

POLICY G34 Graduate Attestation

Policy Name: Graduate Attestation
Policy Category & Number: G34
Person Responsible: Program Coordinator
Approved by: Dean
Effective Date: May 20, 2022
Version: 1.0
Policy Status: Approved

- I. Policy:
It is the policy of Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) to obtain employment verification.
- II. Purpose:
The purpose of this policy is to establish the procedure to verify employment status.
- III. Scope:
This policy applies to the entire SOMI community: faculty, staff, students, and visitors.
- IV. Policy Details:
In the final semester of the program, students enrolled in the Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) are required to submit a student attestation form, attesting to their employment status. The Office of Career Services receives the student attestation form and verifies employment status no earlier than 15 days after employment. Verification is conducted by the Career Services staff and may involve direct phone calls and/or emails to employers, as well as use of third-party verification services where necessary. Attestation and verification documentation are stored electronically in the student information system (SIS).
- V. Definitions:
None
- VI. Attachments:
N/A

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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	5/20/2022	New Template & Revisions	Dean