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 website 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 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.

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 2017-2018 academic year.
TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Page</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Telephone numbers</td>
</tr>
<tr>
<td>4</td>
<td>Emergency numbers and alerts</td>
</tr>
<tr>
<td>4</td>
<td>Closings and Delayed Openings</td>
</tr>
<tr>
<td>4</td>
<td>Programmatic Accreditation</td>
</tr>
<tr>
<td>4</td>
<td>Certification</td>
</tr>
<tr>
<td>5</td>
<td>Mission of Bon Secours Health System</td>
</tr>
<tr>
<td>5</td>
<td>Bon Secours Values</td>
</tr>
<tr>
<td>6</td>
<td>History of the School</td>
</tr>
<tr>
<td>6</td>
<td>Mission, Program Goals, and Student learning Outcomes</td>
</tr>
</tbody>
</table>

**General Information:**

<table>
<thead>
<tr>
<th>Page</th>
<th>8</th>
<th>Sponsoring institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>8</td>
<td>Program information</td>
</tr>
<tr>
<td>8</td>
<td>8</td>
<td>Program assessment</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
<td>Admissions requirements</td>
</tr>
<tr>
<td>9</td>
<td>9</td>
<td>Nondiscriminatory clause</td>
</tr>
<tr>
<td>9</td>
<td>10</td>
<td>Basic application requirements</td>
</tr>
<tr>
<td>10</td>
<td>10</td>
<td>Acceptance process</td>
</tr>
<tr>
<td>10</td>
<td>10</td>
<td>Minimum Physical Standards (Essential Functions)</td>
</tr>
<tr>
<td>11</td>
<td>11</td>
<td>Background Checks</td>
</tr>
<tr>
<td>11</td>
<td>11</td>
<td>2017 Academic Calendar</td>
</tr>
<tr>
<td>12</td>
<td>12</td>
<td>2018 Academic Calendar</td>
</tr>
<tr>
<td>12</td>
<td>13</td>
<td>Payment terms and process/financial obligations</td>
</tr>
<tr>
<td>13</td>
<td>13</td>
<td>Tuition Assistance Programs</td>
</tr>
<tr>
<td>14</td>
<td>14</td>
<td>Radiography Tuition &amp; Fees</td>
</tr>
<tr>
<td>16</td>
<td>16</td>
<td>Credit &amp; contact hours</td>
</tr>
<tr>
<td>16</td>
<td>16</td>
<td>Course description by semester</td>
</tr>
<tr>
<td>20</td>
<td>20</td>
<td>Clinical site list</td>
</tr>
<tr>
<td>20</td>
<td>20</td>
<td>ARRT pass rate</td>
</tr>
<tr>
<td>21</td>
<td>21</td>
<td>2012–2016 Program effectiveness data</td>
</tr>
<tr>
<td>22</td>
<td>22</td>
<td>Student services</td>
</tr>
</tbody>
</table>

**Standards for Student Performance:**

<table>
<thead>
<tr>
<th>Page</th>
<th>24</th>
<th>Enrollment Agreement</th>
</tr>
</thead>
<tbody>
<tr>
<td>24</td>
<td>24</td>
<td>Student Rights and Responsibilities</td>
</tr>
<tr>
<td>27</td>
<td>27</td>
<td>Honor Pledge</td>
</tr>
<tr>
<td>28</td>
<td>28</td>
<td>Family Educational Rights &amp; Privacy Act (FERPA)</td>
</tr>
<tr>
<td>30</td>
<td>30</td>
<td>Drug &amp; Substance Abuse</td>
</tr>
<tr>
<td>30</td>
<td>31</td>
<td>Dismissal, Academic Extension, and Readmission</td>
</tr>
<tr>
<td>31</td>
<td></td>
<td>Student Records</td>
</tr>
</tbody>
</table>

