Welcome to Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI). We are delighted you chose our school to pursue your education. Our Radiography program exceeds expectations, as shown by our unsurpassed American Registry of Radiologic Technologist's (ARRT) examination pass rates on the first attempt, a proud distinction of excellence. As a SOMI student, you will be involved in intense coursework, simulation labs, and clinical experiences while building personal and professional relationships that will last a lifetime. The School emphasizes life-long learning and provides students the opportunity to experience advanced modalities within the Medical Imaging profession.

We are here to guide you through this journey. Our talented faculty and staff maintain an unwavering commitment to delivering a rigorous, high-quality, student-centered education. Our school is equally committed to maintaining a warm and supportive learning environment for its diverse student body. As you progress through the program, the information in this catalog will be vital. Please read and use this document as a reference. When policies and/or guidelines are added or modified, updates will appear on the School webiste at: www.mysomi.org, under Program Policies. Best wishes for a successful and memorable 18 months ahead.

Jody D. Crane, M.A.Ed., R.T. (R), (BD)
Director/Dean

Bon Secours St. Mary’s Hospital School of Medical Imaging

Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) is an equal opportunity education institution. The school does not discriminate based on race, color, religion, age, marital status, national origin, gender, sexual orientation, military veteran status or disability in the administration of its educational policies, admissions policies, scholarship and loan programs, or other School administered programs. The contents of the School Catalog do not create a contract, nor do they constitute a guarantee of continued enrollment at the school. The School reserves the right to modify, amend, or delete statements and to make changes to the Catalog, curriculum, calendar, financial aid, and School policies as deemed necessary. Policies are available via the school website, www.mysomi.org. Each student is expected to abide by the information contained in the Catalog. Failure to read the Catalog will not excuse the student from accountability.

Effective 2018-2019 academic year.

Bon Secours Richmond Health System Board

The Bon Secours Richmond Health System Board is a combined board that governs and has oversight (either directly or indirectly) for the activities of BSRHS, as well as its five acute care hospitals, ambulatory facilities and Bon Secours Richmond Medical Group. St. Mary’s Hospital School of Medical Imaging is a division of Bon Secours St. Mary’s Hospital, which is one of the hospitals in the Richmond Health System.
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### Telephone Numbers

**Emergency**  
(Note: Dial 9 first to get an outside line)
- Ambulance Service  
- Fire Department  
- Police, emergency

**SOMI Operations Coordinator**  
804-627-5408

**Financial Aid Director**  
804-627-5350

**Director/Dean**  
804-627-5307

**Non-Emergency & Security Police (non-emergency)**  
804-501-5000

**Poison Control**  
800-552-6337

**Security, Windsor**  
804-335-7901

**Security, Memorial Regional Medical Center**  
804-764-6026

**Windsor Property Manager**  
804-264-8005

**Windsor, BSMCON Building Coordinator**  
804-627-5388

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### Alerts

The School in conjunction with Bon Secours Memorial College of Nursing (BSMCON) has implemented a broadcast alert and notification system as part of its safety plan. The Vice President/Provost, Deans, and Building Coordinator for BSMCON have been assigned system access to broadcast text message alerts. In case of an emergency, a BSMCON Administrator will contact all employees and students via text message and email with an appropriate alert. Students must activate the text messaging option on the Update Bio link in their information system account. Students who do not have a cell phone or who do not request text message alert activation shall assume full responsibility for obtaining information regarding school closures and related actions via other modes of communication.

### Closings/Delayed Openings

Students should exercise common sense and good judgment in determining their ability to travel safely during inclement weather. The School of Medical Imaging follows the College of Nursing procedures for closings and delays.

Students must check for an announcement of a delayed opening, early closure, or cancellation on the following: Blackboard (Learning Management System), College main desk at: 804-627-5300 or SOMI office at: 804-627-5408, Channel 12 NBC TV, Channel 8 WRIC, Channel 6 WTVR, and text message alerts.

Students are responsible for attending all classes and clinical experiences at the School. During inclement weather conditions, however, SOMI classes or clinical rotations may be cancelled.

### Programmatic Accreditation

Bon Secours St. Mary’s Hospital School of Medical Imaging meets the requirements established by the Joint Review Committee on Education in Radiologic Technology (JRCERT), as recognized by the U.S. Department of Education.

The program’s latest Self-Study documents and Accreditation Certificate are available for review.

Information on the JRCERT can be viewed at [www.JRCERT.org](http://www.JRCERT.org).

or contact information:
- 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182
- Phone: (312) 704-5300 • Fax: (312) 704-5304 • mail@jrcert.org

### Certification

Bon Secours St. Mary’s Hospital School of Medical Imaging is certified to operate in the Commonwealth of Virginia by the State Council of Higher Education for Virginia (SCHEV). Information on SCHEV can be obtained at [www.schev.edu](http://www.schev.edu) or via contact information below:

- 101 N. 14th Street, 10TH FL  
  James Monroe Bldg, Richmond, VA 23219-3659  
  Phone: (804) 225-2600 • E-mail: communications@schev.edu
**The Mission of Bon Secours Health System**

The Mission of Bon Secours Health System is to bring compassion to health care and to be Good Help to Those in Need®, especially those who are poor and dying.

As a System of caregivers, we commit ourselves to help bring people and communities to health and wholeness as part of the healing ministry of Jesus Christ and the Catholic Church.

**Bon Secours Values**

<table>
<thead>
<tr>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Respect</td>
<td>Respect is our commitment to treat all people well. It is based on our belief that each person has equal dignity because each individual “is made in the image and likeness of God.” We promote self-respect and mutual respect and trust among all the members of the Bon Secours team.</td>
</tr>
<tr>
<td>Stewardship</td>
<td>Justice is the value that supports and protects the rights of all people. It characterizes what we desire in our relationship to those we serve and our co-workers. It promotes the right to have needs met and in a manner consistent with dignity; and it supports and protects the rights of the individual to participate in decision making regarding their care.</td>
</tr>
<tr>
<td>Innovation</td>
<td>Integrity implies a highly-developed sense of ethical behavior, consistent with that expected of an individual or organization with great moral character. Integrity is having our actions in harmony with our thoughts, feelings, and values. This integration of behavior with thoughts, feelings, and values applies to each of us as individuals as well as collectively as an organization.</td>
</tr>
<tr>
<td>Compassion</td>
<td>Stewardship is the responsible use of all our resources for that for which they are intended to support, promote, expand, and preserve our mission and ministry. It is the balanced relationship of quality and value with cost and financial return.</td>
</tr>
<tr>
<td>Quality</td>
<td>Innovation is the process of creating or managing new ideas, methods, and technologies to vitalize existing services and to develop new ones. Innovation is stimulated by a strong awareness of the needs of those we serve and thrives in an organization that promotes the new approaches to health care delivery. The innovative organization commits resources necessary for research and development and for change, while recognizing that not all new efforts will succeed.</td>
</tr>
<tr>
<td>Growth</td>
<td>Compassion means experiencing the empathy with another’s life situation. Compassion is being with another as well as doing for them. This “being with” is done in such a way that the person experiences acceptance, concern, hopefulness and sensitivity.</td>
</tr>
<tr>
<td>Justice</td>
<td>Quality is the excellence we strive to reach in the delivery of our health services. It is done in a fashion to meet or exceed clearly established internal and external standards. We will design or modify the ways we do our work seeking to constantly improve what we do so that the right things are done the right way.</td>
</tr>
<tr>
<td>Integrity</td>
<td>Growth is developing and improving our services and promoting self-renewal and progressive development programs for those with whom we work, our organization and our community. It implies expansion, embracing change and seeking new opportunities as an organizational way of life.</td>
</tr>
</tbody>
</table>
History of the School

The School of Radiologic Technology was founded in 1971. The name was changed to St. Mary’s School of Radiologic Sciences in 1982. The program’s current name was adopted in July 2002. The school once offered programs in both Radiologic Technology and Nuclear Medicine Technology. Currently, the School offers an 18-month residential certificate program in Radiologic Technology.

Bon Secours Health System is a Catholic, not-for-profit, community-based health care system whose mission is to provide “good help to those in need.” The Sisters of Bon Secours (French for “good help”), an international religious congregation devoted to the care of the poor and sick, was founded in Paris, France in 1824. In the United States, the congregation’s health care ministries, which are operated by the Bon Secours Health System, Inc., include acute care hospitals, long-term care facilities, clinics, physician’s practices, home health care services, and hospices.

Program Mission

The Bon Secours St. Mary’s Hospital School of Medical Imaging is dedicated to providing students with a comprehensive education in Radiologic Technology, which facilitates successful entry into the field of Diagnostic Medical Imaging. The School encourages students to embrace the values of Bon Secours and to further their professional and personal growth. Our program seeks to promote commitment to the integrity of the profession, to develop strong communication skills, and to foster the ability to work within a team environment.

Program Goals | Student Learning Outcomes

1. Students will competently perform routine radiographic examinations.
   **Student Learning Outcomes:**
   - Students will position patients correctly.
   - Students will practice radiation protection to patient, self and others.

2. Students will develop effective critical thinking skills.
   **Student Learning Outcomes:**
   - Students will adapt to non-routine radiographic examinations.
   - Students will modify technical factors for optimal radiographic images.

3. Students will communicate professionally.
   **Student Learning Outcomes:**
   - Students will effectively communicate verbally.
   - Students will communicate effectively through written format.

4. Students will exhibit professionalism.
   **Student Learning Outcomes:**
   - Students will be respectful of patients.
   - Students will attend clinical assignments on time and are ready to perform in the clinical environment.

5. The program will graduate entry-level technologists that possess the necessary skills to meet the needs of the profession.
   **Student Learning Outcomes:**
   - Employers will report that the graduates possess the entry-level skills to prepare them for a career in the imaging profession.
   - Graduates will be satisfied with their educational experience.
   - Graduates shall obtain employment in the imaging profession.
   - Students will complete the program within a 27 month time frame.
   - Students will pass the ARRT national certification on the first attempt.
   - Employers will be satisfied with the performance of the graduates.
Sponsoring Institution

St. Mary’s Hospital has been serving the healthcare needs of the people of central Virginia for more than 50 years. The hospital is located in Richmond’s West End at 5801 Bremo Road Richmond, VA 23226. St. Mary’s Hospital has proudly been the sponsoring institution for the School of Medical Imaging since 1971.

Program Information

Bon Secours St. Mary’s Hospital School of Medical Imaging offers an accredited 18-month residential radiography program designed to prepare individuals to enter the workforce as Diagnostic Radiologic Technologists. The Radiography program meets requirements established by the American Society of Radiologic Technologists (www.asrt.org). The 18-month program curriculum was adopted in 2008. The program hours of operation are Monday–Friday, 8 a.m. to 4:30 p.m. Clinical rotations during the 4th and 5th semesters require students to attend from 1:00 p.m. to 9:30 p.m. for a duration of three weeks. The School is a full-time program and does not offer part-time, evening or weekend classes. Due to the fundamental integration of clinical and didactic portions of the program, the outlined course curriculum does not allow for deviation or modification. Students are expected to maintain enrollment in line with the structured pace of all program courses.

The Bon Secours St. Mary’s Hospital School of Medical Imaging campus is located at:
8550 Magellan Parkway, Ste. 700 | Richmond, VA 23227

To ensure campus safety all doors to the campus are locked. All students and school personnel are issued coded badges to access the building. Visitors must enter and exit through suite 1100 at the reception desk. Visitors must sign in, state the reason for visiting, be escorted to the desired location and upon departure sign out. During off hours the campus maintains its safety by having a Henrico County police officer on campus.

The School utilizes several web-based computer applications for student success.

The computer applications utilized are as follows:
- The Student Information System (SIS), CampusNexus®, contains all student demographic information, financial records, academic records. The SIS also serves as a communication platform between students and school personnel.
- The Student Learning Management System (LMS), Blackboard®, is utilized for course delivery, grading, student resources, and classroom communication.
- The School utilizes Trajecsys®, a cloud-based clinical documentation system, to track the student’s clinical progress in regards to exams, competencies, and evaluations. Trajecsy also creates reports to measure program benchmarks.

Students are eligible to apply for national credentialing with the American Registry of Radiologic Technologists (ARRT) upon completion (Individual criteria for the ARRT, ASRT & School guidelines must be met by each graduate).

Eligibility for Title IV funding: The Bon Secours St. Mary’s Hospital School of Medical Imaging has been approved by the Department of Education to participate in Federal Student Aid Programs and has been approved for 68 credit hours.

Program Assessment

Program officials assess student learning outcomes on a regular basis to evaluate program effectiveness and integrity. The program implements change as new recommendations and requirements develop or as areas of concern are identified.

The program utilizes an assessment plan/schedule and an advisory committee to guide ongoing evaluation and improvement. Ongoing assessment is a critical element to maintaining JRCERT accreditation.

Student participation in program assessment takes place through a variety of methods including: end of semester course evaluations, student evaluation of clinical instructors, advisory committee, student planning committee, student affairs committee, and student representative meetings with administration.

Admissions Requirements

Candidates must meet the following minimum academic requirements for consideration:
- All pre-application courses, listed below, must be from a regionally accredited agency recognized by the American Registry of Radiologic Technologists, with a minimum cumulative GPA of 2.5.
- Candidate must have earned an associate (or more advanced) degree from an accrediting agency recognized by the American Registry of Radiologic Technologists (ARRT) with a minimum cumulative GPA of 2.5.
- Accreditation information can be found at: www.arrt.org
Pre-application courses indicated below (*) must have been completed within 5 years of application cycle deadline.

<table>
<thead>
<tr>
<th>Pre-application Courses</th>
<th># of Credits</th>
<th>Possible Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written/Oral Communications/English</td>
<td>3</td>
<td>ENG 111, ENG 112</td>
</tr>
<tr>
<td>Math above level 120*</td>
<td>3</td>
<td>MTH 121, MTH 126</td>
</tr>
<tr>
<td>Human Anatomy Part I*</td>
<td>4</td>
<td>BIO 141</td>
</tr>
<tr>
<td>Human Anatomy Part II*</td>
<td>4</td>
<td>BIO 142</td>
</tr>
<tr>
<td>Information Systems</td>
<td>3</td>
<td>ITE 115, CSC 155</td>
</tr>
<tr>
<td>Psychology or Sociology</td>
<td>3</td>
<td>PSY 201, PSY 202, SOC 200, SOC 210</td>
</tr>
<tr>
<td>Medical Terminology</td>
<td>1</td>
<td>HLT 141, HLT 143</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td><strong>21</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Nondiscriminatory Clause**

Bon Secours St. Mary’s Hospital School of Medical Imaging (SOMI) is an equal opportunity education institution. The school does not discriminate based on race, color, religion, age, marital status, national origin, gender, sexual orientation, military veteran status or disability in the administration of its educational policies, admissions policies, scholarship and loan programs, or other School administered programs. The contents of the School Catalog do not create a contract, nor do they constitute a guarantee of continued enrollment at the school. The School reserves the right to modify, amend, or delete statements and to make changes to the Catalog, curriculum, calendar, financial aid, and School policies as deemed necessary. Policies are available via the school website, [www.mysomi.org](http://www.mysomi.org). Each student is expected to abide by the information contained in the Catalog. Failure to read the Catalog will not excuse the student from accountability.

**Basic Application Requirements**

1. Submit completed application (with $50 fee) no later than the posted deadline for desired application cycle. Applications received after the posted deadline will not be accepted.

2. Complete ALL pre-application courses prior to application deadline and submit official transcripts.

3. Associate degree or advanced level degree must be completed prior to application deadline from a regionally accredited college accepted by the ARRT. Submit official transcript.

4. Candidates with previous medical experience must submit proof, i.e. letter of reference or letter from Human Resource representative.

5. Candidate must meet minimum physical technical standards (essential functions) to be considered for acceptance. (see page 10)

6. Minimum cumulative GPA of 2.5* or higher calculated for degree. *A degree granted more than 15 years ago with a cumulative GPA of less than 2.5 will be reviewed by the Dean/Director for consideration if all other requirements have been met.

7. Minimum grade of “C” is required for all pre-application courses and cumulative GPA of pre-application courses must be a 2.5 or higher.

8. Submit two letters of reference.

9. All misdemeanor or felony offenses require ARRT pre-approval regardless of how long ago they were committed. Dismissed charges that require action must be reported. Contact ARRT ([www.arrt.org](http://www.arrt.org)). This process may take up to eight weeks and a fee is included.

10. A copy of ARRT approval letter must be submitted with application packet, if applicable.

11. Include a copy of your BLS (Basic Life Support) card for Healthcare Providers from the American Heart Association (AHA). Contact Health Educators for CPR certification: 804-553-0460.

