

POLICY G1 Establishing and Maintaining School Policies

Policy Name: Establishing and Maintaining School Policies
 Policy Category & Number: G1
 Person Responsible: Program Coordinator
 Approved by: Dean
 Effective Date: March 4, 2022
 Version: 2.0
 Policy Status: Approved

- I. Policy:
 The policies and procedures of the Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) are the means by which the School establishes its standard business practices. SOMI will follow all policies of its sponsoring institution, Bon Secours St. Mary's Hospital. The SOMI policies further clarify those business practices that are unique to the School.

- II. Purpose:
 The purpose of this policy is to establish a uniform method for creating or changing policies and procedures unique to SOMI.

- III. Scope:
 This policy applies to all students enrolled in SOMI.

- IV. Policy Details:
Procedure
 1. The policy owner, as identified below, will initiate all revisions.

General	Program Coordinator
Academic	Program Coordinator
Clinical	Program Coordinator Clinical Education Experience & Radiation Safety Officer
Financial Aid/Finance	Chief Financial Officer
Safety	Safety Coordinator

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2. Once the policy owner makes necessary policy revisions, policies are sent to Dean for approval.
 3. Once approval is obtained from Dean, faculty meeting is called to review policy revisions.
 4. Student policy handbook and website are updated as necessary.
 5. Entire process completed annually, with deadline of August 1st.
- V. Definitions:
- Policies** – policies are statement of management philosophy and directions established to provide direction and assistance to the campus community in the conduct of the affairs of SOMI.
- Procedures** – procedures are statements that prescribe specific actions to be taken to conform to established polices, allowing for the orderly implementation of those policies.
- 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	5/5/2020	New Template & Revisions	Dean
2.0	3/4/2022	Revisions	Dean