

**Policy Name:** Student Access and Accommodation Services  
**Policy Number:** ADM 3.03  
**Title of Policy Owner:** Dean of Student Affairs  
**Policy Type:** RHEI/Shared Services BSMCON SCHS SOMI  
**Approved by:** RHEI Leadership Team  
**Effective Date:** 6/8/2023  
**Version:** 2.1  
**Policy Status:** Approved

## I. Policy

Student Access and Accommodation Services.

## II. Purpose

The purpose of this policy is to provide for equal access, Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) is committed to making individuals with disabilities full participants in its programs, services, and activities through compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, as amended.

## III. Scope

All students, faculty, and staff at SOMI are responsible for the implementation of this policy and adherence to the principles of equal access.

## IV. Definitions

Disability – a physical or mental impairment that substantially limits an individual from performing one or more major life activities, as defined by law.

Essential Technical Standards for Medical Imaging Students – the basic duties that a student must be able to perform, with or without reasonable accommodation. (See policy ACA 1.02)

Interactive process – a formal or informal discussion between the student seeking an accommodation and the Assistant Director, Student Success to clarify what the individual needs and identify the appropriate reasonable accommodation.

Qualified individual – an individual who, with or without reasonable accommodation, can perform the essential technical standards of the academic program. (See policy ACA 1.02)

Reasonable accommodation – an adaptation to a program or service that allows a student with a disability to have equal opportunity to participate in and benefit from the program or service and to perform the essential technical standards, but that does not place undue hardship on the institution.

**SAAS – Student Access and Accommodation Services**

Undue hardship – the accommodation would be too difficult or too expensive to provide in light of the institution’s size, financial resources, or represents a fundamental alteration to the curriculum.

**V. Policy Details**

SOMI will provide reasonable accommodations to qualified students to fulfill the requirements of the program. Students, faculty, and staff are required to utilize this policy and its procedures in order to request, authorize, and/or implement reasonable accommodations. A student’s failure to comply with the policy and supplemental procedures may result in the denial of services.

Although students are encouraged to identify their needs as early as possible, students have the right to request accommodations at any time during their enrollment.

Because students with similar accommodations may not equally benefit from the same auxiliary aid or service, SOMI will analyze each request on a case-by-case basis within the specific context of the activity in which the student plans to participate. SOMI has the right to select among equally effective methods of accommodating a student with a disability. SOMI also has the right to refuse an accommodation based on undue hardship to the School.

Accommodation requests and services are not retroactive, and therefore requests for accommodations should be made in a timely manner.

**VI. Attachments**

N/A

**VII. Related Policies**

ACA 1.02 Essential Technical Standards  
ACA 2.01 SOMI Admissions Requirements

**VIII. 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.

**IX. Version Control**

Version	Date	Description	Prepared by
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1.0	3/13/2017	Initial Policy	CDDAA
1.1	12/28/2021	New Template & Revisions	CDDAA
2.0	6/8/2022	Revisions	CDDAA
2.1	8/1/2023	New Template	CDDAA