**Academic Policies & Procedures:**

<table>
<thead>
<tr>
<th>Page</th>
<th>34</th>
<th>Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>36</td>
<td>36</td>
<td>Leave of Absence</td>
</tr>
<tr>
<td>36</td>
<td>36</td>
<td>Clinical Leave of Absence</td>
</tr>
<tr>
<td>37</td>
<td>37</td>
<td>Appeal Process For Student Grievances/Complaints</td>
</tr>
<tr>
<td>40</td>
<td>40</td>
<td>Grading Scale</td>
</tr>
<tr>
<td>40</td>
<td>40</td>
<td>Dress Code</td>
</tr>
<tr>
<td>40</td>
<td>40</td>
<td>Pregnancy Policy</td>
</tr>
<tr>
<td>41</td>
<td>41</td>
<td>Students with Disabilities</td>
</tr>
<tr>
<td>41</td>
<td>41</td>
<td>Transfer Credits</td>
</tr>
<tr>
<td>42</td>
<td>42</td>
<td>Graduation Requirements</td>
</tr>
</tbody>
</table>

**Financial Policies & Resources:**

<table>
<thead>
<tr>
<th>Page</th>
<th>44</th>
<th>SAP</th>
</tr>
</thead>
<tbody>
<tr>
<td>44</td>
<td>44</td>
<td>Financial Aid</td>
</tr>
<tr>
<td>47</td>
<td>47</td>
<td>Campus Security &amp; Safety</td>
</tr>
<tr>
<td>48</td>
<td>48</td>
<td>Add/Drop Period</td>
</tr>
<tr>
<td>48</td>
<td>48</td>
<td>Refund Policy</td>
</tr>
<tr>
<td>50</td>
<td>50</td>
<td>Book Advance Programs</td>
</tr>
<tr>
<td>50</td>
<td>50</td>
<td>Veterans Educational Benefits</td>
</tr>
<tr>
<td>50</td>
<td>50</td>
<td>Scholarships</td>
</tr>
<tr>
<td>52</td>
<td>52</td>
<td>Gainful employment</td>
</tr>
<tr>
<td>52</td>
<td>52</td>
<td>Resources</td>
</tr>
</tbody>
</table>

**Continuing Education Courses:**

<table>
<thead>
<tr>
<th>Page</th>
<th>54</th>
<th>CT</th>
</tr>
</thead>
<tbody>
<tr>
<td>55</td>
<td>55</td>
<td>Vascular Interventional</td>
</tr>
<tr>
<td>55</td>
<td>55</td>
<td>Mammography</td>
</tr>
<tr>
<td>56</td>
<td>56</td>
<td>MRI</td>
</tr>
<tr>
<td>57</td>
<td>57</td>
<td>Program Clinical Requirements</td>
</tr>
<tr>
<td>57</td>
<td>57</td>
<td>Contact Information</td>
</tr>
<tr>
<td>57</td>
<td>57</td>
<td>Clinical Fee Schedule</td>
</tr>
</tbody>
</table>
**Telephone Numbers**

**Emergency**  
(Note: Dial 9 first to get an outside line)

Ambulance Service  
Fire Department  
Police, emergency  

911

**SOMI Staff Office Coordinator**  
804-627-5408

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

**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

**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 WRXL, 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

Respect
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.

Stewardship
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.

Innovation
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.

Compassion
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.

Quality
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.

Growth
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.

Justice
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.

Integrity
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.
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 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 program mission is to encourage students to embrace the values of Bon Secours and continued professional and personal growth. Our program seeks to promote strong communication skills, the ability to work within a team environment, and commitment to the integrity of the profession.

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 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 duration of three weeks. The School is a full-time program and does not offer part-time or evening classes.

The School is located at 8550 Magellan Parkway, Suite 700 Richmond, VA 23227. The school has access through a security badge. Student Information System (Campus Management) and an online course management system: Blackboard.

**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 grade of “C” and 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 grade of “C” and a minimum cumulative GPA of 2.5. 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. 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). 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. Go to www.mysomi.org to schedule.

