Participation in the BSMH Tuition Benefit Program allows SOMI to directly bill BSMH Human Resources (HR) for eligible Charges, preventing the student from having to remit payment to SOMI “out of pocket.” Full details of the BSMH Tuition Benefit program are further described

in BSMH Education Benefit Program policy, which can be located on the BSMH intranet site by clicking on the HR Service Now portal and searching by tuition (or education) benefits. For further information, associates may contact the BSMH Associates Service Center (ASC) by opening an HR Service Now ticket, calling 1-877-692-7780, or by scheduling an appointment with the Financial Aid Counselor.

Students who are participating in the BSMH Tuition Benefits program are required to apply for a Sponsorship Letter each Semester. Sponsorship Letter applications open forty-five (45) calendar days in advance of each Semester. Once the student receives the Sponsorship Letter, it must be submitted to the Bursar’s Office at [bsr-bursar@bshsi.org](mailto:bsr-bursar@bshsi.org) for processing. Once the BSMH Tuition Benefits are scheduled as Financial Aid on the student’s account, the student is responsible for reviewing the information contained on the Registration Bill in advance of each Semester.

## Payments

**\*\*Payment of Tuition and Fees is due in full by 12:00 pm on the Friday prior to the start of the Semester\*\***

It is the student’s responsibility to ensure that all payments or adequate Financial Aid is scheduled to cover all Charges by 12:00pm on the Friday prior to the start of each semester. SOMI does not offer payment plans and no exceptions will be made.

## Forms of Payment

SOMI accepts personal checks, cashier checks, money orders and credit cards. Personal checks, cashier checks and money orders are to be submitted to the SOMI Bursar via Bursar drop box located on the SOMI campus or mailed to SOMI Attn: Bursar 8550 Magellan Pkwy, Suite 700 Richmond, VA 23227. A fee of \$25.00 may be assessed to the Student Account for any check returned due to Non-Sufficient Funds (“NSF”). The preferred payment method is credit card (VISA, MasterCard, American Express and Discover) which can be submitted through the CampusNexus – Student Portal. Students are encouraged to confirm the transactional and daily limits imposed by their lenders prior to processing payment.

## Past Due Student Accounts

Any positive Student Account balance that results after student payment and/or Financial Aid is applied to Tuition and Fees in excess of \$1.00 at 12:01 pm on the

Friday prior to the start of the Semester is considered past due. Students with a past due Student Account balance will be contacted by the Bursar during the Add/Drop Period for resolution.

### During the Add/Drop Period

Students who elect to drop courses or withdraw during the Add/Drop Period are eligible for a Financial Refund of Tuition and Fees in accordance with FA5: Financial Refund policy.

### After the Add/Drop Period

**Students who have a Student Account balance at the end of the Add/Drop Period will be administratively removed from all courses within the current Semester and placed on a Bursar hold in the SIS. At that time, the student will be evaluated for a Financial Refund in accordance with FA5: Financial Refund policy. Once a student is administratively removed from all courses within a Semester, the student may not enroll for the duration of the Semester.**

If, after completion of the Add/Drop Period, a student becomes ineligible for scheduled or disbursed Financial Aid or becomes subject to a Financial Refund, payment of the resulting positive Student Account balance is due within two (2) business days of the posted transaction. Any positive Student Account balance for a period of sixty (60) calendar days or more, will be submitted to SOMI's external Collection Agency and may be subject to additional fees and penalties.

## Financial Aid

SOMI offers a wide array of Financial Aid to eligible applicants. The Financial Aid Office staff is dedicated to assisting students secure the most beneficial Financial Aid package. Examples of Financial Aid include, but are not limited to, Title IV Financial Aid, Scholarships, Third Party Payors, etc.

### FAFSA Submission

Students who intend to utilize any form of Financial Aid including, but not limited to, Title IV Financial Aid are required to submit the Free Application for Federal Student Aid (FAFSA) with the SOMI school code 023585. The FAFSA may be completed online at <https://studentaid.gov/h/apply-for-aid/fafsa>. For the 2022-23 Academic Year, the FAFSA may be submitted beginning October 1, 2021. Students are strongly encouraged to submit the FAFSA by March 1st for the upcoming

Academic Year to prevent delays in Financial Aid packaging and awards.

The Central Processing System (CPS) processes the FAFSA which results in two output documents: (1) Student Aid Report (SAR) which is distributed to the student and (2) Institutional Student Information Record (ISIR) which is distributed to SOMI. Students are responsible for reviewing information contained in the SAR. Any rejects or errors found on the SAR and ISIR must be resolved prior to awarding a complete Financial Aid package including Title IV Financial Aid.

### Financial Aid Awarding Principals

After receipt of the student's ISIR, the Financial Aid Office will determine the student's eligibility for all types of Financial Aid. The Financial Aid Office will determine the best financial package for each student based on a variety of factors including, but not limited to, ISIR information, eligibility for grants and Scholarships (which are not required to be repaid) and loans (which do require repayment).

The Financial Aid Counselor is available to assist students in determining the best Financial Aid package tailored to meet individual students' needs. Students are strongly encouraged to schedule an appointment with the Financial Aid Counselor to review financial information. The purpose of this role is to assist students with navigating the complexities and requirements of Financial Aid including, but not limited to, borrowing Federal Direct Loans.

When packaging Financial Aid, any grants, and Scholarships, which do not require repayment, will be automatically approved within the SIS. Students who wish to borrow Federal Direct Loans based on the amount needed to cover Tuition and Fees or who elect to borrow less than the annual Federal Direct Loan limits are required to complete the Request to Borrow Less Than Maximum Federal Student Loans form located on the SOMI website. Students who do not elect to submit the Request to Borrow Less Than Maximum Federal Student Loans will be initially packaged for maximum annual loan amounts (refer to the Appendix of the Finance section for further information). Students have the ability to accept or deny (any or all) Financial Aid packages in the CampusNexus Student Portal. In addition, the Financial Aid Office will communicate when Federal Direct Loans are disbursed to the Student Ledger Card. The Student Loan Notification document also has instructions for students who wish to cancel any, or all, Federal Direct Loans within fourteen (14) days of disbursement.

The Financial Aid Counselor and Financial Aid Office staff are always available to assist students with Financial Aid questions, comments, or concerns.

## Title IV Financial Aid

SOMI participates in the following Title IV programs: Federal Pell Grant, and Federal Direct Loans (Subsidized, Unsubsidized and Parent PLUS). Descriptions and definitions of these programs are contained in the Appendix to the Finance section. SOMI is required to maintain institutional eligibility to participate in Title IV programs. Additionally, SOMI must adhere to administrative capability requirements, general provisions and comply with all requirements contained in Title IV of the Higher Education Act of 1965, as amended (Title IV Regulations). Additional information is contained in FA1: Federal Financial Aid Programs and FA3: Federal Financial Aid Program Administration.

