

POLICY A9 Add/Drop

Policy Name: Add/Drop
Policy Category & Number: A9
Person Responsible: Program Coordinator
Approved by: Dean
Effective Date: April 22, 2022
Version: 2.0
Policy Status: Approved

- I. Policy:
It is the policy of Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) to provide students a time period to which they can add or drop courses from enrollment with a 100% refund for that term (semester).
- II. Purpose:
The purpose of this policy is to define the Add/Drop period for all students enrolled in the Radiologic Technology program.
- III. Scope:
This policy applies to all students enrolled in SOMI.
- IV. Policy Details:
Students enrolled in SOMI are provided an Add/Drop period of ten (10) calendar days at the beginning of each semester to add or drop courses from enrollment without financial penalty. See academic calendar.
- V. Definitions:
Add/Drop period: Ten (10) calendar days.
Term: Semester.
- VI. Attachments:
N/A
- VII. Related Policies:
None
- VIII. Disclaimers:

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- a. 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.

IX. Version Control:

Version	Date	Description	Prepared by
2.0	4/22/2022	Revisions	Dean