12. Attend an information session offered through the School.

13. Observation/shadowing must be scheduled for a minimum of 3 hours at a Bon Secours facility only. Scheduling is completed through SignUpGenius on School website: [www.mysomi.org](http://www.mysomi.org)

14. Candidates meeting the criteria above will be scheduled to take an admission test on a scheduled exam day (Applicants will be notified of appointment by phone or email). The admission exam assesses: medical terminology, human anatomy and basic math. The admissions test is created by program faculty and the program does not provide study materials nor is there a specific book to purchase to prepare for the test.
15. Candidates that obtain a 70% or better on the admissions test will be invited to the school for a personal interview with the admissions committee. Interviews will occur on selected dates prescribed by the committee.

16. Candidates that score below a 70% on the admissions test will receive a letter of regret.

17. Once the interview process is complete, candidates will receive a letter of acceptance or regret regarding entry into the program. (Acceptance is contingent upon successful completion of requirements established by Bon Secours Richmond Health System including proper immunization, drug screening, background screening and further required documentation.).

18. Accepted applicants must be 18 years of age on the first day of class.

19. Accepted applicants must provide and maintain proof of health insurance.

Employment Disclaimer:
Final acceptance into the Radiography program does not guarantee employment upon successful program completion.

**Acceptance Process**

1. Undergo background and drug screening. Upon successful completion of step #1, the applicant will proceed with the following:

2. Undergo physical exam and meet minimum physical standards (see below).

3. Receive required immunization.

4. Show proof of major medical insurance (not available through the School).

5. Purchase textbooks, clinical shoes, and uniforms prior to program start date.

### Minimum Physical Standards (Essential Functions)

The following physical requirements must be met by students entering the program.

1. **Hearing:** Adequate to receive verbal communication from patients needing assistance and from members of the health care team.

2. **Communication Skills:** (speech, reading, writing)
   Must be able to communicate clearly to patients, fellow students, faculty and all members of the health care team.

3. **Vision:** Visual acuity is essential to operate radiographic equipment and read information from printed sources and computer screens. Visual acuity is also required for the observation necessary for patient assessment, care and management.

4. **Gross and fine motor coordination:** requires manual and finger dexterity and eye-hand coordination for operation of radiographic equipment.

**Other:** Requires frequent lifting and carrying items weighing 50 pounds unassisted. Requires frequent bending, reaching, repetitive hand movements, standing, walking, squatting and sitting, with some heavy lifting, pushing and pulling exerted regularly throughout a regular clinical day.

**Background Checks**

Prior to enrollment at the School, each student is required to have a background check to include the Virginia Child Protective Services report.

All misdemeanor or felony offenses require ARRT pre-approval regardless of how long ago they were committed. Dismissed charges that require action must be reported. Students are required to notify a School official and the ARRT if any changes occur during the course of the program. The American Registry of Radiologic Technologist’s (ARRT) may deny an individual the opportunity to sit for an examination if an applicant has a criminal history or is convicted, pleads guilty or no contest to a felony, or other serious crime.
### 2018–2019 Academic Calendar

#### Fall 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 3</td>
<td>Student Holiday/School closed</td>
</tr>
<tr>
<td>September 4</td>
<td>School semester begins/Tuition is due</td>
</tr>
<tr>
<td>September 8</td>
<td>Last day to drop w/100% refund</td>
</tr>
<tr>
<td>October 22-26</td>
<td>Advising &amp; mid semester evaluations</td>
</tr>
<tr>
<td>November 21</td>
<td>Student Holiday (No classes)</td>
</tr>
<tr>
<td>November 22-25</td>
<td>School closed</td>
</tr>
<tr>
<td>December 14</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>December 17-21</td>
<td>Final exam period</td>
</tr>
<tr>
<td>December 21</td>
<td>End of semester</td>
</tr>
<tr>
<td>December 27</td>
<td>Final grades due in SIS</td>
</tr>
<tr>
<td>December 24-January 4</td>
<td>Winter Break (No classes)</td>
</tr>
<tr>
<td>December 24-25</td>
<td>School closed</td>
</tr>
<tr>
<td>December 30-January 1</td>
<td>School closed</td>
</tr>
</tbody>
</table>

#### Spring 2019

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 7</td>
<td>School semester begins/Tuition is due</td>
</tr>
<tr>
<td>January 12</td>
<td>Last day to drop w/100% refund</td>
</tr>
<tr>
<td>January 21</td>
<td>Student Holiday (No classes)</td>
</tr>
<tr>
<td>February 25-March 1</td>
<td>Advising &amp; mid semester evaluations</td>
</tr>
<tr>
<td>March 1</td>
<td>End of 8 weeks — last day for 5th semester students only</td>
</tr>
<tr>
<td>March 8</td>
<td>Graduation</td>
</tr>
<tr>
<td>March 11-15</td>
<td>Spring Break (No classes)</td>
</tr>
<tr>
<td>April 19</td>
<td>Student Holiday (No classes)</td>
</tr>
<tr>
<td>April 26</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>April 29-May 3</td>
<td>Final exam period</td>
</tr>
<tr>
<td>May 3</td>
<td>End of semester</td>
</tr>
<tr>
<td>May 6</td>
<td>Student Break (No classes)</td>
</tr>
<tr>
<td>May 6</td>
<td>Final grades due in SIS</td>
</tr>
</tbody>
</table>

#### Summer 2019

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 7</td>
<td>School semester begins/Tuition is due</td>
</tr>
<tr>
<td>May 11</td>
<td>Last day to drop w/100% refund</td>
</tr>
<tr>
<td>May 27</td>
<td>Student Holiday (School closed)</td>
</tr>
<tr>
<td>June 24-28</td>
<td>Advising &amp; mid semester evaluations</td>
</tr>
<tr>
<td>July 1-5</td>
<td>Summer Break (No classes)</td>
</tr>
<tr>
<td>July 4-5</td>
<td>School closed</td>
</tr>
<tr>
<td>August 23</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>August 26-29</td>
<td>Final exam period (3rd semester students)</td>
</tr>
<tr>
<td>August 26-29</td>
<td>Orientation period (1st semester students)</td>
</tr>
<tr>
<td>August 29</td>
<td>End of semester</td>
</tr>
<tr>
<td>August 30</td>
<td>Final grades due in SIS</td>
</tr>
<tr>
<td>August 30</td>
<td>Student Holiday (No classes)</td>
</tr>
</tbody>
</table>
## 2019–2020 Academic Calendar

### Fall 2019

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 2</td>
<td>Student Holiday/School closed</td>
</tr>
<tr>
<td>September 3</td>
<td>School semester begins/Tuition is due</td>
</tr>
<tr>
<td>September 7</td>
<td>Last day to drop w/100% refund</td>
</tr>
<tr>
<td>October 21-25</td>
<td>Advising &amp; mid semester evaluations</td>
</tr>
<tr>
<td>November 20</td>
<td>Student Holiday (No classes)</td>
</tr>
<tr>
<td>November 21-24</td>
<td>School closed</td>
</tr>
<tr>
<td>December 13</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>December 16-20</td>
<td>Final exam period</td>
</tr>
<tr>
<td>December 20</td>
<td>End of semester</td>
</tr>
<tr>
<td>December 27</td>
<td>Final grades due in SIS</td>
</tr>
<tr>
<td>December 23–January 5</td>
<td>Winter Break (No classes)</td>
</tr>
<tr>
<td>December 24-25</td>
<td>School closed</td>
</tr>
<tr>
<td>December 31–January 1</td>
<td>School closed</td>
</tr>
</tbody>
</table>

### Spring 2020

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 6</td>
<td>School semester begins/Tuition is due</td>
</tr>
<tr>
<td>January 11</td>
<td>Last day to drop w/100% refund</td>
</tr>
<tr>
<td>January 20</td>
<td>Student Holiday (No classes)</td>
</tr>
<tr>
<td>February 24–28</td>
<td>Advising &amp; mid semester evaluations</td>
</tr>
<tr>
<td>February 28</td>
<td>End of 8 weeks — last day for 5th semester students only</td>
</tr>
<tr>
<td>March 6</td>
<td>Graduation</td>
</tr>
<tr>
<td>April 10</td>
<td>Student Holiday (No classes)</td>
</tr>
<tr>
<td>April 24</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>April 27–May 1</td>
<td>Final exam period</td>
</tr>
<tr>
<td>May 1</td>
<td>End of semester</td>
</tr>
<tr>
<td>May 4</td>
<td>Student Break (No classes)</td>
</tr>
<tr>
<td>May 4</td>
<td>Final grades due in SIS</td>
</tr>
</tbody>
</table>
Payment Terms and Process/Financial Obligations

Payment Terms
Payment of tuition and learning resource fees is due no later than 8:00am on the first day of each semester. Failure to pay tuition on time will result in the student being dropped from classes.

Receivables Process for Tuition and Payment
Each semester, the Bursar’s office sends an email to students as a reminder of the tuition due date. After the semester starts, the Bursar’s office sends a second email to students with an outstanding balance and attempts to contact those students by phone. The SOMI Operations Coordinator is notified of all students who have an outstanding balance with a comment field that explains circumstances such as third-party bill, Veterans Affairs, etc.

If the student does not respond to the second email, the Director/Dean will meet with the student to determine payment status.

- Students are emailed through CampusNexus®, which has an email audit track.
- During the course of the time students are enrolled in the program, they may incur additional fees that must be paid in full at the time they are billed.
- The Director/Dean determines which student accounts will be sent to the collection agency.
- Fiscal Services sends the outstanding account(s) to a collection agency used by BSHSI.
- Fiscal Services will adjust students’ account and add a collection agency, attorney’s fees, legal expenses, and collection costs of up to 25 percent of the unpaid balance to the account which will become the responsibility of the student.

Unresolved Financial Obligations
In the event of any unresolved balance of any nature on the student’s account, the school will not release transcripts or certificates of completion. These records will not be released until the balance is paid in full.

Tuition Assistance Programs
As students enrolled full-time in the Bon Secours St. Mary’s Hospital School of Medical Imaging Radiography program you may be eligible for the following program:

Loan pay back program

This program is coordinated by the fiscal services department. Students are required to contact the Senior Accountant for program information and application.
<table>
<thead>
<tr>
<th>Semester</th>
<th>Courses</th>
<th>Credits</th>
<th>Tuition</th>
<th>Fees</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>First Semester (16 Weeks)</td>
<td>RAD 1101 Patient Care, Ethics, Law, and Diversity</td>
<td>3</td>
<td>$1,725 tuition</td>
<td>$375 fees</td>
<td>$2,100</td>
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<tr>
<td></td>
<td>PRO 1101 Radiographic Procedures I</td>
<td>3</td>
<td></td>
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<td></td>
<td>PRO 1101L Radiographic Procedures I Lab</td>
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<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>15</strong></td>
<td><strong>$1,725 tuition + $375 fees = $2,100</strong></td>
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<td></td>
</tr>
<tr>
<td></td>
<td><strong>Second Semester (16 Weeks)</strong></td>
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<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td>PRO 1102 Radiographic Procedures II</td>
<td>3</td>
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<tr>
<td></td>
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<tr>
<td></td>
<td>RSC 1102 Imaging II</td>
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<tr>
<td></td>
<td>RAD 1102 Radiobiology</td>
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<td></td>
<td>CRS 1102 Clinical Radiation Science II</td>
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<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>15</strong></td>
<td><strong>$1,725 tuition + $375 fees = $2,100</strong></td>
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<td></td>
<td><strong>Third Semester (16 Weeks)</strong></td>
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</tr>
<tr>
<td></td>
<td>PRO 2103 Advanced Radiographic Procedures I</td>
<td>3</td>
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<tr>
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<td>RSC 2103 Imaging Equipment</td>
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<td>CRS 2103 Clinical Radiation Science III</td>
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<td>RAD 2103 Radiographic Pathology I</td>
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<td><strong>TOTAL</strong></td>
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<td><strong>$1,840 tuition + $400 fees = $2,240</strong></td>
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<td><strong>Fourth Semester (16 Weeks)</strong></td>
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<td>PRO 2104 Advanced Radiographic Procedures II</td>
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<td></td>
<td>PRO 2104L Advanced Radiographic Procedures II Lab</td>
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<td>RAD 2104 Radiographic Pathology II</td>
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<td>CSA 2104 Cross-Sectional Anatomy</td>
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<td>CRS 2104 Clinical Radiation Science IV</td>
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<td></td>
<td>CRS 2104L Clinical Seminar Lab IV</td>
<td>1</td>
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<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>15</strong></td>
<td><strong>$1,725 tuition + $375 fees = $2,100</strong></td>
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<tr>
<td>Course</td>
<td>Title</td>
<td>Credits</td>
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<td></td>
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<tr>
<td>----------</td>
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<tr>
<td>RAD 2105</td>
<td>Registry review</td>
<td>5</td>
<td></td>
<td></td>
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<tr>
<td>CRS 2105</td>
<td>Clinical Radiation Science V</td>
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<tr>
<td>CRS 2105L</td>
<td>Clinical Seminar Lab V</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>9</strong></td>
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</tr>
</tbody>
</table>

$1,035 tuition + $225 fees = $1,260

**FIRST THROUGH FIFTH SEMESTER TOTAL CREDITS** 70

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
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</thead>
<tbody>
<tr>
<td><strong>TUITION</strong></td>
<td>$8,050</td>
</tr>
<tr>
<td><strong>LEARNING RESOURCE FEES</strong></td>
<td>$1,750</td>
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<tr>
<td><strong>TOTAL TUITION AND FEES</strong></td>
<td>$9,800</td>
</tr>
</tbody>
</table>

Tuition and fees subject to change.
### Radiography Program 2018–2019 Additional Fees
(subject to change)

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Fee Amount</th>
<th>Fee Description</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee*</td>
<td>$50</td>
<td>Fee for processing application</td>
<td>Once upon application</td>
</tr>
<tr>
<td>Health Screening Fee*</td>
<td>$300</td>
<td>(Incoming Radiography Students only) Includes antibody testing, booster immunization if indicated, drug screening, physical exam, fit-testing for masks, and TB testing.</td>
<td>Once upon acceptance</td>
</tr>
<tr>
<td>Background Check*</td>
<td>$52</td>
<td>CastleBranch: Includes Background Check, VA Child Abuse and Neglect Registry and Nationwide Sex Offender Public Registry Search. (Must be completed between acceptance and start of school).</td>
<td>Once upon acceptance</td>
</tr>
<tr>
<td>Health Insurance</td>
<td></td>
<td>The School does not offer or directly charge for insurance. Health insurance must be maintained by the student for the duration of the program; cost varies per individual and is not available through Bon Secours for non-employees.</td>
<td>Responsibility of student</td>
</tr>
<tr>
<td>Uniforms* (estimated)</td>
<td>$250</td>
<td>Includes specific approved (2) uniform pants, (2) tops, approved shoes (Accepted students will be provided purchasing details).</td>
<td>Once upon acceptance</td>
</tr>
<tr>
<td>Books** 1st Semester Textbooks</td>
<td>$600</td>
<td>In some instances students may be able to purchase used books, however this is not guaranteed as we use online supplemental aids that are included with new textbook purchases for some courses.</td>
<td>Once upon acceptance</td>
</tr>
<tr>
<td>Books** 2nd-5th Semesters (estimated)</td>
<td>$200</td>
<td>In some instances students may be able to purchase used books, however this is not guaranteed as we use online supplemental aids that are included with new textbook purchases for some courses.</td>
<td>Once prior to each semester indicated on booklist</td>
</tr>
<tr>
<td>Returning Student Health Screening Fee*</td>
<td>$65</td>
<td>Fee applies to any student that is out of the school for one semester or longer and includes review of health file, TB testing, and drug screen.</td>
<td>Variable</td>
</tr>
<tr>
<td>Clinical Markers*</td>
<td>$40</td>
<td>Each student will be issued (2) sets of numerical Mitchell Lead Markers (includes beads) for student clinical identifiers.</td>
<td>Once upon acceptance</td>
</tr>
<tr>
<td>Trajecsys**</td>
<td>$150</td>
<td>Fee applies to the electronic student clinical record system.</td>
<td>Once upon acceptance</td>
</tr>
</tbody>
</table>

Upon program completion, students are eligible to sit for the American Registry of Radiologic Technologists (ARRT) national examination; students are responsible for paying the $200.00 fee to take the examination.