Additionally, students have many responsibilities as participants in Title IV programs. To participate in Title IV programs, students are first required to complete and submit the Free Application for Federal Student Aid (FAFSA) annually. When utilizing Federal Direct Loans, students are required to complete a Master Promissory Note and complete Entrance and Exit counseling per Title IV Regulations.

### Verification

Students who are selected for Verification (by the U.S. Department of Education or SOMI Financial Aid Office) are subject to the requirements as further outlined in FA3: Federal Financial Aid Verification and Conflicting Data policy. In such cases, the Financial Aid Office will notify the student and provide a list of all required documentation to be submitted, student responsibility for correction of information, method for submitting such documentation and consequences for failure to adhere to requirements and/or deadlines within the established time frame. Failure to meet Verification and Conflicting Data requirements will result in the loss of Title IV Financial Aid eligibility. In the event that correction(s) to the FAFSA are required and such a correction results in a change to Expected Family Contribution (EFC), the Financial Aid Office will recalculate Title IV Financial Aid eligibility and/or amount of Title IV Financial Aid award based on the revised EFC. In the event that the Financial Aid Office identifies conflicting data, resolution is required.

### Alternative/Private Loans

The Financial Aid Office recommends that Alternative/Private Loan options be considered only after all other Financial Aid resources are exhausted, which includes

Federal Direct Loans. Upon selection of an Alternative/Private Loan lender, the student is required to inform the Financial Aid Office. The Financial Aid Office does not endorse any lender and encourages students to thoroughly research all alternative lending options. The student is required to submit a Self-Certification Form to lenders. Students can explore Alternative/Private Loans on the web at <http://www.elmselect.com> for more information.

### Third-Party Payors

SOMI participates with several Third-Party payors such as VA529, EdAssist, Veteran Affairs and various employers. SOMI will invoice most Third-Party Payors on the student's behalf and apply the resulting payment to the Student Account. For Invest529 accounts, the student is responsible for requesting funds directly from the Third Party Payor. It is the student's responsibility to contact the Bursar, and in cases of Veteran Affairs benefits, the Director of Financial Aid, submit applicable documentation (i.e. voucher), and confirm that the proper Financial Aid award is scheduled thirty (30) calendar days prior to the start of each Semester.

### Veteran Education Benefits

Veterans, active service members, spouses and dependents may use benefits and/or Tuition Assistance programs offered by the Department of Veteran Affairs (VA) or related federal and state agencies. Upon enrollment, the student is responsible for submitting the VA Certificate of Eligibility to SOMI's School Certifying Official (SCO), who is the Director of Financial Aid. The SCO is responsible for completing the enrollment certification on a Semester by Semester basis after the Add/Drop Period is complete. Specific to Chapter 31 or 33 recipients, SOMI will not impose any penalty, including the assessment of late fees, denial of access to classes, libraries or other SOMI facilities, or require any covered individual to borrow additional funding or remit student payment due to the inability to meet financial obligations due to the delayed disbursement funding from the VA.

The Virginia State Approving Agency (SAA), is the approving authority of education and training programs for Virginia. Their office investigates complaints of GI Bill® beneficiaries. While most complaints should initially follow the school grievance policy, if the situation cannot be resolved at the school, the beneficiary should contact their office via email at [saa@dvs.virginia.gov](mailto:saa@dvs.virginia.gov).

## Book Advance Program

Per Title IV Regulations, SOMI offers a Book Advance Program in which eligible students who have Title IV Financial Aid scheduled in excess of Charges (Title IV Credit Balance), may receive a cash advance for the purpose of purchasing textbooks and supplies prior to the start of each Semester. The SOMI Financial Aid Office determines the amount of the Book Advance based on Semester of the student's academic program. In accordance with Title IV Regulations, Book Advances are issued no earlier than ten (10) calendar days prior to the start of the applicable Semester, and no later than seven (7) calendar days after the applicable Semester begins. The Book Advance is considered a financial obligation, is not considered additional funds, and is subject to eligibility requirements, and student responsibilities as further outlined in FA2: Book Advance policy.

Semester	Book Advance Amount
Semester 1	\$475
Semester 2	\$475
Semester 3	\$150
Semester 4	\$150
Semester 5	\$400

## Satisfactory Academic Progress (SAP) & Title IV Financial Aid

In accordance with Title IV Regulations, students must maintain Satisfactory Academic Progress (SAP) by meeting certain academic requirements in order to maintain Title IV Financial Aid eligibility. Procedures for the measurement and monitoring of SAP are contained in policy A8 Satisfactory Academic Progress (SAP). SAP requirements related to Title IV Financial Aid eligibility are more stringent than academic progression standards, which are defined in policy A2 Academic Progression. As such, a student may fail to meet SAP for Title IV Financial Aid eligibility and continue in "good standing" according to academic progression standards.

SAP is calculated within the SIS consistently for all students for all periods of enrollment at the end of every Semester. SAP measures academic progress towards the completion of the academic program in both qualitative and quantitative components.

**Qualitative Progress** — Cumulative Minimum GPA  
Students must maintain a Cumulative Minimum GPA of 2.0, equivalent to a "C".

**Quantitative Progress** (Maximum Time Frame) —  
Students are required to complete their academic

program within a reasonable time frame based upon the published program length.

- **Maximum Time Frame** — Title IV Regulations require institutions' SAP standards for determining eligibility for Title IV Financial Aid be as stringent or more stringent than its academic progress (progression) standards and require students to complete their academic program within 150% of the published program length. As further defined by policy A2 Academic Progression, SOMI's Academic Progression standards only allows students to fail and repeat one (1) course prior to Academic Dismissal. Due to SOMI's rigorous Academic Progression standards, SOMI's Maximum Time Frame, as measured in credit hours, is reached at 89 credit hours, or 107% of the published program length. ( $83 \text{ credit hours published program length} \times 107\% = 89 \text{ credit hours}$ ). The Maximum Time Frame allowable is reached upon 89 Credits Attempted or when it becomes mathematically impossible to complete the program with 107% of the Maximum Time Frame, whichever is sooner.
- **Pace of Completion** — represents the rate of progress (pace) at which students must advance through their academic program to ensure program completion within the Maximum Time Frame. Students must maintain a percentage of no less than 93% when dividing cumulative Credits Earned by cumulative Credits Attempted during all terms of enrollment. For the purposes of calculating SAP, all Credits Attempted are included, regardless of Title IV Financial Aid utilization during the term of enrollment.