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.
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.
# 2017 Academic Calendar

## Spring 2017

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. 9</td>
<td>School semester begins/Tuition is due</td>
</tr>
<tr>
<td>Jan. 14</td>
<td>Last day to drop w/100% refund</td>
</tr>
<tr>
<td>Jan. 16</td>
<td>Student Holiday (No classes)</td>
</tr>
<tr>
<td>Feb. 27-Mar. 3</td>
<td>Advising &amp; mid semester evaluations</td>
</tr>
<tr>
<td>March 3</td>
<td>End of 8 weeks</td>
</tr>
<tr>
<td>March 10</td>
<td>Graduation</td>
</tr>
<tr>
<td>March 13-17</td>
<td>Spring Break (No classes)</td>
</tr>
<tr>
<td>April 14</td>
<td>Student Holiday (No classes)</td>
</tr>
<tr>
<td>April 28</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>May 1-5</td>
<td>Final exam period</td>
</tr>
<tr>
<td>May 5</td>
<td>End of semester</td>
</tr>
<tr>
<td>May 8</td>
<td>Student Break (No classes)</td>
</tr>
<tr>
<td>May 8</td>
<td>Final grades due in SIS</td>
</tr>
</tbody>
</table>

## Summer 2017

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 9</td>
<td>School semester begins/Tuition is due</td>
</tr>
<tr>
<td>May 13</td>
<td>Last day to drop w/100% refund</td>
</tr>
<tr>
<td>May 27-29</td>
<td>Student Holiday (School closed)</td>
</tr>
<tr>
<td>June 26-30</td>
<td>Advising &amp; mid semester evaluations</td>
</tr>
<tr>
<td>July 3-7</td>
<td>Summer Break (No classes)</td>
</tr>
<tr>
<td>July 4</td>
<td>School closed</td>
</tr>
<tr>
<td>August 25</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>August 28-31</td>
<td>Final exam period (3rd semester students)</td>
</tr>
<tr>
<td>August 28-31</td>
<td>Orientation period (1st semester students)</td>
</tr>
<tr>
<td>August 31</td>
<td>End of semester</td>
</tr>
<tr>
<td>September 1</td>
<td>Final grades due in SIS</td>
</tr>
<tr>
<td>Sept. 1-4</td>
<td>Student Break (No classes)</td>
</tr>
<tr>
<td>September 4</td>
<td>School closed</td>
</tr>
</tbody>
</table>

## Fall 2017

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 5</td>
<td>School semester begins/Tuition is due</td>
</tr>
<tr>
<td>September 9</td>
<td>Last day to drop w/100% refund</td>
</tr>
<tr>
<td>October 23-27</td>
<td>Advising &amp; mid semester evaluations</td>
</tr>
<tr>
<td>November 22</td>
<td>Student Holiday (No classes)</td>
</tr>
<tr>
<td>Nov. 23-26</td>
<td>School closed</td>
</tr>
<tr>
<td>December 15</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>Dec. 18-22</td>
<td>Final exam period</td>
</tr>
<tr>
<td>December 22</td>
<td>End of semester</td>
</tr>
<tr>
<td>December 28</td>
<td>Final grades due in SIS</td>
</tr>
<tr>
<td>Dec. 25-Jan. 7</td>
<td>Winter Break (No classes)</td>
</tr>
<tr>
<td>Dec. 23-25</td>
<td>School closed</td>
</tr>
<tr>
<td>Dec. 30-Jan. 1</td>
<td>School closed</td>
</tr>
</tbody>
</table>
# 2018 Academic Calendar

## Spring 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. 8</td>
<td>School semester begins/Tuition is due</td>
</tr>
<tr>
<td>Jan. 13</td>
<td>Last day to drop w/100% refund</td>
</tr>
<tr>
<td>Jan. 15</td>
<td>Student Holiday (No classes)</td>
</tr>
<tr>
<td>Feb. 26–Mar. 2</td>
<td>Advising &amp; mid semester evaluations</td>
</tr>
<tr>
<td>March 2</td>
<td>End of 8 weeks – last day for 5th semester students only</td>
</tr>
<tr>
<td>March 9</td>
<td>Graduation</td>
</tr>
<tr>
<td>March 12-16</td>
<td>Spring Break (No classes)</td>
</tr>
</tbody>
</table>