*Non-refundable

**Refunds determined by vendor

### Academic Classification/Enrollment

Student academic classification is based on the number of credit hours completed including transferred hours. Classification is as follows:

<table>
<thead>
<tr>
<th>CLASSIFICATION</th>
<th>CREDITS</th>
<th>ENROLLMENT STATUS</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>0–29</td>
<td>Full-time</td>
<td>12 or above</td>
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<tr>
<td>Sophomore</td>
<td>30–59</td>
<td>Three-quarter time</td>
<td>9–11</td>
</tr>
<tr>
<td>Junior</td>
<td>60–89</td>
<td>Half-time</td>
<td>6–8</td>
</tr>
<tr>
<td>Senior</td>
<td>90 or above</td>
<td>Less than half-time</td>
<td>1–5</td>
</tr>
</tbody>
</table>
**Academic Credits & Contact Hours**

<table>
<thead>
<tr>
<th>Curriculum</th>
<th>Didactic Credits</th>
<th>Clinical Credits</th>
<th>Lab/Practical Credits</th>
<th>Contact Hours</th>
<th>Didactic Contact Hours</th>
<th>Clinical Contact Hours</th>
<th>Lab/Practical Contact Hours</th>
<th>Total Credits</th>
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</thead>
<tbody>
<tr>
<td>Semester 1</td>
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<td>4</td>
<td>2</td>
<td>144</td>
<td>144</td>
<td>256</td>
<td>64</td>
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</tr>
<tr>
<td>16 Weeks</td>
<td></td>
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<td>2</td>
<td>144</td>
<td>144</td>
<td>256</td>
<td>64</td>
<td>15</td>
</tr>
<tr>
<td>16 Weeks</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Semester 3</td>
<td>9</td>
<td>6</td>
<td>1</td>
<td>144</td>
<td>144</td>
<td>384</td>
<td>32</td>
<td>16</td>
</tr>
<tr>
<td>16 Weeks</td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<td>Semester 4</td>
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<td>6</td>
<td>2</td>
<td>112</td>
<td>112</td>
<td>384</td>
<td>64</td>
<td>15</td>
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<tr>
<td>16 Weeks</td>
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<td>80</td>
<td>80</td>
<td>192</td>
<td>32</td>
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<td>8 Weeks</td>
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<td>8</td>
<td>624</td>
<td>624</td>
<td>1472</td>
<td>256</td>
<td>70</td>
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Total Program Credit Hours = 70
Total Program Contact Hours = 2352

**Course Formulas**

- Didactic Courses Formula: 16 Contact Hours = 1 Credit
- Clinical Courses Formula: 64 Contact Hours = 1 Credit
- Lab Courses Formula: 2 Contact Hours = 1 Credit

**Course Descriptions by Semester**

**First Semester**

**RAD 1101 Patient Care, Ethics, Law and Diversity**

3 credits

This 16 week course prepares students to provide basic patient care such as measuring vital signs, aseptic and sterile technique, venipuncture, recognizing and responding to emergency and non-emergency situations, treatment of allergic reactions, body mechanics, transfer techniques and other topics needed by the radiologic technologist. Students also learn about types of medications, contrast agents and drugs that affect patients. Additionally, students learn about medical law, ethical and cultural issues that affect patient care. Testing for this course includes practical and written testing. This course requires program admission as a prerequisite.

**PRO 1101L Radiographic Procedures Lab**

1 credit

This 16 week course is a coordinated lab component of PRO 1101 where students receive instruction on how to perform the radiographic positions learned in PRO 1101. During lab, students simulate performing radiographic procedures on fellow students. Students also utilize critical thinking exercises to explore adaptive techniques for use on difficult or non-standard patients. The testing method utilizes practical demonstration of radiographic positioning. This course requires human anatomy and program admission as prerequisites.

**RSC 1101 Imaging I**

3 credits

This 16 week course introduces and explores factors related to the use of ionizing radiation in the production of the radiographic image. Topics covered during the semester include basic equipment components, exposure factors, optimal imaging standards, radiation safety, scatter control, and image receptors to include
CR/DR image formation. Students will explore practical application in a lab setting. Written testing will be used in the classroom setting. Enrollment in this course requires completion of the math prerequisite and the candidate must have satisfied all program admission requirements.

CRS 1101 Clinical Radiation Science I 4 credits
This 16 week course is a clinical education course designed to develop and support material taught in PRO 1101, PRO 1101L, RAD 1101, and RSC 1101. This course contains a multiple day “Clinical Orientation” in which students are taught basic skills to allow entry into the clinical environment. This orientation includes, but is not limited to: Radiation Safety, Body Mechanics, Standard Precautions, Film/IR Handling, History Taking, Legal and Ethical Issues. Students then progress on to actual clinical training in which they begin to develop technical skills, interpersonal skills critical thinking skills and communication skills required to be an entry level technologist. Students participate in performing radiographic examinations 16 hours per week in a Hospital/ Doctor’s Office or Outpatient Imaging Center under the supervision of Registered Technologists and Clinical Instructors. Testing methods for this course include: verbal and practical. This course requires program admission as a prerequisite.

CRS 1101L Clinical Seminar Lab 1 credit
This 16 week course is a lab component of clinical education course CRS1101 and is designed to foster and support material taught in the didactic course PRO 1101 and practiced in the clinical setting. This course facilitates oral and written communication between students and faculty regarding clinical experiences and the documentation of those experiences. Students also have the opportunity for experiential learning with content chosen from the general curriculum appropriate to the semester. This course requires program admission as a prerequisite.

Second Semester

PRO 1102 Radiographic Procedures II 3 credits
This 16 week course students will learn advanced radiographic positioning including pelvic girdle, spine, thorax, and barium contrast examinations. Students continue to develop critical thinking skills and adaptive techniques for use on difficult or non-standard patients. Anatomy pertinent to each radiographic examination is also studied. Methods of imaging using standard radiographic/ fluoroscopic rooms are covered. Radiation safety methods are taught with each unit of study. This course requires PRO 1101 and PRO 1101L or comparable courses as prerequisites.

RSC 1102 Imaging II 3 credits
This 16 week course continues to expand the knowledge base of principles involved in image production and analysis of quality. Hard copies as well as digital images are used in problem solving evaluation. Archiving and retrieval of the digital radiographic image, film processing, and sensitometry are discussed. Content provides a basic knowledge of quality control. Written testing will be the assessment tool for this course. RSC1101 or a comparable course is required as a prerequisite for this course.

RAD 1102 Radiobiology 3 credits
This 16 week course provides students with information related to the response of the human body to ionizing radiation. Factors affecting biological response are presented, including acute and chronic effects of radiation. Students also learn principles and regulations related to radiation protection responsibilities for patients, personnel and the public. This course requires RSC 1101 or a comparable course as a prerequisite. Written testing is the assessment method for this course.

CRS 1102 Clinical Radiation Science II 4 credits
This 16 week course is a clinical education course designed to continue development of technical skills, interpersonal skills, critical thinking skills and communication skills required to be an entry-level technologist. Students participate in performing radiographic examinations 16 hours per week in a Hospital/ Doctor’s Office or Outpatient Imaging Center under the supervision of Registered Technologists and Clinical Instructors. Testing methods for this course include: verbal and practical. This course requires CRS 1101 or comparable course as a prerequisite.
**CRS 1102L Clinical Seminar II Lab**
1 credit
This 16 week course is a lab component of clinical education course CRS1102 and is designed to foster and support material taught in the didactic course PRO 1102 and practiced in the clinical setting. This course facilitates oral and written communication between students and faculty regarding clinical experiences and the documentation of those experiences. Students also have the opportunity for experiential learning with content chosen from the general curriculum appropriate to the semester. This course requires CRS 1101 and CRS 1101L, or comparable courses as prerequisites.

**Third Semester**

**PRO 2103 Advanced Radiographic Procedures I**
3 credits
This 16 week course students will learn advanced radiographic procedures and information related to specialty areas such as Magnetic Resonance Imaging, Computed Tomography, Ultrasound, Radiation Therapy, Nuclear Medicine, Angiography, Cardiac Cath, Mammography, Bone Densitometry and Radiologist Assistant. The cranium is included in the course of study. Students continue to develop critical thinking skills and adaptive techniques. Anatomy pertinent to each examination is also studied. Safe practice guidelines are taught with each unit of study. This course requires PRO 1101, PRO 1101L, PRO 1102, PRO 1102L and PRO 2103 or comparable courses as prerequisites.

**RSC 2103 Imaging Equipment**
4 credits
This 16 week course will address the nature and characteristics of radiation, x-ray production and the fundamentals of photon interactions with matter. In addition, this course provides progression into advanced imaging methods and modalities. Comparison is made between general x-ray imaging equipment and specialized modality equipment. This course requires RSC 1101 and RSC 1102, or comparable courses as prerequisites. Written testing will be the assessment method for this course.

**RAD 2103 Radiographic Pathology I**
2 credits
This 16 week course is designed to integrate disease processes with the radiographic appearance of specific diseases and the impact on exposure factor selection. Study will be body system based. Specific pathologies will be correlated with imaging study options and imaging examples will be assessed. An opportunity will be provided for radiologist mentoring of the student during this course. Testing methods for this course include written testing and pathology identification on images. This course requires successful completion of PRO 1101 and PRO 1102 or comparable courses as prerequisites.

**CRS 2103 Clinical Radiation Science III**
6 credits
This 16 week course is a clinical education course designed to continue development of technical skills, interpersonal skills, critical thinking skills, and communication skills required to be an entry-level technologist. Students participate in performing radiographic examinations 24 hours per week in a Hospital/ Doctor’s Office or Outpatient Imaging Center under the supervision of Registered Technologists and Clinical Instructors. Testing methods for this course include: verbal and practical. This course requires CRS 1101 & CRS 1102 or comparable courses as prerequisites.

**Fourth Semester**

**PRO 2104 Advanced Radiographic Procedures II**
2 credits
This 16 week course students will learn advanced related procedures for headwork and specialty positions/projections in orthopaedics. Students continue to develop critical thinking skills and adaptive techniques. Anatomy pertinent to each examination is also studied. Radiation safety practice is taught with each unit of study. This course requires PRO 1101, PRO 1101L, PRO 1102, PRO 1102L and PRO 2103 or comparable courses as prerequisites.

**PRO 2104L Advanced Radiographic Procedures Lab II**
1 credit
This 16 week course has students participating in the coordinated lab component of PRO 2104. During lab, students practice radiographic positions learned in PRO 2104 and simulate performing radiographic procedures on fellow students. Students also utilize critical thinking exercises to explore adaptive techniques for use on difficult or non-standard patients. Testing methods for
this course include: practical testing. This course requires PRO 1101, PRO 1101L, PRO 1102, PRO 1102L and PRO 2103 or comparable courses as prerequisites.

**RAD 2104 Radiographic Pathology II**  
3 credits  
This 16 week course is the companion to RAD 2103. It is designed to integrate disease processes with the radiographic appearance of specific diseases and the impact on exposure factor selection. Study will be body system based. Specific pathologies will be correlated with imaging study options and imaging examples will be assessed. An opportunity will be provided for radiologist mentoring of the student during this course. Testing methods for this course include written testing and pathology identification on images. This course requires successful completion of RAD 2103 as a prerequisite.

**CSA 2104 Cross-sectional Anatomy**  
2 credits  
This 16 week course is a course that teaches basic Cross-sectional Anatomy as visualized in MRI and CT. Testing method for this course includes: written testing. This course requires Human Anatomy and Physiology, Medical Terminology and PRO 1101, PRO 1102 and PRO 2103 as prerequisites.

**CRS 2104 Clinical Radiation Science IV**  
6 credits  
This 16 week course is a clinical education course designed to continue development of technical skills, interpersonal skills, critical thinking skills and communication skills required to be an entry-level technologist. Students participate in performing radiographic examinations 24 hours per week in a Hospital/Doctor’s Office or Outpatient Imaging Center under the supervision of Registered Technologists and Clinical Instructors. Students will also rotate through the following advanced modalities; MRI, CT, Special Procedures/Angiography or Cardiac Cath Lab, Ultrasound, Nuclear Medicine, and Radiation Therapy. Evening rotations of three weeks (1:00pm–9:30pm) will continue. Eligible students can be assigned to specialty area for a maximum of 4 weeks. Testing methods for this course include: verbal and practical. This course requires CRS 1101, CRS 1102, CRS 2103 & CRS 2104 or comparable courses as prerequisites.

**CRS 2104L Clinical Seminar IV Lab**  
1 credit  
This 16 week course is a lab component of clinical education course CRS 2104 and is designed to foster and support material taught in the didactic courses PRO 1101, 1102, 2103 and practiced in the clinical setting. This course facilitates oral and written communication between students and faculty regarding clinical experiences and the documentation of those experiences. Students also have the opportunity for experiential learning with content chosen from the general curriculum appropriate to the semester. This course requires CRS 1101, CRS 1101L, CRS 1102, CRS 1102L, CRS 2103, CRS 2103L, CRS 2104 and CRS 2104L or comparable courses, as prerequisites.

**Fifth Semester**

**RAD 2105 Registry Review**  
5 credits  
This 8 week comprehensive review course is designed to strengthen and support knowledge attained in all previous curriculum course work. Review materials and activities aid students in preparation for the four (4) content areas of the ARRT examination. As a pre-requisite for this course, all didactic curriculum courses of the first through fourth semesters must have been successfully completed. Written testing is the assessment method for this course; this course is Pass/Fail.

**CRS 2105 Clinical Radiation Science V**  
3 credits  
This 8 week clinical education course is designed to continue development of technical skills, interpersonal skills, critical thinking skills and communication skills required to be an entry-level technologist. Students participate in performing radiographic examinations 24 hours per week in a Hospital/Doctor’s Office or Outpatient Imaging Center under the supervision of Registered Technologists and Clinical Instructors. Evening rotations of three weeks (1:00pm–9:30pm) will continue. Eligible students can be assigned to specialty area for a maximum of 4 weeks. Testing methods for this course include: verbal and practical. This course requires CRS 1101, CRS 1102, CRS 2103 & CRS 2104 or comparable courses as prerequisites.

**CRS 2105L Clinical Seminar V Lab**  
1 credit  
This 8 week course is a lab component of clinical education course CRS 2105 and is designed to foster and support material taught in the didactic courses PRO 1101, 1102, 2103, 2104 and CSA 2104, and practiced in the clinical setting. This course facilitates oral and written communication between students and faculty regarding clinical experiences and the documentation of those experiences. Students also have the opportunity for experiential learning with content chosen from the general curriculum appropriate to the semester. This course requires CRS 1101, CRS 1101L, CRS 1102, CRS 1102L, CRS 2103, CRS 2103L, CRS 2104 and CRS 2104L or comparable courses, as prerequisites.
Clinical Site List

BON SECOURS FACILITIES

**Imaging Center at Innsbrook**
4900 Cox Road, Suite 100
Glen Allen, VA 23060

**Imaging Center at Reynolds Crossing**
6605 West Broad Street, Suite B
Richmond, VA 23230

**Memorial Regional Medical Center**
8260 Atlee Road
Mechanicsville, VA 23116

**Midlothian Imaging Centre**
8013 Midlothian Turnpike
Richmond, VA 23235

**Richmond Community Hospital**
1500 North 28th Street
Richmond, VA 23223

**St. Francis Medical Center**
13710 St. Francis Blvd.
Midlothian, VA 23114

**St. Mary’s Grove Avenue Imaging**
2201 Grove Avenue
Richmond, VA 23220

**St. Mary’s Hospital**
5801 Bremo Road
Richmond, VA 23226

**Westchester Emergency Center**
601 Watkins Centre Parkway
Suite 150
Midlothian, VA 23114

PATIENT FIRST FACILITIES

**11020 Hull Street Road**
Midlothian, VA 23112

**7238 Mechanicsville Turnpike**
Mechanicsville, VA 23111

**8110 Midlothian Turnpike**
Richmond, VA 23235

**12 North Thompson Street**
Richmond, VA 23221

**3031 Plank Road**
Fredericksburg, VA 22401

**3370 Pump Road**
Richmond, VA 23233

OTHER FACILITIES

**Riverside Tappahannock Hospital**
618 Hospital Road
Tappahannock, VA 22560

**Tuckahoe Orthopaedic Associates**
1501 Maple Avenue, Suite 200
Richmond, VA 23226

ARRT Pass Rate

## 2013–2017 Program Effectiveness Data

### Five-year average job placement rate of not less than 75% within one year post-graduation

<table>
<thead>
<tr>
<th>YEAR</th>
<th>PERCENT JOB PLACEMENT</th>
<th># OF GRADUATES EMPLOYED/ # OF GRADUATES ACTIVELY SEEKING EMPLOYMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td>84.6%</td>
<td>18 graduates — 17 respondents: 11 gained employment/13 actively seeking employment</td>
</tr>
<tr>
<td>2014</td>
<td>100%</td>
<td>15 graduates — 15 respondents: 13 gained employment/13 actively seeking employment</td>
</tr>
<tr>
<td>2015</td>
<td>100%</td>
<td>9 graduates — 7 respondents: 6 gained employment/6 actively seeking employment</td>
</tr>
<tr>
<td>2016</td>
<td>100%</td>
<td>13 graduates — 11 respondents: 11 gained employment/11 actively seeking employment</td>
</tr>
<tr>
<td>2017</td>
<td>100%</td>
<td>10 graduates — 10 respondents: 10 gained employment/10 actively seeking employment</td>
</tr>
<tr>
<td><strong>5-year average (2013-2017)</strong></td>
<td><strong>96.2%</strong></td>
<td><strong>51 gained employment /53 actively seeking employment</strong></td>
</tr>
</tbody>
</table>