## Impacts to SAP

The table below identifies how certain credits, course work and/or grades impact the student's Cumulative GPA (Qualitative Progress) and Maximum Time Frame (Quantitative Progress). Related policies as outlined in the Appendix should be referenced in conjunction with the table below. In the event that a grade change is effectuated within the SIS after the SAP calculation is performed for the applicable Semester, SAP will be recalculated.

SAP IMPACT	GPA	CREDITS EARNED	CREDITS ATTEMPTED
Transfer Credit	Not included	Included	Included
Incomplete Grade (“I”)	Not included*	Not included*	Included
Failing Grades (“D” or “F”)	Included	Not included	Included
Other Non-Punitive Grades (“W”, “WA”)	Not included	Not included	Included
Repeated/Remedial Course Work	Included	Included**	Included
Proficiency Credit (NLN, CLEP, etc.)	Not included	Included	Included
Non-Credit Course Work (audit)	Not included	Not included	Not included
Re-admission	Included	Included	Included

\* Not included until completion grade is received. Then SAP is recalculated.

\*\* Included upon receiving a grade of “C” or better.

## Failure to Meet SAP Requirements

Students who fail to meet SAP requirements, either Quantitative or Qualitative Progress, will be notified electronically via the SIS. In such an event, the communication will include Financial Aid Status and any impact to Title IV Financial Aid eligibility.

## Financial Aid Statuses

### Financial Aid Warning —

is assigned to students who fail to meet SAP requirements upon completion of a Semester for the subsequent Semester, not to exceed one term of enrollment. Students placed on Financial Aid Warning will continue to be eligible for Title IV Financial Aid during this one (1) semester.

### Financial Aid Suspension —

is assigned to students who have been placed on Financial Aid Warning and fail to meet SAP requirements in the subsequent Semester, thus failing to meet SAP requirements for two (2) consecutive terms of enrollment. Students placed on Financial Aid Suspension are no longer able to receive Title IV Financial Aid. The student will regain Title IV Financial Aid eligibility once the SAP requirements are achieved in the subsequent Semester.

SOMI does not allow for Title IV Financial Aid Appeals.

## Financial Refunds

SOMI provides financial refunds to students, which occur in a variety of scenarios. Most Financial Refunds are processed within forty-five (45) calendar days of the occurrence, except for certain Title IV Financial Aid scenarios, which may occur sooner. The full scope of

Financial Refund scenarios and information is contained in FA5: Financial Refunds policy.

## Enrollment Cancellation

In accordance with § 23.1-215 B of the Code of Virginia, an applicant who provides written notice of cancellation of enrollment within three (3) business days, excluding weekends and holidays, of executing the Enrollment Agreement is entitled to a Financial Refund of all monies paid, less the non-refundable \$50 application fee.

A request for enrollment cancellation more than three (3) business days after executing the Enrollment Agreement and making an initial payment, but prior to the first day of Semester in which the student is enrolled will result in a Financial Refund of all monies paid, less a maximum fee of 15% of charges indicated on the Registration Bill or \$100, whichever is less.

## Student Overpayment

In the event that a student remits payment (self-pay) in excess of charges of Tuition and Fees in a specific semester, a Financial Refund will be processed unless the student authorizes SOMI to hold the credit balance and apply it to future charges in a subsequent Semester.

## Withdrawal or Permanent Resignation

In the event that a student withdraws from a (or all) course(s) or permanently resigns from SOMI after completion of the Add/Drop Period, but prior to sixty (60) percent completion of the Semester, a Financial Refund of SOMI Tuition and Fees (Charges) will be made in accordance with the SOMI Charges Refund Schedule, as outlined below.

In cases of Withdrawal, students should reference G21: Student Withdrawal policy in conjunction with FA5: Financial Refunds policy. In the event that a

student ceases to attend classes for a period of fourteen (14) consecutive calendar days, the student may be determined as Unofficially Withdrawn. In such circumstances, SOMI will contact the student to determine whether the student intends to return to classes or permanently withdraw.

The percentage of a Semester completed is calculated by taking the number of completed calendar days up to and including the Date of Determination (DOD) divided by the total number of calendar days in the Semester, less any scheduled breaks of five (5) or more consecutive days.

### SOMI Charges Refund Schedule

PROPORTION OF SEMESTER COMPLETED AS OF THE DATE OF DETERMINATION (DOD)	% OF TUITION AND FEES TO REFUND
Less than 10%	90% Refund
10% up to but not including 20%	80% Refund
20% up to but not including 30%	60% Refund
30% up to but not including 40%	40% Refund
40% up to but not including 60%	20% Refund
60% or greater	No Refund

## Title IV Financial Aid

### Title IV Credit Balances

Title IV Credit Balances are created when a student receives Title IV Financial Aid in excess of Charges, thus creating a negative student account balance. A refund of Title IV Credit Balance, typically referred to as a Stipend, is processed as payment back to the student (or parent) within fourteen (14) calendar days of occurrence (i.e. the date that the Title IV financial aid funds were disbursed to the student account and applied to posted charges), in accordance with Federal Regulations. A student (or parent) may authorize SOMI to retain a Title IV Credit Balance and apply the credit balance to a future Semester within the same academic year. In such cases, a Title IV Credit Balance Authorization form must be submitted to the Bursar prior to the start of each Semester, as applicable.

A parent is the borrower under the Federal Direct Parent PLUS Loan program. As such any Title IV Credit Balance from a Federal Direct Parent PLUS Loan will be remitted to the parent, unless the parent authorizes SOMI to apply the credit balance to a future Semester within the same academic year or authorizes SOMI to remit payment to the student. In either situation, a Title IV Credit Balance Authorization form must be submitted to the Bursar prior to the start of each Semester, as applicable. The

Title IV Credit Balance Authorization form is published on the SOMI website.

### Return of Title IV (“R2T4”)

In certain cases of withdraw, if the student is eligible to receive, or has received (disbursed), Title IV Financial Aid, a Return to Title IV (“R2T4”) calculation must be performed in accordance with Federal Regulations to determine the amount of Title IV Financial Aid the student has earned and when applicable, the amount of Title IV Financial Aid that must be returned to the U.S. Department of Education (“ED”). Title IV funds are earned in direct proportion to the length of time that a student remains enrolled. Up through the 60% point during the period of enrollment (Semester) a pro-rated schedule is used to determine the amount of Title IV Financial Aid that the student has earned. Once 60% of the period of enrollment (Semester) is complete, 100% of Title IV Financial Aid is earned by the student and is not required to be returned. Within thirty (30) calendar days of the Date of Determination, the Financial Aid Director is required to complete the Treatment of Title IV Funds When a Student Withdraws from a Credit-Hour Program (“R2T4 Calculation”) worksheet, which identifies any Title IV funds that SOMI and/or the student is responsible for returning to the ED. In the event that Title IV funds are required to be returned, the R2T4 will be processed within forty-five (45) calendar days of the Date of Determination.

