

## **POLICY G13 Changes of Curricula, Courses, Catalog, and/or Semester Schedule (Certificate)**

---

Policy Name: Changes of Curricula, Courses, Catalog, and/or Semester Schedule  
Policy Category & Number: G13  
Person Responsible: Program Coordinator  
Approved by: Dean  
Effective Date: April 13, 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 make changes in curricula, courses, catalog, and/or semester schedule.
  
- II. Purpose:  
The purpose of the is policy is to provide students 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. 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 certificate 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

## POLICY G13 Changes of Curricula, Courses, Catalog, and/or Semester Schedule (Certificate)

---

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.

V. Definitions:

**Academic Calendar** – The School academic year is delivered in four standard semesters (Fall, Spring, Summer, and Fall) of 15 weeks plus a final examination period. A final Spring term is defined as 8 weeks.

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	5/5/2021	Revisions	Dean

## **POLICY G13 Changes of Curricula, Courses, Catalog, and/or Semester Schedule (Certificate)**

---

2.0	4/13/2022	New Template & Revisions	Dean
-----	-----------	--------------------------	------