### Annual program completion rate should not be less than 75%

<table>
<thead>
<tr>
<th>YEAR</th>
<th>PERCENT COMPLETION RATE</th>
<th># OF GRADUATES/INITIAL # OF COHORTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>80%</td>
<td>18 graduates/18 initial + 2 transfer students (20) (2 students placed on academic extension, 1 student dismissed, 1 transfer student withdrew)</td>
</tr>
<tr>
<td>2013</td>
<td>100%</td>
<td>18 graduates (2 from academic extension)/16 initial cohorts</td>
</tr>
<tr>
<td>2014</td>
<td>93.75%</td>
<td>15 graduates/16 initial cohorts (1 student dismissed, 1 student placed on academic extension)</td>
</tr>
<tr>
<td>2015</td>
<td>75%</td>
<td>9 graduates /12 initial cohorts (3 students dismissed)</td>
</tr>
<tr>
<td>2016</td>
<td>81.25%</td>
<td>13 graduates/16 initial cohorts (3 students withdrew)</td>
</tr>
<tr>
<td>2017</td>
<td>83.3%</td>
<td>10 graduates/12 initial cohorts (1 withdrew, 1 dismissed, 2 placed on academic extension)</td>
</tr>
</tbody>
</table>

### Five-year average credentialing examination (ARRT) pass rate of not less than 75% on first attempt

<table>
<thead>
<tr>
<th>YEAR</th>
<th>PERCENT PASS ON 1ST ATTEMPT</th>
<th>ARRT EXAMINATION PARTICIPATION RATE</th>
<th>GRADUATE DATA</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td>100%</td>
<td>100%</td>
<td>All 18 graduates passed on 1st attempt</td>
</tr>
<tr>
<td>2014</td>
<td>100%</td>
<td>100%</td>
<td>All 14 graduates + one (15) from academic extension passed on 1st attempt</td>
</tr>
<tr>
<td>2015</td>
<td>89%</td>
<td>100%</td>
<td>8 out of 9 graduates passed exam on 1st attempt</td>
</tr>
<tr>
<td>2016</td>
<td>100%</td>
<td>100%</td>
<td>All 13 passed on 1st attempt</td>
</tr>
<tr>
<td>2017</td>
<td>100%</td>
<td>100%</td>
<td>All 10 graduates passed exam on 1st attempt</td>
</tr>
<tr>
<td><strong>5-year average (2013-2017)</strong></td>
<td><strong>98.46%</strong></td>
<td><strong>100%</strong></td>
<td><strong>64 out of 65 graduates passed exam on 1st attempt</strong></td>
</tr>
</tbody>
</table>

Updated 3/2018
**Student Services**

A broad array of quality services are offered to students. New student orientation and academic advising are required of each student.

**Educational Facilities**

The School building is shared with Bon Secours Memorial College of Nursing and contains well-equipped classrooms, clinical simulation center, computer laboratories, conference rooms, faculty and administrative offices, learning commons, non-energized imaging laboratory, and a student lounge.

**Learning Commons**

The learning commons exists to enhance student success by supporting student learning through the effective use of library space and resources, providing students the freedom to learn collaboratively in defined spaces, as well as the freedom to pursue solitary learning in a quiet space. The learning commons is shared by medical imaging and nursing students.

**Library & Librarian Services**

The library is situated in the Learning Commons. Library hours are posted on the Librarian’s door, and on blackboard. The library is shared by medical imaging and nursing students.

**Academic Advising**

Once a student is enrolled in the School, he/she is assigned an academic advisor. An assigned faculty member works individually with students at the start of their imaging education, during mid-semester of each 5 semesters, and any time that additional support may be needed. This is designed to build relationships between students and faculty and create a supportive setting in which students can discuss their progress.

**Tutoring Services**

In addition to academic advising, all faculty members are available for tutoring services, including study groups and one-on-one assistance. The School also offers external group tutoring sessions, which are scheduled by appointment only.

**Disability Support Services**

This service is offered to students who provide appropriate documentation and feel they need accommodations in order to succeed in their courses. Refer to Students with Disabilities Policy G31 located on School website at www.mysomi.org under student handbook policies.

**Orientation**

Orientation is a requirement of all students accepted into the School and is offered one week prior to the start of the fall semester.

**Personal Counseling and Support**

This service is offered through the REACH Student Assistance Program. Counseling services are offered in person and via telephone, and referrals to community resources are part of this process.

**Tuition Assistance Program**

Students enrolled full-time in the Bon Secours St. Mary’s Hospital School of Medical Imaging Radiography program may be eligible for the loan pay back program.

**Other student services offered to students enrolled at the School:**

- Blackbelt (Technology Support)
- Employee Health
- Federal Financial Aid (FFA)
- Employment Opportunities
- Advance Practice Programs
- Affiliation with St. Joseph’s College for Advance Degree Opportunities
- Testing Skills Assessment Tools and Assistance
- Good Health Clinic
- Bon Secours Family Centers
- Services provided in partnership with Bon Secours Memorial College of Nursing include
  - Employment Seeking Preparation Counseling
  - Student Success Support
  - Clinical Simulation Centers

**Imaging Lab**

The School has a program-dedicated imaging lab for radiology students use, located on the same campus as the school classroom and instructor offices. The lab houses a modernized floor mounted x-ray tube, a radiographic table, and a demo-model radiographic control panel. The lab is used for procedural lab classes to allow the instructor to demonstrate proper patient positioning and the setting of technical factors that are taught in the corresponding didactic classes. The lab is available to students during posted building hours, to include evenings and weekends for additional independent practice. Building hours are subject to change each semester. The lab has a portable x-ray unit.
that is used to demonstrate the unique challenges that exist when going to a patient’s room to do an x-ray as opposed to doing them in the radiology department. The lab also has view boxes which allow for the viewing of the library of radiographic films that we have in the lab. This is important for looking at anatomy and pathology as it appears on radiographs.

**Dedicated Classroom:**
The School has its own program-dedicated classroom; capacity for 30 students. This allows for continuity of learning as all classes take place within this classroom. The dedicated classroom allows students the ability to use the radiography specific equipment and resources in class every day. The use of a dedicated classroom helps to reduce anxiety, in that it allows all classes to be presented in a safe, comfortable, and familiar environment.
STANDARDS FOR STUDENT PERFORMANCE

26  Enrollment Agreement
26  Student Rights and Responsibilities
29  Honor Pledge
30  Family Educational Rights & Privacy Act (FERPA)
32  Drug & Substance Abuse
32  Academic Extension
33  Re-Admission/Dismissal
33  Satisfactory Academic Progress (SAP)
34  Student Records
Enrollment Agreement
The School of Medical Imaging requires a newly admitted student to sign an enrollment agreement. The agreement includes the following information: the program to be enrolled, enrollment period, tuition and fees, refund policy, notice to buyer section, and student acknowledgement section to include: minimum physical standards (Essential Functions), student handbook policies, substance abuse policy, and criminal background check. A copy of the agreement signed by a School official will be returned to the student. Signed agreements will become part of the students’ permanent record.

Student Rights & Responsibilities
Bon Secours St. Mary’s Hospital School of Medical Imaging seeks to:

• Reinforce a sense of personal responsibility, respect for others, and mature behavior
• Foster the development of professional standards.

As a member of the student body, the student is expected to meet the School’s standards of personal and professional responsibility and accountability.

I. Rights
Every student has the right to:

• Learn and pursue his or her educational goals without fear of unlawful discrimination, intimidation, prejudice, or threat.
• Free inquiry, free expression and assembly, so long as he or she does not interfere with the rights of others or the operation of the School.
• Learn in a safe environment that is free of disruption and is conducive to teaching and learning.
• Be advised of the course objectives and how grades are assigned.
• Inspect and review his or her student record within a specified time frame upon written request, and to expect confidentiality regarding this record.
• Evaluate the curriculum and make recommendations for change.

II. Responsibilities
A student’s acceptance of admission into the School of Medical Imaging signifies that the student has an interest in learning and that he or she wants to be a part of this academic community. As such, the student will be required to:

• Respect the learning environment and its members.
• Devote the amount of time and effort necessary to meet the educational objectives.
• Conduct himself or herself in a manner consistent with ethical, legal and professional standards.
• Know and comply with School policies and guidelines.
• At all times, a student must satisfy and comply with the School’s academic standards, financial requirements and guidelines, and policies.

III. Student Conduct
The student is considered a responsible adult and is expected to conduct himself or herself in an ethical and professional manner at all times both within the School, clinical and the community. The student’s behavior must, at all times reflect:

• Integrity and honesty
• The exercise of rational judgments
• Sensitivity and caring
• Self-control
• Acceptance of different beliefs, values and lifestyles
• Flexibility
• Willingness to accept guidance and direction

IV. Authority of School
The School is authorized to enforce the standards of conduct specified herein and to impose such disciplinary measures as are deemed appropriate in response to student conduct that reasonably may be expected to discredit or injure the School or its reputation, or that otherwise may endanger the safety and welfare of others. Such disciplinary sanctions include but are not limited to suspension and dismissal from the School.

V. Conduct Subject to Disciplinary Action
Conduct that is subject to disciplinary action by the School includes, but is not limited to, the following:

A. Endangering the safety and welfare of patients, clients, students, faculty, or staff.
B. Substance abuse. Distribution or possession of illegal drugs or of unauthorized controlled substances, especially on school/clinical property.
C. Violation of local, state, or federal laws.
D. Misuse, destruction, or damage of School property/ Theft or willful destruction of another’s property.
E. Sexual harassment, assault, misconduct, physical and/or mental abuse or threat of such abuse of any person involved in educational or School activities or in clinical areas.

F. All forms of dishonesty.

G. Unprofessional and/or disruptive conduct.

H. Inappropriate use of social media.

I. Conviction of an offense that would render the student unemployable by Bon Secours Richmond Health System.

J. Failure to comply with guidelines/policies of the School and/or the clinical agencies.

K. Any violation of hospital or clinical site regulations (including parking).

L. Insubordination toward School officials or clinical personnel.

M. Disruption of the instructional or clinical setting.

N. Presence in a faculty office or records room, without an instructor or without prior permission (due to confidentiality of records).

O. Unethical conduct based on the ARRT Code of Ethics.

P. Nothing contained herein shall preclude or otherwise affect the initiation or conduct of proceedings under the Honor Code/Pledge, which relate to allegations of dishonesty.

VI. Discipline for Misconduct

The School is authorized to impose at any time such disciplinary measures as are deemed appropriate, up to and including suspension and dismissal. Penalties are not sequential and may be imposed at the School’s discretion.

A. Warning: A written or verbal notice to a student advising that he or she is violating or has violated the School rules and may be subject to more severe disciplinary action if the behavior continues. May include a corrective plan of action that must be followed by the student.

B. Probation: A written notice to a student advising that he or she has violated the School’s rules and will be dismissed if corrective action is not taken immediately.

C. Restitution: Repayment in money or service for damage to or loss of the property of another.

D. Suspension: Exclusion from attending the School as a student for a specified period of time not to exceed one year. During a suspension, a student may not participate in any School activities.

E. Dismissal: Termination of student status for an indefinite period. The conditions of readmission, if such is to be permitted, will be stated in a letter of dismissal.

VII. Reporting Procedure; Right of Removal

In the event that a student is suspected of violating any provision of this Policy, then the appropriate faculty or staff member promptly shall provide the student with verbal notice of the suspicion and an opportunity to tell his or her account of the incident, allowing for the student to also present his/her understanding of the incident. If the faculty or staff member thereafter concludes that there has been a violation, a report shall be made to the Director/Dean. Notwithstanding such reporting obligation, the faculty or staff member shall have the immediate right, where reasonably necessary in his or her discretion to preserve an appropriate learning environment and/or to protect the health and safety of the student or of others, to remove such student from class, from a clinical setting, or from any other School-related activity or function. Refer to Student Discipline Policy G 26.

VIII. Disciplinary Process and Sanctions

A. When information reaches the School indicating a student has engaged in prohibited conduct, that student will be asked to confer privately with the Director/Dean.

B. When the seriousness of the Student’s alleged misconduct warrants more formal review, the Director/Dean will (i) provide the Student with written notice of the alleged misconduct and possible sanction(s), (ii) schedule a meeting, and (iii) furnish the student with access to any non-privileged documentary information in possession of the School administration about the misconduct in advance of the scheduled meeting (or if that is impracticable, at the meeting).

1. Any meetings hereunder will be conducted in private and are administrative in nature. The rules of evidence and the procedures used in a court of law are not applicable. The School shall determine whether the meeting will be transcribed by a stenographic reporter; in no event may the meeting be recorded in any other fashion.

2. The student may not appear at the meeting or in any subsequent appeal through legal counsel. While the student may obtain assistance and advice outside a meeting from anyone whom the student chooses, the student shall personally present his or her position during any meeting with School officials.
3. Notwithstanding the student’s right to seek advice from others if he or she so chooses, the disciplinary process is intended to be confidential. Accordingly, all participants are expected to be discreet and to treat the proceedings as confidential. The student will have the opportunity to present information and to ask questions of those present.

4. Nothing contained herein shall allow the student to have access to the confidential records of other students at the School.

5. The student’s absence from a meeting shall not prevent the meeting from taking place and from a decision being issued.

6. If need be, the meeting may be continued from time to time until concluded.

7. The titles of School officials, as used in this policy, shall in all events be deemed to include their designees and any successors in the event of reorganization.

C. Following the close of the meeting, the Director/Dean will issue a decision in writing and provide a copy thereof to the student.

D. In the event the student wishes to appeal a disciplinary decision of the Director/Dean involving dismissal, the student should proceed in accordance with the student grievance policy. The student remains on dismissed status until the grievance has been finalized.

E. Any student whose presence at School and/or in a clinical setting poses an ongoing threat of disruption or a danger may be summarily removed from School and/or any clinical activities immediately and, if need be, at any point during the process. In such an event, the notice and hearing shall be given as soon as practicable thereafter.

SANCTIONS
Generally, disciplinary sanctions occur in the following sequence:

A. The first infraction will result in a written letter of warning that shall be provided to the student and filed in the student’s permanent record.

B. A second infraction of the same or different type will result in a two-day suspension. Any student who has been suspended shall remain on disciplinary probation for the remainder of the student’s enrollment at the School.

C. Following a suspension, any additional infractions (regardless of the infraction) warranting discipline will result in a case review as noted in the grievance policy. Following the case review the student may be dismissed from the program or further disciplinary action may be warranted. If the student is allowed to continue in the program, that student shall remain on disciplinary probation for the remainder of the program. Any further infractions will result in immediate dismissal.

A student may be recommended for dismissal in any situation involving prohibited conduct, where such is deemed to be warranted by School officials. In particular, a student may be recommended for dismissal from the program with written notification should the student endanger patient safety, commit criminal activity, cheat, demonstrate a lack of sound professional judgment, or if the student is denied return to a clinical site.

Note: The titles of any personnel identified herein shall include their designees and, in the event of reorganization, their successors.

IX. Appeal Procedure
Refer to Grievance Policy G27 located on School website at www.mysomi.org under student handbook policies.

X. Standard for Disciplinary Decisions
All determinations with regard to the student’s culpability for any violation of this policy shall be made based upon a preponderance of the evidence. A preponderance of the evidence is evidence that as a whole shows that the fact sought to be proved is more probable than not.

Note: The titles of any personnel identified herein shall include their designees and, in the event of reorganization, their successors.
THE HONOR PLEDGE

In accepting admission to Bon Secours St. Mary’s Hospital School of Medical Imaging:

I, ____________________________ (Student Signature), a member of the student body of the Bon Secours St. Mary’s Hospital School of Medical Imaging, hereby pledge my honor to abide by all of the regulations governing the School. I will conduct my personal life with integrity, refraining from any action, which would discredit myself, the members of the student body of the School of Medical Imaging, or the Medical Imaging profession.

I hereby pledge that I understand and will uphold the Honor System. I am aware that a breach of the Honor System will result in an administrative review process as outlined in the Student Discipline Policy. I understand completely that, if found culpable of lying, cheating, stealing, plagiarism and/or failure to report, I may be dismissed from the School.

In addition, by signing my name to all graded work completed while enrolled at the School, I am signing that “On my honor, I have neither given nor received aid on this assignment or test, and I pledge that I am in compliance with the School of Medical Imaging Honor System.”
Family Educational Rights & Privacy Act (FERPA)

Bon Secours St. Mary’s Hospital School of Medical Imaging complies with the Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) also known as the Buckley Amendment, governing student educational records. FERPA defines educational records (or personally identifiable information contained therein) as “those records, files, documents and other materials which:

• Contain information directly related to a student; and
• Are maintained by an educational agency or institution or by a person acting for such agency or institution.”