### R2T4 Refunds are made in the following order

- Federal Direct Unsubsidized Loans
- Federal Direct Subsidized Loans
- Federal Direct Parent PLUS Loans
- Federal Pell Grant

### Third Party Payors

In the event that SOMI has a written agreement with a Third Party Payor in which SOMI invoices the Third Party Payor directly on behalf of the student and the student subsequently withdraws from a course(s) or permanently resigns from SOMI, SOMI will process any related Financial Refunds to the Third Party Payor by the terms contained in the agreement.

## 1098-T Tuition Statement

The Form 1098-T is a statement that colleges and universities are required to issue to students who have reportable transactions within a calendar year. Students use the information contained in the 1098-T Tuition Statements to determine eligibility for certain Education Credits when preparing their annual tax return. Form 1098-T statements will be available to students electronically through the CampusNexus-Student Portal, or mailed, no later than January 31, each year. For questions regarding Form 1098-T statements, please contact the Senior Accountant or CFO.

### Timeline of Events

<b>1ST SEMESTER IN THE PROGRAM (NEW STUDENTS)</b>	
Schedule a Financial Aid Counseling session with the Financial Aid Counselor	60 days prior to start of Semester
BSMH Associates only participating in BSMH Tuition Benefits program, apply for Sponsorship Letter on BSMH Guild Education platform	45 days prior to start of Semester
BSMH Associates only participating in BSMH Tuition Benefits program, submit Sponsorship Letter to the Bursar's Office	30 days prior to start of the Semester
Submit W-9 and Direct Deposit Form to Bursar	30 days prior to start of Semester
Submit FERPA Release (if required)	30 days prior to start of Semester
<b>EACH SEMESTER IN THE PROGRAM</b>	
BSMH Associates only participating in BSMH Tuition Benefits program, apply for Sponsorship Letter on BSMH Guild Education platform	45 days prior to start of Semester
BSMH Associates only participating in BSMH Tuition Benefits program, submit Sponsorship Letter to the Bursar's Office	30-45 days prior to start of the Semester
Approve Financial Aid package/award letter	30-45 days prior to start of Semester/ academic year
Submit Third Party Payor information to Bursar (if applicable)	30 days prior to start of Semester
Review Registration Bill – Charges and anticipated Financial Aid	30 days prior to start of Semester
Submit Title IV Credit Balance Authorization form (if applicable)	30 days prior to start of Semester
Student Payment Due	12:00 pm Friday prior to first day of Semester
Charges are posted to Student Account (from pending)	First through tenth day of the Semester
Students are “dropped” from course(s) due to lack of attendance or past due student account balance	5:01 pm last day of Add/Drop
Third Party Payors are invoiced by Bursar	11-14 days after start of Semester
Title IV Financial Aid is posted (disbursed) to student account	14-21 days after start of Semester
Stipend/Refund processing	14 days after Title IV Financial Aid disbursement



## Student Checklist

FIRST SEMESTER ONLY (NEW STUDENTS)
Schedule Financial Aid Counseling session
Complete Master Promissory Note and Entrance Counseling (for those borrowing Federal Direct Loans)
W9 Submission to Bursar
Direct Deposit form submission to Bursar
BSMH Associates Only — <ul style="list-style-type: none"> <li>• apply for Sponsorship Letter on BSMH Guild Education platform (if participating in BSMH Tuition Benefits program)</li> <li>• submit Sponsorship Letter to Bursar (if participating in BSMH Tuition Benefits program)</li> </ul>
EACH SEMESTER (CONTINUING STUDENTS)
BSMH Associates Only — <ul style="list-style-type: none"> <li>• apply for Sponsorship Letter on BSMH Guild Education platform (if participating in BSMH Tuition Benefits program)</li> <li>• submit Sponsorship Letter to Bursar (if participating in BSMH Tuition Benefits program)</li> </ul>
FAFSA submission to U.S. Department of Education
Master Scholarship Application submission
Request to Borrow Less Than Maximum Federal Student Loans Form
Accept Financial Aid awards
Title IV Credit Balance Authorization form (if applicable)
Third Party Payor information submitted to Bursar (vouchers)

## The SOMI Finance Team

The SOMI Finance team is available to assist students through the financial aid and student accounts process. Students are encouraged to contact the Financial Aid Office for financial aid counseling sessions. Contact information is listed below.

### Contact Information:

#### Amy Pozza, Chief Financial Officer (CFO)

Phone: (804) 873-3511  
Email: amy\_pozza@bshsi.org

#### Financial Aid Office

Email: bsr-confinancial@bshsi.org

#### Kelley Florian, Director of Financial Aid

Phone: (804) 627-5350  
Email: kelley\_florian@bshsi.org

#### Jacqueline (Jackie) Runne, Financial Aid Specialist

Phone: (804) 627-5348  
Email: jacqueline\_runne@bshsi.org

#### Tate Sanchez, Financial Aid Counselor

Phone: (804) 627-5488  
Email: tate\_sanchez@bshsi.org

#### Business Office

bsr-bursar@bshsi.org

#### Faith Taylor, Director of Finance

Email: faith\_taylor@bshsi.org

#### Harris King, Bursar

Phone: (804) 627-5362  
Email: bsr-bursar@bshsi.org

#### Melanie Arcibal, Senior Accountant

Phone: (804) 627-5385  
Email: melanie\_arcibal@bshsi.org

## Appendix

### Definitions

**Academic Year** — the period of time, generally measured as the start of the fall Semester through the last date of final exams during the spring Semester.

**Add/Drop Period** — the period of time, generally measured as the start of each Semester through 11:59 p.m. on the tenth (10th) calendar day of each Semester in which students have the capability to add, or drop, courses from enrollment without financial penalty.

**Book Advance** — is a financial resource (advance payment) provided to eligible students in order to obtain or purchase books and supplies required by the academic program in advance of the applicable Semester and prior to disbursement of Title IV Financial Aid. Further information can be obtained in FA2: Book Advance policy.

**Central Processing System (CPS)** — is the U.S. Department of Education’s application data processing center. CPS uses student information from the FAFSA processors to calculate the student’s official EFC. CPS returns the student’s eligibility information to the student via the SAR and to the institution (SOMI) via the ISIR.

