

**Policy Name:** Changes of Curricula, Courses, Catalog, and/or Semester Schedule  
**Policy Number:** ADM 2.04  
**Title of Policy Owner:** Campus Director & Dean of Academic Affairs  
**Policy Type:** RHEI/Shared Services BSMCON SCHS SOMI  
**Approved by:** RHEI Leadership Team  
**Effective Date:** 6/7/2023  
**Version:** 1.2  
**Policy Status:** Approved

### **I. Policy**

It is the policy of Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) to make changes in curricula, courses, catalog, and/or semester schedule.

### **II. Purpose**

The purpose of this policy is to provide students of SOMI with the guidelines related to changes in curricula, courses, catalog, and/or semester schedule

### **III. Scope**

This policy applies to all students of SOMI.

### **IV. Definitions**

Academic Calendar (BOLD) – The School academic year is defined as two standard terms (Fall, Spring) of 15 weeks plus a final examination period. A Summer term is defined as 8 weeks inclusive of the final examination period.

### **V. Policy Details**

The School reserves the right to make appropriate changes without notice in any information, to include procedures, policies, calendars, requirements, programs, courses offerings and schedules, curricula, financial aid and fees, as published in the catalog, website, and in other communications.

The catalog, website, and other communications are intended for informational purposes only and do not constitute a legal obligation of any kind between the School and any person or entity. While every effort is made to provide accurate and timely information, the School cannot and does not guarantee or warranty that the information is correct, complete, or up to date. The catalog that determines the curricular requirements for a degree is the catalog that is in effect at the time of a student's admission to SOMI. Students whose enrollment is interrupted for two consecutive regular semesters or who fail a didactic course must use the catalog in effect at the time of re-entry or program change. The School will make a reasonable effort to honor the statement of curricular requirements in the chosen issue of the catalog. However, because courses and programs are sometimes discontinued and requirements are changed as a result of actions by accrediting associations and

other external agencies, the School, having sole discretion, shall make the final determination whether degree requirements are met. The School reserves the right to cancel or discontinue any courses as a result of low enrollment or for other reasons deemed necessary. In order to assure quality instruction, the School reserves the right to close registration when maximum enrollment has been reached. The School reserves the right to make changes in schedules and/or faculty when necessary.

**VI. Attachments**

N/A

**VII. Related Policies**

None

**VIII. Disclaimers**

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
1.0	8/1/2009	Initial Policy	CDDAA
1.1	4/13/2002	New Programs & Revisions	CDDAA
1.2	8/1/2023	New Template	CDDAA