20U.S.C. § 1232g (a)(4)(A)(i) and (ii)

To be in compliance with FERPA, the School must:

• Notify students of their rights annually
• Protect student’s rights to inspect and review their education records
• Protect student’s rights to limit disclosure of personally identifiable information contained in education records
• Ensure that third parties do not re-disclose personally identifiable information (except under a few circumstance)
• Keep records of requests for and disclosures of student education records.

(Hicks, Baker, Hawkey, Myers, & Weese, 2006, p. vii)

When a student turns 18 years old or attends a postsecondary institution at any age, the student is then defined as an eligible student (herein referred to as student) and the rights under FERPA transfer from the parent to the student.

Student Rights Covered by FERPA Include:

1. The right to inspect and review their education records.
A student may submit a written request to the Operations Coordinator identifying as precisely as possible the record(s) the student wishes to inspect. When a record contains information concerning more than one student, the requesting student may inspect and review only the records that relate to him or her. The Operations Coordinator will inform the student when and where the records may be inspected. Records will be made available for review in a timely manner, not to exceed forty-five days after the request has been received. Records may be reviewed in the presence of the Dean or the Dean’s designate. The School is not required to permit a student to inspect and review records related to financial records; financial records of parents through the student financial aid file; records not considered education records, and confidential letters and confidential statements of recommendation if the student waived in writing his/her right to inspect and review those letters and statements.

2. The right to request the amendment of educational records.
If a student believes his/her record is inaccurate, misleading, or violates his/her rights and privacy, the student may submit a written request to the School official responsible for the record requesting an amendment to the record. The student must identify the part of the record he/she wants changed and why it is inaccurate, misleading or violates the student’s rights and privacy. If the request for amendment is denied, the student will be notified in writing of the decision and of the student’s right to a hearing regarding the request for amendment.

3. The right to limit disclosure of personally identifiable information contained in the student’s education records except to the extent that FERPA authorizes disclosure without consent.
An exception which allows disclosure without consent is a disclosure to School officials with legitimate educational interests. A School official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. A School official is a person employed by the School in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the School has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another School official in performing his or her tasks. No “personally identifiable” information from the student’s record will be disclosed without written consent, except where consent is not required. Consent is not required for:

• Authorized representatives of the U.S. Department of Education, Office of Inspector General, or state and local education authorities.
• The Department of Homeland Security (DHS); Immigration and Customs Enforcement (ICE) for the purpose of complying with Request Form ICE relative to the College’s participation in The Student Exchange Visitor Information System (SEVIS).
• Military Recruiters who request Student Recruiting Information (Solomon’s Amendment), which includes name, address, telephone listing, age (or birth year), class level, major, degrees received and most recent educational institution of enrollment (some conditions exist).
• Authorized representatives of the Department of Veterans Affairs for student receiving educational assistance from the agency.
• Financial aid that the student applied for or received.
• Parents, if the student is a dependent of the parent as defined by the Internal Revenue Service.
• Compliance with a court order or subpoena.
• Accrediting organizations to carry out their accrediting function.
• Anyone if a health or safety emergency exists and the information will assist in resolving the emergency.
• Directory information.
• Organizations conducting studies/audits concerning administration of student aid programs.
• Agents acting on behalf of the School such as Clearing Houses and degree/enrollment verifiers.

4. The right to file a complaint with the Department of Education concerning alleged failure to comply with this Act.

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Ave. SW
Washington, D.C. 20202-5920
Phone (202) 260-3887
Fax (202) 260-9001
E-mail: ferpa@ed.gov

Information NEVER designated as Directory Information
Items that can never be disclosed as directory information are: a student’s social security number, gender, race, ethnicity, citizenship, country of origin, religious preference, grades, and GPA.

Education Records
Education records include admission, academic and general education records, financial aid records, and supporting data that would identify the student, student’s parents, or other family members. Education records are maintained in the School office. Education records do not include personal notes, records, or other information related to instructional, supervisory and administrative personnel; records maintained and accessible to law enforcement personnel; medical records which are maintained, used by, and disclosed only by professional personnel providing treatment to the student.

Parental Access and Notification
A parent is not entitled to examine a student’s education record unless the student is financially dependent upon the parent and, said parent submits the student’s tax-dependent status. Parents of tax-dependent students may be notified when a student is placed on probation or suspension. Parents may also be notified if certain policies and procedures are violated. Documentation of tax dependent students is required on an annual basis.

The same principles of confidentiality must be applied to all media, including but not limited to, electronic data, email, and video or audio tapes.

The School shall maintain a record of each request for access to and disclosure of student information with the exception of a School official or a party seeking directory information in the student’s education record.

Student education records shall be maintained as long as it is deemed necessary under applicable state law or regulations of federal and state agencies or accrediting bodies.

The School retains all rights to the student’s education record, and will not honor requests for official transcripts of the record and School references when the student has unfulfilled financial obligations to the School.

Directory Information
Bon Secours St. Mary’s Hospital School of Medical Imaging designates the following items as Directory Information: student name, address, valid email address, major field of study, past and present participation in officially recognized activities, dates of attendance (past and present), honors and awards (including Honors List), degrees conferred (including dates), most recent previous institutions attended, and enrollment status. The School may disclose any of the directory information items without prior written consent, unless notified in writing by the student during registration each academic year. Education records other than directory information shall not be released without prior written consent of the student except as is authorized by the Family Educational Rights and Privacy Act.
Drug & Substance Abuse

Bon Secours facilities are “Drug-Free Workplaces”. Substance abuse is cause for disciplinary action that may include dismissal from the program.

Students shall sign a release for substance abuse testing upon acceptance into the program. Refusal to sign such release will result in withdrawal of student’s acceptance and that student will not be allowed to enter the program.

Accepted students must successfully complete drug screening to fulfill admission requirements. Results reported to the school that indicates the student is “not cleared” for admission due to a positive drug screen will result in immediate decline of the student’s application. Applicants who are declined for this reason may not reapply until at least 6 months later.

Students who are suspected of substance/alcohol use while enrolled in the program will be required to report immediately for drug/alcohol testing. The student will be required to pay for testing. Refusal to undergo testing will result in immediate dismissal from the program and prevent re-admission.

Positive drug or alcohol test results will result in disciplinary action that may include dismissal.

Students are expected to be prepared to function appropriately in the classroom and clinical environments. Students who do not appear to be prepared for such responsibility shall be asked to leave and report for drug/substance testing.

STUDENTS WHO ARE CONVICTED OF A CRIMINAL DRUG STATUE VIOLATION OR INVOLVED IN RELATED ACTIVITIES ARE SUBJECT TO DENIAL OF GOVERNMENTAL FINANCIAL ASSISTANCE, GRANTS, AND LOANS.

Students enrolled in the School of Medical Imaging Radiography program are required to comply with the rules of ethics contained in the American Registry of Radiologic Technologists (ARRT) Standards of ethics (www.arrt.org). All drug and/or alcohol related violations must be reported to determine eligibility to take the national certification examination.

Candidates applying to the School of Medical Imaging Radiography program must report all felony, gross misdemeanor or misdemeanor offenses to the American Registry of Radiologic Technologists (ARRT) (www.arrt.org) to determine eligibility to take the national certification examination. Candidates that have successfully gone through the ARRT’s Ethics Committee Review Process must submit a copy of the official letter from the ARRT clearing them with their initial application. Any candidate whose background check returns results of any such offense that the School does not have an official letter from the ARRT on file for can have their contingent acceptance revoked immediately.

Students enrolled in the School of Medical Imaging Radiography program must report all felony, gross misdemeanor or misdemeanor offenses to the American Registry of Radiologic Technologists (ARRT) (www.arrt.org) to determine eligibility to take the national certification examination.

An informed campus community can significantly reduce the occurrence of crime on campus. Security procedures, crime prevention, substance abuse, fire safety, hate crimes, and sexual assault are topics covered during new student orientation and in at least one program each semester. Several groups and organizations, such as the SGO, the Henrico Police Department, the Virginia State Police, REACH, Safe Harbor, and the Virginians Against Domestic Violence provide speakers, literature and other programs throughout the academic year.

Academic Extension

Each student is expected to maintain a record of solid academic achievement during his or her course of studies. In order to be in good academic standing with a minimum 2.0 GPA, a student must earn a grade of C (80) or higher, or a P, in each course.

During the 1st semester, students must complete all courses (didactic and clinical) with a grade of C (80) or higher and a minimum 2.0 GPA to remain in the program. Academic extension provides students the opportunity to remain in the program. Academic extension is only available for clinical courses and to students enrolled in the 2nd–5th semesters. To qualify the student must have a minimum 2.0 GPA in the semester in which they are eligible for an extension.

Students that do not successfully complete one clinical course during the 2nd–5th semesters may be eligible for academic extension. Only one clinical course can be repeated throughout the program; failure of a second clinical course will result in dismissal from the program.

ACADEMIC EXTENSION:

Only the courses listed below are eligible for academic extension.

CRS 1102
CRS 2103
CRS 2104
CRS 2105
Students that do not obtain a grade of C (80) or higher, or a P (Pass) the second time taking a clinical course (listed above), will be dismissed from the program and are not eligible to re-apply.

Students must graduate within 27 months of his or her original enrollment date (150% of the published length of the program).

**Re-admission/Dismissal:**

In certain circumstances, former students are eligible to re-apply for admission to the School. The filing of such an application does not guarantee or assure admission.

**Previous Dismissal for Academic Reasons**

Students who have been dismissed from the School for failure to successfully complete one didactic course with a grade of C (80) or better during the entire 18 month program are eligible to re-apply for admission. Program Administration will review student application on a case by case basis to determine courses to be accepted as transfers. Program Administration also reserves the right to require a previous student to re-take a course. In this circumstance, reapplication requires:

1. Compliance with all current application requirements for the entering class;
2. Submission of a complete application packet, including the application fee and letter of intention, explaining the reasons the student believes he or she deserves to be re-admitted;
3. Submission of all transcripts for courses taken since leaving the School; and
4. Furnishing satisfactory evidence of improved academic skills prior to re-admission.

The Admissions Committee will evaluate each candidate’s application. Acceptance is contingent, among other things, upon the former student demonstrating improved academic skills and meeting the same criteria as do all other applicants for that particular school year.

**Clinical Courses**

Refer to Academic Extension Policy A2 for failure to successfully complete a clinical course within the 2nd-5th semesters.

**Prior Withdrawal**

Students who have voluntarily withdrawn from the School and who were then in good standing are eligible to re-apply for admission. The following will be required in this circumstance:

1. Compliance with all current application requirements for the entering class;
2. Submission of a complete application packet, including the application fee and letter of intention, explaining the reasons the student believes he or she deserves to be readmitted;
3. Submission of all transcripts for courses taken since leaving the School; and
4. Furnishing satisfactory evidence of improved academic skills prior to re-admission.

**Satisfactory Academic Progress (SAP):**

All re-admitted students must maintain Satisfactory Academic Progress (SAP) to be eligible for Federal student aid. There are three measures for SAP:

**Cumulative Grade Point Average (GPA):**

In order to meet qualitative standard for SAP, students must maintain, every semester, a minimum cumulative GPA of 2.0 on a scale of 4.0. Students that do not achieve a cumulative GPA of 2.0 will be dismissed from the program.

**Percentage of Attempted Courses Completed (PACE):**

PACE is the rate of progress at which students must advance through the program to ensure that the program is completed within the Maximum Time Frame. In addition, PACE must provide the measurement of the student’s completion rate at the end of each Semester. PACE is calculated by dividing the number of credit hours that the student has successfully completed by the number of credit hours the student has attempted.

**Maximum Time frame for Completion:**

The quantitative standard for SAP students is completion of all academic requirements within 150% of the published length of the program. Students who do not complete all academic requirements within 150% (27 months) of the published length of the program (18 months) will be dismissed from the program. Transfer credits accepted towards completion of student’s program and all credits attempted while enrolled at the School will count toward the 150% of the published length of the program.

**Repeated Courses:**

A 2nd, 3rd, 4th, or 5th semester student who receives less than a “C” in a clinical course must repeat the course to meet curriculum requirements. A course may be repeated only once and may be eligible for federal funding. Both the original and the repeated clinical
course grade will be considered in the calculation of the GPA, attempted credits, percentage of attempted credits completed, and meeting SAP requirements. A clinical course can only be repeated once.

Note: Pre-application courses are subject to change from application cycle to application cycle.

Previous Dismissal for Disciplinary Reasons
Students who have been dismissed from the School for disciplinary reasons are not eligible to re-apply for admission. While such students have the right to appeal their dismissal in accordance with the terms and conditions of the Student Grievance Policy, they are not permitted to re-apply for admission through the application process.

Good Standing
All former students re-applying must have exited the School “in good standing” in order to submit a new application. Students must have satisfied all financial obligations, returned all school property, and met all exit requirements to be considered “in good standing”.

Student Records
The school collects and retains data and information about students prior, during and following their education. The school recognizes the privacy rights of current and previous students.

The school further recognizes the following rights: knowledge of the existence and location of records and the purpose for which they are retained; to provide security for such materials; permit student access; disclosure of information and to challenge the information.

The following provisions are made in accordance with the Family Educational Rights and Privacy Act of 1974:

Student (current and former) files are maintained in a secure location.

Students may review their course specific academic records with appropriate instructor(s) at any time. Additional records must be requested in written form submitted to the Operations Coordinator and will be provided in a timely manner.

Students must be accompanied by a faculty member whenever in an office where student records are stored.

Students may review their file with program faculty at any time.

Student records must be kept in a confidential manner.

Student Records on Current Students Include:
- Reference Forms
- Financial Aid (Financial Aid Director’s Office)
- High School and College Transcripts
- Complete Application
- All Acceptance Materials
- Admissions Checklist
- Copy of Medical Insurance Card
- Copy of CPR card
- Final official transcript — also located in Student Information System (SIS)
- Copy of certificate of program completion
- Orientation Checklist
- Release of Records
- Permission to Photograph/Video Tape
- Honor Pledge
- Program Entry Agreement
- Background Checks
- Proof of Required Security Clearances
- Evidence of Continuous Learning — Requirements for clinical (Online Learning Modules)
- Tuition Payment History (Bursar)
- Consultation/advisement, Instructors notes & Mid-semester evaluations (Campus Nexus)
- Final Exams
- Disciplinary action letters

Trajeysys: a centralized cloud-based clinical record keeping program is used to store all clinical records:
Clinical Competency Evaluations
Communication logs
Clinical Leave Requests
Clinical Instructor Evaluations
Optional Technologist Evaluations
Daily Logs (Patient record log/repeat documentation/attendance record)

A complete student file is maintained throughout the entirety of the program. It will include: student permanent file, all course materials such as attendance, exams, projects, papers, and presentations, all clinical documentation such as attendance, competency evaluations, competency exams, and patient records. A student’s permanent file includes maintenance of: complete application, all transcripts, all acceptance materials, proof of requests for security clearances, background checks, all program entry materials, documentation of continuous learning requirements, all instructor notes/evaluations/disciplinary actions, emergency contact information, CPR and Insurance cards, and any disciplinary letters.
After a student passes the registry examination their student file is thinned. Exams, projects and clinical records are reduced. Records on final grades and documented completion of required competencies are maintained.

A student’s complete clinical record and permanent student file is maintained for three (3) years post their successful completion of the program and passing of the registry examination.

A student’s permanent record will include: complete application, all transcripts, certificate of completion of the program, completed clinical competencies, enrollment agreement, disciplinary action letters, and final transcript. The permanent record will be maintained indefinitely and stored at an off-site storage facility (Iron Mountain).

Students have the right to review official files and data directly related to himself/herself in the presence of a faculty member. The right includes explanation of information contained within those records.

Students are prevented from personally copying records but arrangements may be made through the Director/Dean should copying be deemed necessary.

**Records on alumni/graduates/previous students:**
After a student passes the registry examination their student file is thinned. Exams, projects and clinical records are reduced. Records on final grades and documented completion of required competencies are maintained. A student’s complete clinical record and permanent student file is maintained for three (3) years post their successful completion of the program and passing of the registry examination. A student’s permanent record will include: complete application, all transcripts, certificate of completion of the program, completed clinical competencies, enrollment agreement, disciplinary action letters, and final transcript. The permanent record will be maintained indefinitely and stored at an off-site storage facility (Iron Mountain).
Attendance

Punctual and regular attendance to classroom instruction is an essential responsibility of each student. A student is held responsible for all material covered in class even when absent from the class.

Attendance is mandatory to the Radiography program orientation.

A student who wishes to observe a religious holiday that conflicts with class or clinical responsibilities is required to follow the School attendance policies.

Classroom:
A student is held responsible for all material covered in class even when absent from the class.

Test/Exam:
A student has opportunity for 4 make up tests (total for all enrolled courses) per semester. The 5th and all subsequent test(s) missed will result in a zero (0) for the test(s).

A student who is absent for a course when a test is scheduled must take the makeup test on the day they return to school (didactic class day) during the time posted on the schedule as “Makeup Time.”