**Cost of Attendance (COA)** — is the anticipated cost that a student may incur during an Academic Year to attend SOMI. COA is required by Title IV Regulations and is used to determine a student’s eligibility for Title IV Financial Aid. COA typically includes costs for Tuition and Fees, room and board, books, supplies, travel, and personal costs. Room and board expenses refer to off-campus living expenses and is based on certain criteria determined by the ISIR, such as if the student lives at home with parents or relatives. Travel expenses refer to vehicle maintenance, insurance, gas, etc. Personal expenses refer to clothing, food, entertainment, and in some cases, dependent care. COA does not reflect the actual Charges that a student will incur. In certain circumstances, Professional Judgement may be exercised in adjusting COA; however, these instances are rare and require additional documentation. 2022–23 COA schedules are published on the SOMI website.

**Credits Attempted** — is the number of credits related to a course for which the student remains enrolled after the Add/Drop period has ended, regardless of completion or success within the course.

**Credits Earned** — is the number of credits related to a course for which the student remained enrolled after the Add/Drop period and completed with a passing grade of “C”, “P” or higher.

**Cumulative Grade Point Average (GPA)** — refers to overall GPA which includes dividing the number of quality points earned by Credits Attempted, as further defined in A1: Grading Policy.

**Enrollment Status** — is indicative of how many credits a student is enrolled in during a Semester and is used in calculating Financial Aid awards (when applicable). Full-Time (12+ credits), Three-Quarter Time (9-11 credits), Half-Time (6-8 credits) and Less Than Half-Time (less than 6 credits).

**Expected Family Contribution (“EFC”)** — The student’s EFC is calculated by the Central Processing System (“CPS”) and is located on the student’s SAR and SOMI ISIR. EFC is a critical part of determining the student’s eligibility for Financial Aid packaging. EFC is not the amount of money that a family will pay, nor is it the amount of Financial Aid that a student will receive.

**Federal Direct Loan Program** — offers financial assistance in the form of loans, which must be repaid with interest, to students who meet certain eligibility requirements. The Federal Direct Loan Program is comprised of Federal Direct Subsidized Loans, Federal Direct Unsubsidized Loans and Federal Direct Parent PLUS Loans.

**Federal Direct Parent PLUS Loan** — Parents of dependent students may apply for a Federal Direct Parent PLUS Loan to help pay their child’s education expenses as long as certain eligibility requirements are met. Eligibility requirements for Federal Direct Parent PLUS Loans include: (1) the parent borrower must be the student’s biological or adoptive parent. In some cases, the student’s stepparent may be eligible, (2) the student must be a dependent student who is enrolled at least half-time (6 credit hours per Semester), (3) generally a student is considered to be dependent if s/he is under 24 years of age, has no dependents of their own, is not married, is not a veteran or active duty member of the military, is not a graduate or professional degree student and is not a ward of the court, (4) the parent borrower must not have an adverse credit history (if a parent borrower does not pass the credit check, in certain circumstances additional actions may be taken), (5) student and parent must be U.S. citizens or eligible noncitizens, (6) student and parent must not be in default on any federal education loans, (7) student or parent must not owe an overpayment on a federal education grant and (8) student and parent must meet other general eligibility requirements for the federal student aid programs.

**Federal Direct Subsidized Loan** — is a Need-based loan that provides interest subsidy, in which interest does not

accrue on the principal amount of the loan until after the student completes his/her academic program. The Federal Direct Subsidized Loan is awarded based on Need determined from the ISIR and is subject to grade-level, dependency status, and annual and aggregate loan limit requirements. Students must be enrolled at least half-time (6 credit hours per semester) to be eligible for a Federal Direct Subsidized Loan. Academic Year 2022-23 Annual and Aggregate Federal Direct Subsidized and Unsubsidized Loan Limits are provided in the table below.

**Federal Direct Unsubsidized Loan** — is not based on Need. Interest begins accruing on a Federal Direct Unsubsidized Loan once the loan is disbursed to the student. Federal Direct Unsubsidized Loans are subject to grade-level, dependency status, and annual and aggregate loan limit requirements. Students must be enrolled at least half-time (6 credit hours per semester) to be eligible to receive a Federal Direct Unsubsidized Loan. Academic Year 2022-23 Annual and Aggregate Federal Direct Subsidized and Unsubsidized Loan Limits are provided in the table below.

**Federal Pell Grant** — is a grant that provides Need-based grants to low-income undergraduate and certain post-baccalaureate students to promote access to postsecondary education. Federal Pell Grants, unlike Federal Direct Loans, do not have to be repaid. Federal Pell Grant award amounts are dependent on the student's EFC, COA, Enrollment Status and whether the student attends for a full academic year or less. The 2022-23 maximum Federal Pell Grant award is \$6,895. Year-Round Pell is offered for students who meet eligibility requirements.

**Financial Aid** — any source of financial funding to defer a student's COA. Examples of Financial Aid may include, but are not limited to, Title IV Financial Aid (Federal Pell Grant, Federal Direct Subsidized Loan, Federal Direct Unsubsidized Loan, and Federal Direct Parent PLUS Loan), Scholarships, Third Party Payors, employer tuition benefit programs, etc.

**Financial Aid Status** — is a status assigned with respect to students' eligibility to access Title IV Financial Aid. Financial Aid Statuses include Financial Aid Warning, and Financial Aid Suspension.

**Financial Aid Suspension** — is the status assigned to students who have been placed on Financial Aid Warning and fail to meet SAP requirements in the subsequent Semester. Students placed on Financial Aid Suspension are not eligible to receive Title IV Financial Aid.

**Financial Aid Warning** — status assigned to a student who does not achieve a minimum cumulative GPA of 2.0 in all coursework or does not complete 93% of all Attempted Credits for a time period not to exceed one Semester.

**Financial Refund** — a financial return to students necessitated through a variety of situations. Related policy FA5: Financial Refunds should be reviewed in conjunction with FA7: Student Accounts.

**Free Application for Federal Student Aid (FAFSA)** — is an application completed by students (and parents) to apply for federal student aid.

**Grade Level** — Grade level is a component of the FAFSA and is directly related to the amount of Federal Direct Subsidized and Unsubsidized Loans that a student can borrow. It is critical that the student submit the correct Grade Level on the FAFSA. Grade levels are based on Academic Classification that includes the number of credit hours completed, including transferred credits. The Academic Classification table is located on page 19 of the School Catalog. For Financial Aid purposes a student cannot receive loan awards higher than sophomore grade level.