It is the responsibility of the student to schedule a test make-up time with the instructor of the course. A grade of zero may be given if the test is not taken within timeframe indicated above. Make up testing will occur ONLY during the hours posted on the semester schedule dedicated to “Makeup Time.”

Once a student reaches the maximum number of allowable make up tests (4) for a semester, the student will be notified in writing by the Director/Dean.

Issues of extenuating circumstances ONLY will be considered by the Director/Dean on an individual basis.

Assignments:
Missed assignments are due within 48 hours (or two school days, not didactic days) of the student’s return to school. A grade of zero may be given if class work and assignments are not made up within 48 hours or two school days.

*A student missing over 20% of classes for a didactic course can be withdrawn from the course by the instructor unless prior arrangements have been made. Students should refer to each individual course syllabus to determine the number of classes that will meet during the semester.

Student faced with extended absences will be withdrawn from didactic courses. The School does not have a leave of absence policy for didactic courses.

Tardiness in classes will not be tolerated. Classes will begin at the posted start time and students will be counted absent if not present at that time. Students that arrive late can still attend class.

Students are expected to attend the entire class period and may be counted absent if leaving a class early. A student that misses a class or portion of a class can make an appointment with the course instructor during posted office hours (see course syllabi) in order to obtain missed information.

See course syllabi as some courses may have more specific class attendance requirements.

*A student that is called upon for jury duty must provide documentation to the Director/Dean in order for the absence(s) not to count against them.

*Issues of extenuating circumstances (i.e., military/reservists) ONLY will be considered by the Director/Dean on an individual basis.

Clinical:
The basic premise of clinical education is gaining experience thus attendance at clinical assignments is essential. Students are expected to attend all clinical assignments as scheduled; time should be missed only as a result of illness and/or emergency. All time missed from clinical, regardless of the reason, will be deducted from the 24 hour allotted time bank in increments of 15 minutes (rounded).

Refer to Attendance Policy C14 located on School website at www.mysomi.org under student handbook policies.

Students are expected to begin the clinical experience when they clock in. Students should refrain from clocking in more than 10 minutes prior to the start of the clinical assignment.

Because illness or emergency situations occasionally make it impossible to attend clinical assignments, time missed up to 24 hours does not incur a penalty.

Time missed beyond 24 hours will impact the semester clinical grade as follows:
1. There is no penalty for time missed up to and including 24 hours.
2. 24 hours and 1 minute through 31 hours and 59 minutes for time missed, student incurs a drop of
one letter grade (highest numeric value of letter grade) and a written letter of warning is placed in the student file.

3. 32 hours through 39 hours and 59 minutes for time missed, student incurs another drop of one letter grade (highest numeric value of letter grade) and a written letter stating probation for the remainder of the semester.

4. 40 hours or greater, the student will automatically earn a final grade of F for clinic.

Please note that the attendance policy applies regardless of the reason for any short-term absences. (2 consecutive clinical days or less).

Unusual or extraordinary circumstances which result in a long-term absence defined as more than 2 consecutive clinical days will be considered by the Director/Dean on a case-by-case basis. Students in this situation should contact the Director/Dean for guidance as soon as they know they will have such an absence. A leave of absence for clinic may not exceed 4 weeks. Refer to clinical leave of absence policy C13.

Planned Absences:
If you know in advance that you will be unable to attend a clinical assignment (i.e. unable to reschedule an appointment), a Leave Request Form should be completed and approved by Clinical Coordinator at least one full clinical day prior to day requesting off.

Unplanned Absences:
If you are going to absent from a clinical assignment and have not completed a Leave Request Form and received approval, (i.e. woke up sick) you must notify the following areas prior to start of clinical assignment:

1. School via e-mail: bsr-somiclincalssite@bshsi.org
   Identify:
   • Your full Name
   • That you will be absent
   • Your clinical assignment

2. Affiliate clinical site:
   A phone call must be made to the clinical site and the student must speak with a clinical instructor/preceptor or the department supervisor. Leaving a message with someone other than an individual specified above, or on a machine is not acceptable.

Leaving Early:
The only reason for leaving early from a clinical assignment is an illness or emergency. If you need to leave in this situation, you must call the School office (627-5408) for notification of the absence. Any other cause for early departure from the clinical assignment requires pre-approval from the School (see above for planned absence).

Failure to follow proper procedure for notifying the School or clinical site will result in an unexcused absence.

Sanctions for Unexcused Absence(s):
Unexcused absences are accumulated for the entire length of program.

An unexcused absence has occurred when the student fails to notify the School and/or clinical site of an absence by the prescribed call-in policy. Occurrences remain a part of the student’s permanent record.

1. First occurrence; a letter of warning will be given to the student
2. Second occurrence; 5 point deduction from the final clinical grade and a written letter stating probation for the remainder of the semester in which the second violation occurred.
3. Third occurrence; student incurs a 2 day clinical suspension (time deducted), and a written letter.
4. Fourth occurrence; student automatically earns a final grade of F for the clinical course in the semester in which the violation occurred.

Tardiness:
If a student arrives after the start time of their clinical assignment or late arrival from meal break the time missed will be deducted from the 24 hour bank of time in increments of 15 minutes. Late arrival will also result in a documented tardy. Tardiness will be handled in this manner: three tardy occurrences in one semester will result in a written letter of warning. Four tardy occurrences in one semester will result in one letter grade drop for the final clinical grade. Five tardy occurrences in one semester will result in automatically earning a final grade of F for the clinical course.

A student whom is to be late for a clinical assignment due to an unforeseen circumstance must:

1. Notify the affiliate clinical site by phone.
2. If circumstances occur and the student determines they will not be able to attend clinical, the student must follow the procedure for an unplanned absence.
**Perfect Clinical Attendance:**

Students that successfully complete 4 semesters without missing any clinical days may take a maximum of 9 clinical days off during the fifth semester only if the following criteria has been met: the student has missed less than one hour (60 minutes) of clinical time for all 4 semesters combined, completed all mandatory and elective clinical competencies, completed all required clinical assignments, in “good standing” with the school (not on probation, nor received remedial training), has maintained a clinical grade of “A” through the first 4 semesters and currently holds a clinical grade of “A”.

A student that is called upon for jury duty must provide documentation to the Director/Dean in order for the absence(s) not to count against them.

Active Duty Military Reservists: Will be considered on a case by case basis.

**Leave of Absence**

Leave of Absence: The School does not have a leave of absence for the didactic portion of the program. A student that requests a clinical leave of absence must stay within all attendance guidelines assigned to the didactic courses. The attendance policy for didactic courses is outlined in course syllabi.

**Clinical Leave of Absence**

**Clinical Leave of Absence:** A leave of absence allows the student to miss a portion of the clinical program due to special circumstances, and return into the program to continue their education. A leave of absence may be granted by the Director/Dean or designee and is not subject to the grievance policy. A leave of absence may be requested for health or personal reasons.

**Scheduled leave of absence:** A scheduled leave of absence is used for known issues that will interfere with the normal progression of clinical education where the student will miss time from school longer than 2 consecutive clinical days. Advanced notification in the form of a written request for this leave is submitted for consideration. A request for leave may be denied. Any student granted a leave of absence must be willing to meet a rigorous contractual schedule to complete the program requirements for graduation.

**Unscheduled leave of absence:** An unscheduled leave of absence is used for emergency situations that cause the student to miss clinical educational time, longer than 2 consecutive clinical days, where the student is unable to notify the Program Director in advance. Once the request is granted, after notification, the student agrees in writing to meet all requirements established by the Director/Dean before re-entering any courses.

The agreed upon time frame for a leave of absence may be extended by the Director/Dean for extenuating circumstances and with notification of the student.

The leave of absence may also result in a withdrawal from the program by the Director/Dean, should the time frame exceed 4 weeks.

**Student Requirements for a Leave of Absence:** A student granted a leave of absence is required to make up all clinical time missed in excess of allotted clinical time off as outlined in the attendance policy. The allotted time off is defined as the absences (missed time or hours) allowed before penalties occur (a drop in a letter grade). Make up time will occur during School breaks only, (i.e. Spring Break, Fall Break). Make-up days are scheduled during the break periods by the School Clinical Coordinator and make up days will not occur on days that Bon Secours Health System recognizes as Holidays. A student requesting a leave of absence must provide documentation (i.e. Physician’s note) for the leave of absence to be approved.

**Clinical Hours Missed:** Students granted a leave of absence from clinical will have the clinical hours missed, while on leave of absence, deducted from the allotted clinical hours missed for a semester (see attendance policy).

Any student granted a leave of absence from clinical will be ineligible for Perfect Clinical Attendance (see attendance policy).
Grading Scale

<table>
<thead>
<tr>
<th>GRADE</th>
<th>MEANING</th>
<th>POINT VALUE</th>
<th>QUALITY POINTS PER CREDIT HOUR</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>95-100</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Above Average</td>
<td>89-94</td>
<td>3</td>
</tr>
<tr>
<td>C*</td>
<td>Average</td>
<td>80-88</td>
<td>2</td>
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<tr>
<td>D</td>
<td>Unsatisfactory</td>
<td>77-79</td>
<td>1</td>
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<tr>
<td>F</td>
<td>Failure</td>
<td>0-76</td>
<td>0</td>
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<tr>
<td>I</td>
<td>Incomplete</td>
<td></td>
<td>Not calculated in GPA</td>
</tr>
<tr>
<td>P</td>
<td>Pass, Credit awarded, not calculated in GPA</td>
<td></td>
<td>Not calculated in GPA</td>
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<tr>
<td>W</td>
<td>Withdrawal</td>
<td></td>
<td>Not calculated in GPA</td>
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<tr>
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<td>Administrative Withdrawal</td>
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<td>Not calculated in GPA</td>
</tr>
<tr>
<td>AU</td>
<td>Audit (No credit)</td>
<td></td>
<td>Not calculated in GPA</td>
</tr>
</tbody>
</table>

* Students enrolled in the Bon Secours St. Mary’s Hospital School of Medical Imaging must obtain a grade of C (80) or better in all courses for successful completion.

Dress Code

Clinical

Clinical: Students will wear approved uniform (scrub slacks and tops). The uniform must cover the body comfortably at all times. Solid white or solid black t-shirts (long or short sleeved) are permitted under scrub tops. Bon Secours ID badge/name tag will be worn on left side of top at the collar at all times. Personnel Dosimeters (PDs) are to be worn on the shirt collar at all times and outside the apron/shield during fluoroscopic examinations. Students are required to wear white or black uniform shoes, white or black leather tennis shoes with minimal color trim are acceptable. High tops and Clogs are not permitted. The shoe must offer full protection to the entire foot. Students are permitted to have visible tattoos on their arms while on duty as long as the tattoos are not profane or otherwise offensive as determined by management. Offensive or profane visible tattoos on their arms must be covered in a manner consistent with clinical standards.

Classroom

Classroom: Students present in the School located at Windsor Business Park for any reason must be in professional medical scrub attire.

- Scrub pants can be of any color or design.
- Scrub tops can be of any color or design.
- T-shirts and sweatshirts without offensive graphics or writing are permitted.

Failure to abide by the dress code while on school premises, including clinical will result in the student being sent home and an absence will be recorded for the classes missed.
Students with Disabilities

The School is committed to providing students with disabilities access to higher education through the delivery of reasonable accommodations as outlined under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, as amended.

The School’s policies and procedures regarding students with disabilities are designed to ensure equal access to educational programs, services, and activities.

Transfer Credits

The School of Medical Imaging does not award transfer credits for fieldwork experience or offer advanced placement.

The acceptance of transfer courses for credits is outlined below:

Radiography/College Transfer Credits: Radiography specific courses will be accepted as transfer credits on a case by case basis. Courses must be from an accreditation agency accepted by the American Registry of Radiologic Technologists (ARRT). Please refer to the ARRT website at: https://www.arrt.org/partners/schools-educators/accreditation for a list of ARRT-approved accreditation mechanisms.

All courses must have been completed within one year in order to be accepted as transfer. Students must leave a Radiography program in good standing. The Director/Dean will design the curriculum based on verification of course and clinical completions.

Requirements listed below:

• Letter of reference from Program Director
• Letter of reference from Clinical Instructor/faculty member
• Official college and program transcripts
• Verification of clinical competencies completed
• Course descriptions
• Meet all admissions criteria

*Transfer credits are not counted towards GPA calculation.

Transfer credits accepted towards completion of the program will be considered in the calculation of percentage of attempted credits completed and maximum allowable time frame for program completion (SAP). For more information see policy A1.

Transferability of credits earned at the School:

Transferability of credits earned at the School of Medical Imaging is at the complete discretion of an institution to which the student may seek to transfer.

International Credit: Credit from international institutions may be awarded for applicable required courses. The applicant must send official transcripts to an approved agency to obtain a course by course evaluation. All fees for such service must be paid by the applicant. The agency’s evaluation must be sent directly to the School.

Audit: To audit a course means a student enrolls in a course but does not receive academic credit upon course completion.

Tracking Prior Federal Financial Aid:

Prior federal financial aid data is collected through the National Student Loan Data System. The Office of financial aid has access to the NSLDS web site and is able to check the status of a student at any time. NSLDS is accessed at the beginning of each academic year.

Graduation Requirements

The candidate for graduation from the Bon Secours St. Mary’s Hospital School of Medical Imaging must meet the following criteria in order to receive a certificate of completion and a School pin.

1. Completed all didactic course requirements of the curriculum with a minimum grade of C (80) or P (Pass).
2. Completed all clinical courses with a minimum grade of C (80).
3. Satisfied all clinical competency requirements of the School.
4. Satisfied all financial obligations to the School.
5. Return all items belonging to the School.
6. Complete an exit demographic questionnaire.
7. Attend the graduation ceremony unless a written request to be excused is approved by the Director/Dean.
Radiation Safety Policy & Procedures

Student exposure to ionizing radiation for diagnostic purposes must be done only at the direction of a physician. Students found performing x-rays on themselves or classmates shall face disciplinary action; this may include dismissal from the program. Students are expected to follow the ALARA concept to protect themselves, patients, and others from ionizing radiation.

Shielding & Radiation Protection

- Students must shield ALL patients from unnecessary ionizing radiation to protect reproductive organs and/or bone marrow.
- Students are not to hold patients during an x-ray exposure.
- Students are not to hold an image receptor during an x-ray exposure.
- Lead aprons and thyroid shields are to be used during all departmental and portable fluoroscopy examinations.
- Students are to wear a lead apron regardless of the distance from primary beam.
- For all portable examinations, 2 lead aprons must be provided, one apron for the student and one apron for the patient. All students must wear a full lead apron and maintain a six (6) foot distance from the primary beam when making the exposure.
- When wearing a lead apron, the Personnel Dosimeter (PD) is to be worn on the collar, outside the apron.
- All females (patients, caregivers and/or parents) of child bearing age, are to be asked,
  - “Is there any chance you could be pregnant, trying to get pregnant or potentially pregnant?” prior to radiation producing examination.
  - A positive answer must be reported to the radiologist before proceeding with the examination.
  - A negative response must be followed with.
    - “When was the date of your last menstrual period?”
  - Failure to ask about pregnancy and last LMP can result in disciplinary action.

Failure to shield, unless shielding would endanger the patient or obscure pertinent anatomy, will result in disciplinary action.

Students that perform a competency without shielding during the exam or fail to provide protection for themselves through use of lead aprons, short exposure time, distance & PD’s, will receive a failing grade.

Sanctions

Generally, disciplinary sanctions occur in the following sequence:

1. The first infraction will result in a written letter of warning that shall be provided to the student and filed in the student’s permanent record.
2. A second infraction of the same or different type will result in a two-day suspension. Any student who has been suspended shall remain on disciplinary probation for the remainder of the student’s enrollment at the School.
3. Following a suspension, any additional infractions (regardless of the infraction) warranting discipline will result in a case review as noted in the grievance policy. Following the case review the student may be dismissed from the program or further disciplinary action may be warranted. If the student is allowed to continue in the program, that student shall remain on disciplinary probation for the remainder of the program. Any further infractions will result in immediate dismissal.

Personnel Dosimeters (PD) & Due Date

All students shall be monitored for radiation exposure via the use of PD’s according to the procedures outlined in the Radiology Departmental Procedures Manual.

PERSONNEL DOSIMETERS (BADGE) ARE TO BE WORN AT THE COLLAR LEVEL AND CANNOT BE WORN FOR EMPLOYMENT.

- Students that lose or misplace their PD must report the loss to the Clinical Coordinator and the School Radiation Safety Officer as soon as possible.
- Students are not allowed in clinic without their PD.
- The PD is due by the due date (located on the device) in Clinical seminar.
- Failure to turn in PD’s on time will result in the student taking responsibility for returning it to the School Radiation Safety Officer as soon as possible and potential clinical grade reduction.
- Students that are absent from clinical seminar must turn in their PD the first day back to school to the School Radiation Safety Officer.
Radiation Protection/ Exposure
Radiation exposure reports are available quarterly and monitored by the School Radiation Safety Officer. Any unusual readings will be evaluated and the student notified. Radiation exposure reports are permanently maintained by the Radiology Department.

Repeat Images
To promote the highest levels in quality patient care and radiation protection, unsatisfactory radiographs SHALL BE REPEATED ONLY IN THE PRESENCE OF A QUALIFIED PRACTITIONER, regardless of the student’s level. Repeats must be recorded on the clinical daily record log with technologist’s signature.

Pregnancy Policy
The program shall parallel the employee pregnancy policy of St. Mary’s Hospital in regard to a student pregnancy. A copy of the document is provided within the student handbook.

Students have the right to choose to declare or not declare pregnancy. If you choose to declare pregnancy, the declaration must be made in writing. The form for declaration may be obtained in the program office and a copy is found in the student handbook.

A student who becomes pregnant during the program will have the following options:

- Voluntarily declare pregnancy to the program Radiation Safety Officer who will offer counseling on protection and monitoring methods for both the student and the fetus during the remainder of the pregnancy. Written notice is required.
- Request a leave of absence. Refer to program Leave of Absence Policy.
- Voluntarily leave the program and apply for re-admission at a later date. Refer to re-admission policy.
- Choose not to declare.
- Continue in program without modification.
- A student who has chosen to declare pregnancy can choose to un-declare pregnancy at any time. Written notice is required.

Students will be required to adhere to standard radiation protection practices and monitoring methods. Refer to St. Mary’s Hospital Policy: “Pregnant Workers, Radiation Protection For”, Policy Number 17:00.

Should an accepted applicant become pregnant before the start of school; the applicant shall have the option of delaying entry or follow one of the above listed options.

Student pregnancy — refer to Policy G28.
FINANCIAL POLICIES & RESOURCES

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Finance
The Dean of Finance is responsible for management and oversight of the Business Office (Bursar and Senior Accountant) and Financial Aid Office (Director of Financial Aid, Financial Aid Specialist and Financial Aid Counselor). The Business Office and Financial Aid Office have segregation of duties; however, both are integral parts of the student account process. Contact information is provided at the end of this section.

Tuition and Fees
St. Mary’s Hospital School of Medical Imaging (SOMI) tuition and fees are assessed based on the Tuition and Fee Schedule presented on pages 14-15. SOMI reserves the right to make changes to the tuition and fee structure as needed. Any such changes will be communicated via email and announcements in Student Information System (SIS) Student Portal.

There are certain additional costs/Fees that students will incur that are not assessed within the SOMI Tuition and Fee structure. Students should budget for these additional expenses:
- Computer/Laptop
- Books
- Uniforms
- Transportation and parking fees
- Health Insurance
- Background Screening
- Health Screening
- Clinical Markers and Electronic Student Clinical Record System
- Other supplies as deemed necessary

Student Responsibility
It is the student’s responsibility to ensure that student account balances are paid, or financial aid is scheduled, in accordance with the procedures and timelines set forth in the following sections. Students are required to review the “My Finances” information contained in the SIS — Student Portal on a regular basis. In addition, communication to students regarding student accounts and financial aid will be primarily sent via student email. Students are responsible for reviewing and responding to student email accounts in a timely manner. The Bursar and Financial Aid Office staff is available to assist students with financial questions Monday through Friday between 8:30am–4:30pm via in-person appointment, email and phone.

Registration Bill
Registration Bills are available 30 days prior to the start of each semester. The Registration Bill includes charges based on academic year, enrollment status and (if applicable) financial aid. When reviewing the Registration Bill prior to the start of the semester, charges will be in “pending” status and (if applicable) financial aid will be in “scheduled” status. It is the student’s responsibility to review Registration Bills on the SIS — Student Portal prior to the start of each semester to ensure that all anticipated financial aid is scheduled. The Registration Bill is used to identify the amount, if any, is due from the student.

**Payment of tuition and fees is due in full by 8:00am on the first day of each semester.
It is the student’s responsibility to ensure that all payment or adequate financial aid is scheduled to cover all charges by 12:00pm (noon) on the Friday prior to the start of each semester. SOMI does not offer payment plans and no exceptions will be made. Students who have a student account balance in excess of $1.00 will be dropped from all courses due to non-payment.

Payment Options
SOMI accepts personal checks, cashier checks, money orders and credit cards. Personal checks, cashier checks and money orders are to be submitted to the Bursar via Bursar drop box located on campus or mailed to SOMI Attn: Bursar 8550 Magellan Pkwy, Suite 700 Richmond, VA 23227. A fee of $25.00 will be assessed to the student account for any check returned due to Non-Sufficient Funds (NSF). The preferred payment method is credit card (VISA, MasterCard, American Express and Discover) which can be submitted through the SIS — Student Portal. Students are encouraged to confirm the transactional and daily limits imposed by their lenders prior to processing payment.

Charges During Add/Drop Period
Students who elect to add courses during the Add/Drop Period are required to make payment, or have scheduled financial aid, to cover additional charges by 12:00pm (noon) on the last day of the Add/Drop Period. Students who elect to withdraw from the program during the Add/Drop Period will be refunded in accordance with G8 Refund policy.
Financial Aid
SOMI offers a wide array of financial aid to qualified applicants. The Financial Aid Office staff is dedicated to assisting students secure the most beneficial financial aid package. Financial aid packages may consist of scholarships, grants and loans.

FAFSA
All students are required to submit the Free Application for Federal Student Aid (FAFSA) to determine eligibility for financial aid. The FAFSA can be completed in paper or electronic format. For the 2018–19 academic year, the FAFSA may be submitted from October 1, 2017 through June 30, 2018. However, students are strongly encouraged to submit the FAFSA by March 1st for the upcoming academic year to prevent delays in financial aid packaging and awards.

Students can access FAFSA on the web at http://fafsa.ed.gov or the link located on the SOMI website under Federal Financial Aid. SOMI's school code is 023585.

The Central Processing System (CPS) processes the FAFSA which results in two output documents (1) Student Aid Report (SAR) which is distributed to the student and (2) Institutional Student Information Record (ISIR) which is distributed to SOMI. Students are responsible for reviewing information contained in the SAR. Any rejects found on the SAR and ISIR must be resolved prior to awarding a financial aid package. Students who are selected for Verification are subject to the requirements outlined in FA4 FFA Verification policy.

Virtual Financial Aid Office (VFAO)
SOMI implemented a Virtual Financial Aid Office (VFAO) for the 2018-19 academic year. Upon submission of the FAFSA, students are required to complete a VFAO interview to establish certain student information for financial aid packaging. Students will be notified of financial aid packaging by receipt of an award letter approximately 45 days prior to the start of each semester. Students are required to accept (or deny), any, or all, of the financial aid package contained in the award letter and submit the response to the Financial Aid Office. Per Federal Regulations, students will receive a loan notification letter 30 days prior or after a Federal Direct Loan disbursement that includes detailed information and provisions for cancelling a portion, or all, of the loan within 14 days.

Title IV Financial Aid
SOMI participates in programs that are regulated under Title IV of the Higher Education Act of 1965, as amended (Title IV). SOMI administers financial aid for Title IV programs including, Federal Pell Grant and Federal Direct Loans including Subsidized, Unsubsidized and Parent PLUS. Definitions and further information regarding Title IV Financial Aid is contained in the Appendix of this section.

Note to 3rd Semester (Summer) Students Only: Federal Direct Loans will not be disbursed to the student account until after July 1st. Students are strongly encouraged to plan appropriately during this semester of the program.

Alternate/Private Loans
The Financial Aid Office recommends that Alternate/Private Loan options be considered only after all other financial aid resources are exhausted, which includes Federal Direct Loans. Upon selection of an Alternate/Private Loan lender, the student is required to inform the Financial Aid Office. The Financial Aid Office does not endorse any lender and encourages students to thoroughly research all lenders. The student is required to submit a Self-Certification Form to lenders. Students can explore Alternate/Private Loans on the web at http://www.elmselect.com for more information.

Third-Party Payors
SOMI participates with several Third-Party payors such as VA529 College Savings Plan, EdAssist, Veteran Affairs and various employers. SOMI will invoice most third-party payors on the student’s behalf and apply the resulting payment to the student account. It is the student’s responsibility to contact the Bursar, and in cases of Veteran Affairs benefits the SOMI Operations Coordinator, submit applicable documentation (i.e. voucher) and confirm that the proper financial aid award is scheduled 30 days prior to the start of each semester.

Book Advance Program
Per Federal Regulations, SOMI offers a Book Advance Program in which students who have Title IV financial aid scheduled in excess of charges (Title IV Credit Balance), may receive a cash advance for the purpose of purchasing textbooks and supplies prior to the start of each semester. The Book Advance is considered a financial obligation, is not considered additional funds
and is subject to eligibility restrictions. The amount of the Book Advance is determined by the Financial Aid Office. In accordance with Federal Regulations, Book Advances are issued no more than 10 days prior to the start of each semester.

The student is responsible for full and immediate repayment of the Book Advance to SOMI if (1) it is later determined that the student was not eligible, (2) the student does not begin attendance and/or (3) the student withdraws. Further information can be obtained in FA2 Book Advance policy located at www.mysomi.org.

Satisfactory Academic Progress (SAP)

In accordance with Federal Regulations, students must maintain Satisfactory Academic Progress (SAP) by meeting certain academic requirements in order to maintain Title IV financial aid eligibility. In addition, students who do not meet SAP requirements will be academically dismissed from the program.

SAP is measured based on the following qualitative and quantitative measures:

1. **Grade Point Average (GPA):** GPA is the qualitative measurement for SAP. SOMI students are required to maintain, at each semester, a minimum cumulative GPA of 2.0.

2. **Pace:** Pace is the rate of progress at which students must advance through the program to ensure that the program is completed within the maximum time frame. Students are required to complete the program within 150% (27 months) of the published program length (18 months).

Additional information regarding SAP can be located in A8 Satisfactory Academic Progress policy located in the student handbook.

Cost of Attendance (COA)

In accordance with Federal Regulations, SOMI must develop and publish an annual Cost of Attendance (COA), which helps determine a student’s eligibility for calculating financial aid. COA includes anticipated expenses that a student may incur during the academic year. These expenses include tuition, fees, room and board, textbooks, supplies, travel and personal costs. Room and board expenses refer to off-campus living expenses and is based on certain criteria determined by the ISIR, such as if the student lives at home with parents or relatives. Travel expenses refer to vehicle maintenance, insurance, gas, etc. Personal expenses refer to clothing, food, entertainment and in some case dependent care. It is important to note that COA is utilized for budget purposes in determining financial aid eligibility. COA does not reflect direct charges to the student. In certain circumstances, Professional Judgement may be exercised in adjusting COA; however, these instances are rare and require additional documentation. 2018–19 COA schedules published on the SOMI website under Financial Aid.

Title IV Credit Balances

Title IV Credit Balances are created when a student receives Title IV Financial Aid in excess of charges, thus creating a negative student account balance. A refund of Title IV Credit Balance, typically referred to as a Stipend, is processed as payment back to the student (or parent) within 14 calendar days of occurrence, in accordance with Federal Regulations. A student (or parent) may authorize SOMI to retain a Title IV Credit Balance and apply the credit balance to a future semester within the same academic year. In such cases, a Title IV Credit Balance Authorization form must be submitted to the Bursar prior to the start of each semester, as applicable.

A parent is the borrower under the Federal Direct Parent PLUS Loan program. As such any Title IV Credit Balance will be remitted to the parent, unless the parent authorized SOMI to apply the credit balance to a future semester within the same academic year or authorizes SOMI to remit payment to the student. In either situation, a Title IV Credit Balance Authorization form must be submitted to the Bursar prior to the start of each semester, as applicable. The Title IV Credit Balance Authorization form is published on the SOMI website under Financial Aid.
**Withdrawal**
A student may permanently withdraw from SOMI through written notification to the Director/Dean. Additional information regarding voluntary or administrative withdraw is further defined in policy G 21 of the student handbook. Refunds that result from withdraw will not be processed prior to official notification to the Director/Dean.

**Step 1 — Refund of Charges:**
SOMI provides refunds of charges (tuition and fees) in accordance with the Charges Refund Schedule below.

<table>
<thead>
<tr>
<th>PROPORTION OF SEMESTER COMPLETED AS OF THE DATE OF DETERMINATION (DOD)</th>
<th>% OF TUITION AND FEES TO REFUND</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add/Drop period up to 25%</td>
<td>50% Refund</td>
</tr>
<tr>
<td>26% up to 50%</td>
<td>25% Refund</td>
</tr>
<tr>
<td>Greater than 50%</td>
<td>No Refund</td>
</tr>
</tbody>
</table>

**Step 2 — Return of Title IV (R2T4):**
In certain cases of withdraw, if the student is eligible to receive, or has received, Title IV Financial Aid, a Return to Title IV (R2T4) calculation must be performed in accordance with Federal Regulations to determine the amount of Title IV Financial Aid the student has earned and when applicable, the amount of Title IV Financial Aid that must be returned to the Department of Education. Title IV funds are earned in direct proportion to the length of time that a student remains enrolled. Up through the 60% point during the period of enrollment (semester) a pro-rata schedule is used to determine the amount of Title IV Financial Aid that the student has earned. Once 60% of the period of enrollment (semester) is complete, 100% of Title IV Financial Aid is earned and is not required to be returned. R2T4 refunds are required to be processed within 45 days of the Date of Determination. Additional requirements and information is further defined in G8 Refund policy.

R2T4 Refunds are made in the following order:
- Federal Direct Unsubsidized Loans
- Federal Direct Subsidized Loans
- Federal Direct Parent PLUS Loans
- Federal Pell Grant
- FSEOG

**Student Overpayment**
Refunds due to student payment in excess of student account (student overpayment) will be processed within 45 days of occurrence in accordance with G8 Refund policy.

**Enrollment Cancellation**
In accordance with (section) 23.1-215B of the Code of Virginia, an applicant who provides written notice of cancellation within three business days, excluding weekends and holidays, of executing the Enrollment Agreement, is entitled to a refund of all monies paid, minus the non-refundable fees, to include the $50.00 application fee.

A request for cancellation greater than three business days after executing the Enrollment Agreement and making an initial payment, but prior to the start of the semester is entitled to a refund of all monies paid, minus the lesser of (1) maximum tuition fee of 15% of the stated charges of the course(s) or (2) $100.00.
### Timeline of Events

<table>
<thead>
<tr>
<th>1ST SEMESTER IN THE PROGRAM (NEW STUDENTS)</th>
<th>Each Semester in the Program (Continuing Students)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit W-9 and Direct Deposit Form to Bursar</td>
<td>Approve Financial Aid package/award letter 45 days prior to start of semester/academic year</td>
</tr>
<tr>
<td>FERPA Release (if required) 30 days prior to start of semester</td>
<td>Submit 3rd Party Payor information to Bursar (if required) 30 days prior to start of semester</td>
</tr>
<tr>
<td><strong>Student Checklist</strong></td>
<td>Review Registration Bill — charges and anticipated financial aid 30 days prior to start of semester</td>
</tr>
<tr>
<td><strong>FIRST SEMESTER ONLY (NEW STUDENTS)</strong></td>
<td>Submit Title IV Credit Balance Authorization form (if required) 30 days prior to start of semester</td>
</tr>
<tr>
<td>W9 submission to Bursar</td>
<td>Student Payment Due 12:00pm (noon) Friday prior to first day of each semester</td>
</tr>
<tr>
<td>Direct Deposit form submission to Bursar</td>
<td>Charges are posted (from pending) First through tenth day of the semester</td>
</tr>
<tr>
<td><strong>EACH SEMESTER (CONTINUING STUDENTS)</strong></td>
<td>Students are “dropped” from course(s) due to attendance or past due student account 5:01pm last day of Add/Drop</td>
</tr>
<tr>
<td>FAFSA submission to Department of Education</td>
<td>Third Party Payors are invoiced by Bursar 11 days after start of semester</td>
</tr>
<tr>
<td>VFAO interview submission (online)</td>
<td>Title IV Financial Aid is posted to student account 14 days after start of semester</td>
</tr>
<tr>
<td>Approve Award Letter</td>
<td>Stipend/Refund processing 14 days after Title IV Financial Aid disbursement</td>
</tr>
<tr>
<td>Title IV Credit Balance Authorization form (if applicable)</td>
<td></td>
</tr>
<tr>
<td>3rd Party Payor information submitted to Bursar (vouchers)</td>
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</tr>
</tbody>
</table>

The SOMI Finance team is available to assist students through the financial aid and student accounts process. Students are encouraged to contact the Financial Aid Office for financial aid counseling sessions.