**Institutional Student Information Record (ISIR)** — is a summary of information from the student's FAFSA submitted to SOMI. ISIRs and SARs contain the same information in different formats.

**Maximum Time Frame** — is the measurement of maximum time, measured in credit hours (credits) that cannot exceed 107% of the published program length. SOMI's Maximum Time Frame is 89 credit hours (83 credit hours \* 107%).

**Need** — Need, sometimes referred to as Financial Need, is determined by Title IV Regulations as a student's COA less EFC. Need is the basis on which many Financial Aid awards are based.

**Semester** — or Payment Period, is the standard measurement of time in higher education used to group weeks of instructional time in the Academic Year. A Semester is generally referred to as a period of enrollment and includes fall, spring, and summer.

**Student Accounts** — collectively refers to a student specific record of all pending, scheduled or posted financial transactions over the duration of program enrollment. Student Accounts is generally referred to as transactions contained within the Registration Bill (generally pending or anticipated transactions) and Student Ledger Card (posted transactions).

**Student Aid Report (SAR)** — is a federal “output” document sent directly to the student from CPS summarizing a student’s application and eligibility status. SARs and ISIRs contain the same information in different formats.

**Title IV Credit Balance** — is created when the amount of Title IV Financial Aid disbursed to a Student Account exceeds charges for Tuition and Fees (or other allowable charges) during a specific Semester.

**Title IV Financial Aid** — is federal financial aid authorized by Title IV of the Higher Education Act of 1965, as amended. Title IV Financial Aid programs that SOMI participates in includes: Federal Pell Grant, and Federal Direct Loans (Subsidized, Unsubsidized and Parent PLUS).

**Title IV Regulations** — Title IV Financial Aid is subject to federal regulations contained in Title IV of the Higher Education Act of 1965, as amended. Specific federal regulations to Title IV Financial Aid are generally found in 34 CFR 668-690.

**Tuition and Fees** — represents charges incurred for academic instruction and support services (Tuition) and charges for student learning resources, technology, campus activities, and graduation activities (Fees).

**Verification** — Verification is a process in which the Department of Education or SOMI can select certain students to complete additional verification of information or certify accuracy of FAFSA information. SOMI’s verification procedures are further defined in FA4: Federal Financial Aid Verification and Conflicting Data policy.

**Annual Federal Direct Loan Limits**

Dependent Students (excluding students whose parents cannot obtain a Federal Direct Parent PLUS Loan)	Annual Base Amount may be all Subsidized, all Unsubsidized or a combination of both	Annual Unsubsidized Amount, above Base Amount	Annual Loan Limit
Freshman undergraduate	\$3,500	\$2,000	\$5,500
Sophomore undergraduate	\$4,500	\$2,000	\$6,500
Junior and Senior undergraduate	\$5,500	\$2,000	\$7,500
Independent Students (and Dependent students whose parents cannot obtain a Federal Direct Parent PLUS Loan)	Annual Base Amount may be all Subsidized, all Unsubsidized or a combination of both	Annual Unsubsidized Amount, above Base Amount	Annual Loan Limit
Freshman undergraduate	\$3,500	\$6,000	\$9,500
Sophomore undergraduate	\$4,500	\$6,000	\$10,500
Junior and Senior undergraduate	\$5,500	\$7,000	\$12,500

**Aggregate Federal Direct Loan Limits**

	Federal Direct Subsidized Loans	Federal Direct Combined Loans (Subsidized & Unsubsidized)
Dependent Students (excluding students whose parents cannot obtain a Federal Direct Parent PLUS Loan)	\$23,000	\$31,000
Independent Students (and Dependent students whose parents cannot obtain a Federal Direct Parent PLUS Loan)	\$23,000	\$57,500

# SAFETY, SECURITY & RESOURCES



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## Campus Security & Safety

Bon Secours St. Mary's Hospital School of Medical Imaging is committed to providing a secure and welcoming environment for students, faculty, staff, and visitors. SOMI shares a building/campus with BSMCON, and the campus is secured and only accessible through door access systems. All SOMI students are provided with a student ID and access badge, which allows students to enter the building during normal operating hours.

## Safety and Security Policies

School policies related to safety and security address issues that include, but are not limited to, emergency notifications, sexual misconduct, Title IX, voluntary confidential reporting, and weapons on campus. These policies may be accessed on the School website at [smhsomi.edu](http://smhsomi.edu), under policies.

## Voluntary Confidential Reporting

School Administration encourages anyone who is a victim or witness to any crime to promptly report the incident to the Dean of the School, Dean of Administration or a SOMI faculty member. SOMI personnel are all identified as campus security authorities, which is defined as persons who have the authority and the duty to take action or respond to particular issues on behalf of the institution. The purpose of a confidential report is to keep the matter confidential, but to also ensure campus safety and security. There is a link on the School website for confidential reporting.

## Restrooms

The School is committed to providing safe and accessible campus restrooms. All restrooms are in compliance with accessibility regulations in accordance with the Americans with Disabilities Act (ADA). Further, all restrooms on campus are designated gender inclusive, thus allowing individuals to utilize the restroom that corresponds with one's gender identity and expression.

## Housing, Transportation and Dining Services

The School does not provide residential facilities, transportation, or dining services. Students are responsible for their housing and transportation. The student lounge is equipped with refrigerators, microwaves, and vending machines. Customers should contact the receptionist for a refund if money is lost in the vending machines.

## Computer Requirements

Students enrolled in the Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) are required to have a personal laptop to bring to class daily. Students enrolled in SOMI are also required to have off-site printing capabilities. Computer and technology requirements can be found in this catalog and on the School website at [smhsomi.edu](http://smhsomi.edu), under policies.

## Technology Requirements for St. Mary's Hospital School of Medical Imaging

### Hardware Requirements

	Minimum Requirement	Recommended Configuration
Operating System	Windows 10 Or Mac OS 10.15 ("Catalina")	Windows 11 Or Mac OS 12 ("Monterey")
Memory	8 GB RAM	
CPU	Intel Core i3 Apple M1 AMD Ryzen 5	Intel Core i5 Apple M1 AMD Ryzen 7
Storage	192 GB (or more) Solid State Drive (SSD)	
Audio/Video	Camera*, Microphone, and Speakers <i>*Camera should be located ABOVE (not below) laptop screen.</i>	
Display	13" (or larger) with 1080 resolution	

Special Note: Chromebooks and other devices that do not run Windows or Mac OS do not meet requirements!

Suggested Laptops: Dell XPS 13, MacBook Air 13, Acer Swift 3 (2020/2021 model)

### Software Requirements

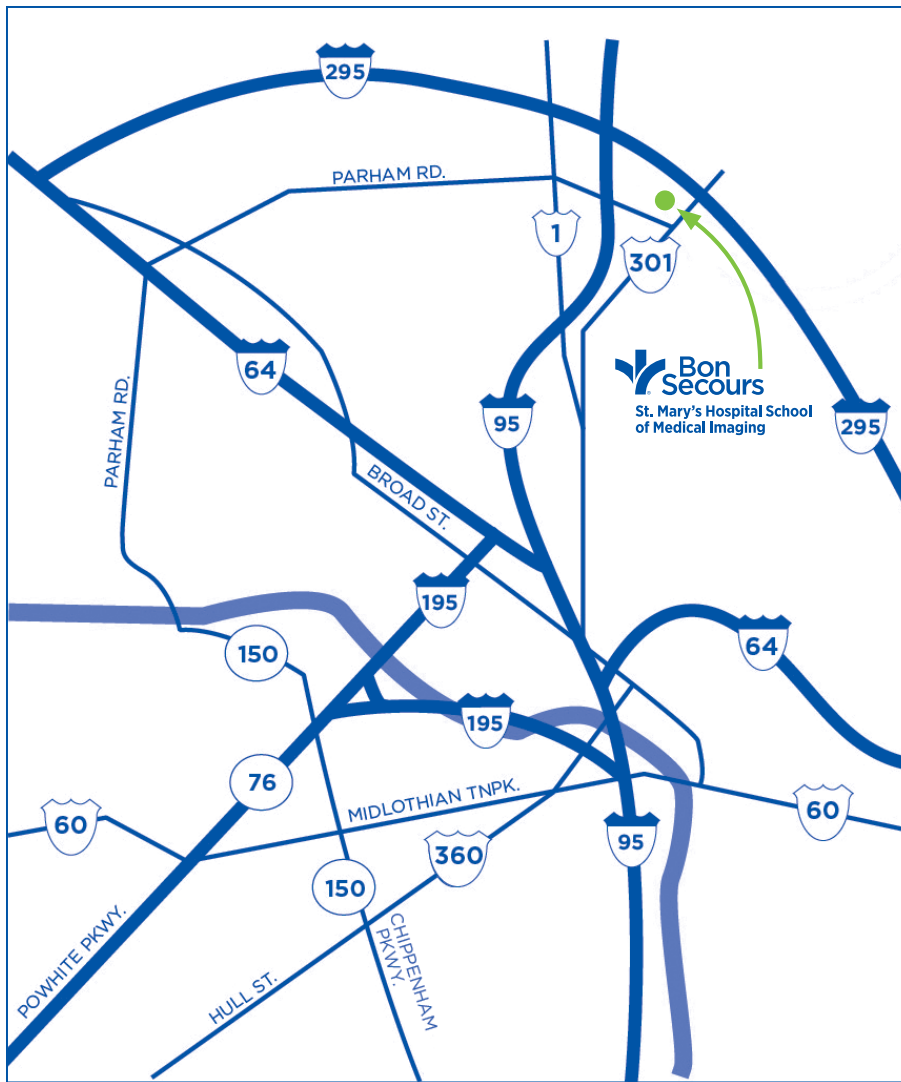
	Minimum Requirement	Recommended Configuration
Backup	Continuous backup of your documents and data to a destination outside your computer	<b>Windows:</b> Microsoft OneDrive* <i>*Provided by the College</i> <b>Mac:</b> iCloud backup service
Office	Microsoft Office 365 (provided by the College)	
Antivirus	Active/Current antivirus	Utilize the antivirus software already built into Windows ("Windows Defender") and MacOS
Browser	Chrome	
Adobe	Acrobat Reader	

### Other Technology Requirements

	Minimum Requirement	Recommended Configuration
Internet Access	5mbps <i>at home</i>	25mbps <i>at home</i>
Printer	Access to personal printer is required	

### Mandatory Learning Application Requirements

Trajecsys for clinical record keeping (Cloud-based online)
RadTechBootCamp (Video-based online)



## Directions

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

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

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

## Parking Guidelines

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

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



## Bon Secours St. Mary's Hospital School of Medical Imaging Radiologic Technology Program Scholarships

### **ASRT Foundation Scholarships**

help entry-level students and professionals get the support they need to achieve a successful, sustainable career and deliver safe, high-quality patient care.

(

**ASRT Foundation Scholarships**  
<https://foundation.asrt.org/what-we-do/scholarships>  
**Applications are due January 31**
)

### **Jerman-Cahoon Student Scholarship:**

Six scholarships of \$2,500 each are awarded annually to entry-level students in radiography, sonography, magnetic resonance or nuclear medicine.

### **Royce Osborn Minority Student Scholarship:**

Osborn Minority Student Scholarship. Five scholarships of \$4,000 each are awarded annually to assist minority students in an entry-level radiography, sonography, magnetic resonance, radiation therapy or nuclear medicine program.

### **VSRT Scholarship**

The purpose of this scholarship is to provide financial assistance to students enrolled in primary entry programs.

(

**Virginia Society of Radiologic Technologists**  
<http://www.vsert.org/scholarships>  
**Applications are due December 1**
)

### **Eligibility:**

- A VSRT member.
- Enrolled in an approved program of imaging or radiation sciences for no less than six (6) months.
- Students in the second year of an imaging or radiation sciences program must be planning on immediately continuing their education.

### **Awarding of the Scholarship:**

A maximum of \$2000 will be awarded annually based on the recommendations of the Scholarship Committee.

## Non-Academic Appeal Flowchart

### INITIATION OF APPEAL

The student has ten (10) business days from the time that they knew or should have known of the issue that is the subject of the grievance to send a formal letter/email detailing the issue and providing supporting information to the School personnel whose decision they are appealing and the desired outcome of the appeal. The personnel's administrative supervisor should be copied on the communication.

### LEVEL I

- The School personnel has ten (10) business days from the receipt of the appeal letter to schedule a meeting with the student to discuss the matter.
- Within five (5) business days after the meeting, the School personnel will provide a written letter outlining the decision of the meeting. A copy will be provided to the Dean of Student Affairs.

### LEVEL II

- The student may choose to appeal the Level I decision within five (5) business days of the decision being communicated by sending a letter outlining the case for the appeal, along with a copy of the Level 1 decision letter, to the School personnel's administrative supervisor.
- Within ten (10) business days from the receipt of the appeal letter, the administrative supervisor will investigate the matter and will schedule a meeting with both parties in an effort to resolve the matter.
- Within ten (10) business days after the meeting, the administrative supervisor will prepare a report of the disposition of the matter providing copies to both parties. A copy will be provided to the Dean of Student Affairs.