**Contact Information:**

**Amy Pozza, Dean of Finance**  
Phone: (804) 264-7315  
Email: amy_pozza@bshsi.org

**Financial Aid Office**  
Email: bsr-confinancial@bshsi.org

**Kelley Florian, Director of Financial Aid**  
Phone: (804) 627-5350  
Email: kelley_florian@bshsi.org

**Lisa Gregory, Financial Aid Specialist**  
Phone: (804) 627-5301  
Email: lisa_gregory@bshsi.org

**Financial Aid Counselor**  
Email: bsr-confinancial@bshsi.org

**Business Office**  
**Harris King, Bursar**  
Phone: (804) 627-5362  
Email: bsr-bursar@bshsi.org

**Melanie Arcibal, Senior Accountant**  
Phone: (804) 627-5385  
Email: melanie_arcibal@bshsi.org
Appendix

Definitions

Cost of Attendance (COA)
COA includes anticipated expenses that a student may incur during the academic year. These expenses include tuition, fees, room and board, textbooks, supplies, travel and personal costs. Room and board expenses refer to off-campus living expenses and is based on certain criteria determined by the ISIR, such as if the student lives at home with parents or relatives. Travel expenses refer to vehicle maintenance, insurance, gas, etc. Personal expenses refer to clothing, food, entertainment and in some case dependent care. It is important to note that COA is utilized for budget purposes in determining financial aid eligibility. COA does not reflect direct charges to the student.

Enrollment Status
A student’s Enrollment Status for Federal Financial Aid purposes is defined as Full-Time (12+ credit hours per semester), Three-Quarter Time (9-11 credit hours per semester), Half-Time (6-8 credit hours per semester) and Less Than Half Time (less than 6 credit hours per semester).

Expected Family Contribution (EFC)
The student’s EFC is calculated by the Central Processing System (CPS) and is located on the student’s SAR and BSMCON ISIR. EFC is a critical part of determining the student’s eligibility for financial aid packaging.

Federal Regulations
Title IV Financial Aid is subject to federal regulations contained in Title IV of the Higher Education Act of 1965, as amended. Specific federal regulations to Title IV financial aid are generally found in 34 CFR 668-690.

Grade Level
Grade level is a component of the FAFSA and is directly related to the amount of Federal Direct Subsidized and Unsubsidized Loans that a student can borrow. It is critical that the student submit the correct Grade-Level on the FAFSA. Grade levels are based on Academic Classification that includes the number of credit hours completed including transferred credits. The Academic Classification table is located on page 16 of the Catalog.

Need
Need is determined by Federal Regulations as a student’s COA less EFC. Need is the basis on which many financial aid awards is based.

Verification
Verification is a process in which the Department of Education or SOMI can select certain students to complete additional verification of information or certify accuracy of FAFSA information. SOMI’s verification procedures are further defined in FA4 FFA Verification policy.

Title IV Financial Aid Sources

Federal Pell Grant
The Federal Pell Grant Program provides Need-based grants to low-income undergraduate and certain post-baccalaureate students to promote access to postsecondary education. Federal Pell Grants, unlike Federal Direct Loans, do not have to be repaid. Federal Pell Grant award amounts are dependent on the student’s EFC, COA, Enrollment Status (full-time, three-quarter time, half-time or less than half-time) and whether the student attends for a full academic year or less. The 2018-19 maximum Federal Pell Grant award is $6,095. Year round Pell is offered for students who meet requirements.

Federal Direct Loan Program
The Federal Direct Loan Program offers financial assistance in the form of loans, which must be repaid with interest, to students who meet certain eligibility requirements. The Federal Direct Loan Program is comprised of Federal Direct Subsidized Loans, Federal Direct Unsubsidized Loans and Federal Direct Parent PLUS Loans.
Federal Direct Parent PLUS Loan
Parents of dependent students may apply for a Federal Direct Parent PLUS Loan to help pay their child’s education expenses as long as certain eligibility requirements are met.

Eligibility Requirements for Federal Direct Parent PLUS Loans include: (1) the parent borrower must be the student’s biological or adoptive parent. In some cases, the student’s stepparent may be eligible, (2) the student must be a dependent student who is enrolled at least half-time (6 credit hours per semester), (3) generally a student is considered to be dependent if s/he is under 24 years of age, has no dependents of their own, is not married, is not a veteran, is not a graduate or professional degree student and is not a ward of the court, (4) the parent borrower must not have an adverse credit history (if a parent borrower does not pass the credit check, in certain circumstances additional actions may be taken), (5) student and parent must be a U.S. citizens or eligible noncitizen, (6) student and parent must not be in default on any federal education loans, (7) student or parent must not owe an overpayment on a federal education grant and (8) student and parent must meet other general eligibility requirements for the federal student aid programs.
Campus Security & Safety
Bon Secours St. Mary’s Hospital School of Medical Imaging is committed to providing a secure and welcoming environment for students, faculty, staff, and visitors. SOMI shares a building/campus with BSMCON, and the campus is secured and only accessible through a monitored front door. All SOMI students are provided with a student ID and access badge, which allows students to enter the building during normal operating hours.

Clery Act
The federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), 20 U.S.C. § 1092(f), requires colleges and universities, both public and private, participating in federal student aid programs to share information about crime on campus and their efforts to improve campus safety as well as inform the public of crime in or around campus. Disclosures about crime statistics and summaries of security policies are made once a year in an Annual Security Report (ASR), and information about specific crimes and emergencies is made publicly available on an ongoing basis throughout the year.

Violence Against Women Act
The Violence Against Women Act (VAWA) was enacted in 1994 (P.L. 103-322). The original act was intended to change attitudes toward domestic violence, foster awareness of domestic violence, improve services and provisions for victims, and revise the manner in which the criminal justice system responds to domestic violence and sex crimes. In February 2013, Congress passed legislation (Violence Against Women Reauthorization Act of 2013; P.L. 113-4) that reauthorized most of the programs under VAWA, among other things. The VAWA reauthorization also amended and authorized appropriations for the Trafficking Victims Protection Act of 2000, enhanced measures to combat trafficking in persons, and amended some VAWA grant purpose areas to include sex trafficking. Moreover, VAWA 2013 gave Indian tribes authority to enforce domestic violence laws and related crimes against non-Indian individuals, and established a nondiscrimination provision for VAWA grant programs. The reauthorization also included new provisions to address the rape kit backlog in states.

Title IX
The U.S. Department of Education’s Office for Civil Rights (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX states that: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

The Campus Sexual Violence Elimination Act
The Campus Sexual Violence Elimination Act, or Campus SaVE Act (SaVE), is a 2013 amendment to the federal Jeanne Clery Act. SaVE was designed by advocates along with victims/survivors and championed by a bi-partisan coalition in Congress as a companion to Title IX that will help bolster the response to and prevention of sexual violence in higher education. President Obama signed the measure into law as part of the Violence Against Women Reauthorization Act of 2013 on March 7, 2013.

Commitment to Substance Abuse Prevention. The School of Medical Imaging is committed to maintaining a healthy environment for our students, patients, employees, and visitors by enforcing a substance abuse-free environment.

Voluntary Confidential Reporting
School Administration encourages anyone who is a victim or witness to any crime to promptly report the incident to the Dean/Director of the school, Operations Coordinator, or a SOMI faculty member. SOMI personnel are all identified as campus security authorities, which is defined as persons who has the authority and the duty to take action or respond to particular issues on behalf of the institution. The purpose of a confidential report is to keep the matter confidential, but to also ensure campus safety and security. There is a link on the School website for confidential reporting: www.mysomi.org

Restrooms
The School is committed to providing safe and accessible campus restrooms. All restrooms are in compliance with accessibility regulations in accordance with the Americans with Disabilities Act (ADA). Further, all restrooms on campus are designated gender inclusive, thus allowing individuals to utilize the restroom that corresponds with one’s gender identity and expression.
Add/drop period:
Is identified as the time period between the first day of classes (school begins) and the 1st Saturday after the first day of classes. The number of days during this add/drop period varies each semester, see academic calendar.

The add/drop period is the time frame in which the student can withdraw from the program and receive 100% refund for that term.

Refund Policy

General Regulations for Institutional Refunds:
All fees and payments, with the exception of non-refundable fees, will be remitted to the student if he or she is not admitted, does not enroll in the school, does not begin the program, withdraws prior to the start of the program, or is dismissed prior to the start of the program.

A student has three (3) business days, excluding weekends and holidays to cancel the enrollment agreement without financial obligation other than any non-refundable fees described as part of the admissions process. (See tuition and fees)

A student may cancel enrollment, by written notice, any time prior to the first class day of the period for which the application was made.

As of the first day of class, the school will utilize the add/drop policy, in which, a student may withdraw during the add/drop period and be entitled to 100% refund for the term. However, should the student withdraw after the add/drop period, he or she will receive a tuition refund in this manner:
- Student withdraws during the first 25% of the semester is entitled to a refund of 50%.
- Student withdraws after completing 25% of the semester, but less than 50% of the semester is entitled to a refund of 25%.
- Student withdraws after completing 50% of the semester is not entitled to a refund.

Refer to Refund policy G8 located in student handbook at www.mysomi.org.

Last Date of Attendance:
The last date of attendance is defined as the last day a student had academically related activity, which may include projects, clinical experience, or examinations.

Determined Date of Withdrawal:
The determined date of withdrawal (date of determination) is the date the student communicates to the Director/Dean that he/she is withdrawing; if there is no communication, this is seven days past the last day of attendance. This is the date the School uses as the withdrawal/resignation date.

Federal Return to Title IV Funds — Financial Aid Recipients:
Federal law requires Schools to calculate how much federal financial aid a student has earned if that student:
- Completely withdraws (Withdrawal from the School), or
- Stops attending before completing the semester, or
- Takes an approved leave of absence, or
- Does not complete all modules (courses which are not scheduled for the entire semester) for which he/she has registered at the time those modules began.

Schools are required by federal statute to determine how much financial aid was earned by students who resign from the School or take a leave of absence prior to completing 60% of a payment period or term. For a student who resigns from the School after the 60% point-in-time, there is no unearned aid. However, a School must still complete a return calculation in order to determine whether the student is eligible for a post-withdrawal disbursement. The calculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Earned Aid (percentage of payment period or term completed) = the number of days completed up to the withdrawal date divided by the total days in the payment period or semester. (Any break of five days or more is not counted as part of the days in the semester.)

The payment period for most students is the entire semester. However, for students enrolled in modules (courses which are not scheduled for the entire semester), the payment period only includes those days for the module(s) in which the student is registered.

Funds are returned to the appropriate aid program based on the percentage of unearned aid using the following formula:

Unearned Aid (aid to be returned) = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or semester.
If a student earned less aid than was disbursed, the SOMI would be required to return a portion of the aid and the student would be required to return a portion of the aid. The student borrower may owe a debit balance to the SOMI when Title IV aid is returned.

If a student earned more aid than was disbursed, the SOMI would owe the student a post-resignation disbursement which must be paid within 120 days of the student’s resignation from the SOMI.

The SOMI must return the amount of Title IV aid for which it is responsible no later than 45 days after determining the student’s resignation date.

a. Funds are returned to the following sources in order of priority, as established by Congress:
   1. Unsubsidized Direct Stafford loans (other than PLUS loans).
   2. Subsidized Direct Stafford loans.
   3. Direct PLUS loans.
   4. Federal Pell Grants for which a return of funds is required.

b. There are six basic steps to the formula for calculating the amount of funds that must be returned to the Title IV programs:
   1. Determine date of withdrawal from SOMI and percentage of payment period attended by the student.
   2. Calculate amount of Title IV aid earned by the student.
   3. Compare amount earned and amounts disbursed to determine amount unearned.
   4. Determine late disbursement if amount earned is greater than amount disbursed.
   5. Determine amount of Title IV aid must be returned if amount earned is less than amount disbursed.
   6. Calculate portion of funds to be returned by the SOMI and student.

A student may have an outstanding balance with the SOMI due to the return of Title IV funds. If the outstanding balance is not paid within three months from the date of resignation from the SOMI, the SOMI will send the student’s account to its collection agency.

References:
Return to Title IV - Higher Education Act (HEA)
Section 484B: 34 CFR 668.22

**Veteran Educational Benefits**
Students eligible to receive veteran’s educational benefits should contact the Operations Coordinator at 627-5408 for certifying enrollment with the Veteran’s Administration.

**Scholarship**
A Scholarship is the awarding of funds, usually from a private foundation to a student to help subsidize his/her education while enrolled in the School.

**Enrollment Status**
Enrollment status is full-time or part-time based upon the number of credit hours taken in a semester. Full-time is 12 or more credit hours; three-fourths time is 9–11 credit hours; half-time is 6-8 credit hours; less than half-time is 5 or fewer credit hours.
Bon Secours St. Mary’s Hospital School of Medical Imaging
Radiography Program Scholarships

**ASRT Foundation Scholarships** help entry-level students and professionals get the support they need to achieve a successful, sustainable career and deliver safe, high-quality patient care.

ASRT Foundation Scholarships
https://foundation.asrt.org/what-we-do/scholarships
Applications are due January 31

**Jerman-Cahoon Student Scholarship:**
Six scholarships of $2,500 each are awarded annually to entry-level students in radiography, sonography, magnetic resonance or nuclear medicine.

**Royce Osborn Minority Student Scholarship:**
Osborn Minority Student Scholarship. Five scholarships of $4,000 each are awarded annually to assist minority students in an entry-level radiography, sonography, magnetic resonance, radiation therapy or nuclear medicine program.

The purpose of this **VSRT scholarship** is to provide financial assistance to students enrolled in accredited programs of radiography.

Virginia Society of Radiologic Technologists
http://www.vsrt.org/scholarships
Applications are due December 1

**Eligibility:**
- A VSRT member.
- Enrolled in an approved program of imaging or radiation sciences for no less than six (6) months.
- Students in the second year of an imaging or radiation sciences program must be planning on immediately continuing their education.

**Awarding of the Scholarship:**
A maximum of $2000 will be awarded annually based on the recommendations of the Scholarship Committee.

This award is given based on merit only and is given to a Radiography student selected by a faculty vote. The individual selected should have, over the first year of the program, displayed objective evidence suggesting the candidate was destined to succeed and advance in the medical imaging field as noted by comments on performance extending above and beyond the usual expectations for a student.

Commonwealth Radiology P.C. Ronald F. Calkins, M.D.
Memorial Scholarship
Applications due by posted deadline

**Awarding of the Scholarship:**
Approximately $3,360 will be awarded annually to the recipient during the 3rd semester of enrollment in the radiography program.

**Eligibility:**
- Be enrolled in the second level at the Bon Secours St. Mary’s Hospital School of Medical Imaging.
- Attain past and future successful (80%) completion of all coursework.
- Exhibit professionalism in the classroom and clinical environments.
- No record of programmatic probation or incurred clinical disciplinary action (including, but not limited to, written letters of warning).
Bon Secours St. Mary’s Hospital School of Medical Imaging

Undergraduate Certificate in Radiography

Program Length — 72 weeks

Students Graduating on Time
100% of Title IV students complete the program within 72 weeks¹

Program Costs*
$11,292 for tuition and fees
$1,400 for books and supplies
$10,684 for off-campus room and board

Other Costs:
Application fee $50, initial background screening $52, markers $40, health screen $300, uniform and shoes $250.

Visit website for more program information:

*The amounts shown above include costs for the entire program, assuming normal time to completion.
Note that this information is subject to change.

Students Borrowing Money 61% of students who attend this program borrow money to pay for it.²
The typical graduate leaves with: $9,300 in debt.³
The typical monthly loan payment: $93 per month in student loans with 3.76% interest rate.⁴
The typical graduate earns: Not provided per year after leaving this program.⁵

Gradsuates Who Got Jobs: 100% of program graduates got jobs according to the accreditor job placement rate.⁶
Program graduates are employed in the following fields:
Radiologic Technologists: http://onetonline.org/link/summary/29-2034.00

Licensure Requirements⁶
*Program has no licensure requirements in any state.

Additional Information: No additional notes provided.

Created: 10/24/2017
These disclosures are required by the U.S. Department of Education

Footnotes:
¹ The share of students who completed the program within 100% of normal time (72 weeks)
² The share of students who borrowed federal, private and/or institutional loans to help pay for college.
³ The median debt of borrowers who completed this program. This debt includes federal, private and institutional loans.
⁴ The median monthly loan payment for students who completed this program if it were repaid over 10 years at 3.76% interest rate.
⁵ The median earnings of program graduates who received federal aid.
⁶ Some states require students to graduate from a state-approved program in order to obtain a license to practice a profession in those states.
⁷ State job placement rate: N/A.
⁸ Accreditor Job Placement Rate:
Name of the accrediting agency this placement rate is calculated for: JCERT.
Follow the link below to find out who is included in the calculation of this rate:
What types of jobs were these students placed in?
The job placement rate includes completers hired for: Jobs within the field.
Positions that recent completers were hired for include: X-Ray Technician, Radiologic Technologist, Computed Tomography.
When were the former students employed? 12 months.
How were completers tracked? Completer/alumni survey (85% response rate).
Notes:

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