### LEVEL III

- Within five (5) business days of the communication of the Level II decision, the student may file a written appeal to the appropriate RHEI Leadership Team member with copies of the Level I and Level II decisions attached.
- Within ten (10) business days of the receipt of the appeal, the RHEI Leadership Team member will set a hearing date for all parties involved and the Student Grievance Committee. This meeting will occur within thirty (30) business days of the receipt of the appeal.
- Within ten (10) business days of the hearing, an official letter including the final determined outcome will be prepared by the RHEI Leadership Team member and sent to all parties.

Students should refer to Policy G27 Appeal Process for Non-Academic Grievances for more detailed information regarding non-academic grievances to include guidance on peer observers.

## Student Conduct Flowchart

### LEVEL I

- Within three (3) business days of becoming aware of the suspected violation, a faculty or staff member will investigate the allegation and meet with the involved student(s) individually to outline the allegation, allow the student(s) to provide their understanding of the incident(s), and discuss potential sanctions.
- Within three (3) business days of meeting with the involved student(s) the faculty/staff member will document the allegation, subsequent investigation, and student meeting, including potential sanctions discussed, in a written report. The written report will be sent to the involved student(s) as well as to the Dean of Academic Affairs and will constitute a written warning. A copy of the report should also be sent to the Dean of Student Affairs.



### LEVEL II

- The involved student(s) may file a written appeal of the Level 1 decision within five (5) business days of the written report being communicated. The appeal should be sent to the Dean of Academic Affairs and should include the Level 1 written report.
- Upon receipt of the appeal, the Dean of Academic Affairs will review documentation related to the situation and meet with involved parties to determine the appropriate sanction, if any, to be implemented. No later than five (5) business days from the receipt of the appeal, the Dean of Academic Affairs will send a letter to the student(s) of their decision. A copy of the letter will also be sent to the Dean of Student Affairs.



### LEVEL III

- The involved student(s) may file a written appeal of the decision of the Dean of Academic Affairs and any sanctions applied within five (5) business days of the written letter being communicated. The appeal should be sent to the Dean of Student Affairs and should include the written report from Level 1 and the letter from the Dean of Academic Affairs.
- The Dean of Student Affairs will review all documentation related to the situation and meet with the involved parties. No later than ten (10) business days from the receipt of the appeal, the Dean of Student Affairs will send a letter to the student(s) of their decision.
- This decision is final and may not be appealed. The letter is entered into the student's official record and retained according to the record retention policy.

Students should refer to policy G24 Student Conduct – Rights & Responsibilities for more detailed information.

## Administrative Offices

Through a purchased services agreement with Richmond Higher Education Institutions (RHEI).

### Office of the Dean, Administration

#### Dr. Benjamin Djeukeng, Dean

The Office of Administration provides oversight in areas of accreditation and regulatory compliance, institutional effectiveness, safety, and physical plant operation. It is the College's point of contact in relationships with accrediting, regulatory, governmental, educational, and professional organizations of importance to the College. The Office of Administration also oversees the development, implementation, and monitoring of a planning and institutional effectiveness program at the College as well as the safe, effective, and efficient operation of College facilities.

### Office of the Dean, Student Affairs

#### Dr. Leslie Winston, Dean

This office provides oversight for support services and resources for student success. Students with questions regarding the following areas: academic support, career counseling, student access and accommodation services, student conduct, non-academic grievances, graduation, student organizations, and student welfare, fall under this office.

### Office of Enrollment Services

#### Dr. Carrie Newcomb, Associate Dean

Enrollment Services strategically works to attract, enroll, and retain high quality students who share the calling to serve, those who consider caring to be a calling and a ministry inclusive of all people. The office is comprised of three departments: Admissions, Marketing and Records and Registration.

### Office of Finance

#### Amy Pozza, Chief Financial Officer

The Office of Finance consists of the areas of financial/business affairs, student accounts and financial aid. The Office of Financial Aid, senior staff accountant, and the College bursar comprise this office.

### Center for Student Success

#### Lydia (Dia) Lisner, Director of Student Success

The mission of the Center for Student Success is to provide academic support, connect students with resources, help meet students' educational goals, and encourage academic achievement and excellence. This office offers support with: academic success advising, academic counseling, career counseling, accommodations, and free Peer Academic Support Service — PASS (tutoring).

### The Clinical Simulation and Learning Center (CSLC)

#### Holly L. Pugh, Dean

The Clinical Simulation & Learning Center's mission is to provide high quality service and education in a respectful learning environment. The CSLC consists of simulation technicians who provide support, maintenance, and programming of simulation equipment, and simulation faculty dedicated to teaching students utilizing simulation based learning as well as faculty in the development of simulation skills.

### The Library and Learning Commons

#### Tina Metzger, Librarian

The School Library is located within the Learning Commons. It serves the overall health care information needs of our students, faculty, and staff, and supports the curriculum objectives of the School.

### Information Technology (IT) Department

#### Jason E. Smith, Director of IT

The Information Technology department advances the College as a leader in technology for learning, teaching, research and administration. It provides secure and accessible technology and service to students, faculty and staff. The department manages the student information system, the learning management system (Blackboard), the student productivity suite (Office 365) and other systems. It provides on-premise and on-call support for technology issues.

## Personnel, Administration & Staff

### Jody Crane

*Campus Director and Dean of Academic Affairs*

**Degree and Institution:**

MA Ed, Virginia Polytechnic Institute and State University

### Delaney Penney

*Program Coordinator*

**Degree and Institution:**

BSRS, Virginia Commonwealth University

### Joyce Hawkins

*Medical Imaging Instructor*

**Degree and Institution:**

BSRS, Virginia Commonwealth University

### Robert Pelter

*Program Coordinator Clinical Education Experience*

**Degree and Institution:**

MBA, American InterContinental University

### Debra Pollard

*Medical Imaging Instructor*

**Degree and Institution:**

PhD, Northcentral University

### Emily Setelin

*Medical Imaging Instructor*

**Degree and Institution:**

BSMI, Mercy College of Ohio

### Bridget Winkler

*Clinical Preceptor*

**Degree and Institution:**

AAS in Radiation Sciences,  
Southside College of Health Sciences  
BA, Christopher Newport University

### Ashley Zimmer

*Medical Imaging Instructor*

**Degree and Institution:**

MPH, Liberty University





**Bon Secours**

St. Mary's Hospital School  
of Medical Imaging



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Certified to operate by the State Council of Higher Education for Virginia.

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