## Summer 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 8</td>
<td>School semester begins/Tuition is due</td>
</tr>
<tr>
<td>May 12</td>
<td>Last day to drop w/100% refund</td>
</tr>
<tr>
<td>May 28</td>
<td>Student Holiday (School closed)</td>
</tr>
<tr>
<td>June 25-29</td>
<td>Advising &amp; mid semester evaluations</td>
</tr>
<tr>
<td>July 2-6</td>
<td>Summer Break (No classes)</td>
</tr>
<tr>
<td>July 4</td>
<td>School closed</td>
</tr>
</tbody>
</table>

## Fall 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</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>Nov. 22 -25</td>
<td>School closed</td>
</tr>
<tr>
<td>December 14</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>Dec. 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>Dec. 24-4Jan. 4</td>
<td>Winter Break (No classes)</td>
</tr>
<tr>
<td>Dec. 24-25</td>
<td>School closed</td>
</tr>
<tr>
<td>Dec. 30-Jan. 1</td>
<td>School closed</td>
</tr>
</tbody>
</table>
Payment terms and process/financial obligations

Payment terms
Payment of tuition and fees are due before the first day of each semester.

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 Office 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 two payment programs.
1. Loan pay back program
2. Tuition deferment program

Both of these programs are implemented and coordinated by the fiscal department and the Bursar. Forms specific to each program can be found on Blackboard at: https://bsmcon.blackboard.com/

Information specific to deferment program:
• Any employer can be used (not only for Bon Secours employees)
• Students have the option of paying tuition in one lump sum at the end of semester or creating a payment plan with fiscal and making small payments throughout the semester.
• Full semester tuition payment must occur by the student no later than 30 days past the end of the semester (the School does not bill the employer).
## Bon Secours St. Mary’s Hospital School of Medical Imaging
### 18-Month Radiography Program Tuition & Fees

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester (16 Weeks)</strong></td>
<td>RAD 1101</td>
<td>Patient Care, Ethics, Law, and Diversity</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PRO 1101</td>
<td>Radiographic Procedures I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PRO 1101L</td>
<td>Radiographic Procedures I Lab</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>RSC 1101</td>
<td>Imaging I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CRS 1101</td>
<td>Clinical Radiation Science I</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>CRS 1101L</td>
<td>Clinical Seminar Lab I</td>
<td>1</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td>15</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$1,725 tuition + $375 fees = $2,100</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Second Semester (16 Weeks)</strong></td>
<td>PRO 1102</td>
<td>Radiographic Procedures II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PRO 1102L</td>
<td>Radiographic procedures II Lab</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>RSC 1102</td>
<td>Imaging II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>RAD 1102</td>
<td>Radiobiology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CRS 1102</td>
<td>Clinical Radiation Science II</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>CRS 1102L</td>
<td>Clinical Seminar Lab II</td>
<td>1</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td>15</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$1,725 tuition + $375 fees = $2,100</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Third Semester (16 Weeks)</strong></td>
<td>PRO 2103</td>
<td>Advanced Radiographic Procedures I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>RSC 2103</td>
<td>Imaging Equipment</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>CRS 2103</td>
<td>Clinical Radiation Science III</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>RAD 2103</td>
<td>Radiographic Pathology I</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>CRS 2103L</td>
<td>Clinical Seminar Lab III</td>
<td>1</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td>16</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$1,840 tuition + $400 fees = $2,240</td>
</tr>
</tbody>
</table>
### Fourth Semester (16 Weeks)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRO 2104</td>
<td>Advanced Radiographic Procedures II</td>
<td>2</td>
</tr>
<tr>
<td>PRO 2104L</td>
<td>Advanced Radiographic Procedures II Lab</td>
<td>1</td>
</tr>
<tr>
<td>RAD 2104</td>
<td>Radiographic Pathology II</td>
<td>3</td>
</tr>
<tr>
<td>CSA 2104</td>
<td>Cross-Sectional Anatomy</td>
<td>2</td>
</tr>
<tr>
<td>CRS 2104</td>
<td>Clinical Radiation Science IV</td>
<td>6</td>
</tr>
<tr>
<td>CRS 2104L</td>
<td>Clinical Seminar Lab IV</td>
<td>1</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

$1,725 tuition + $375 fees = $2,100

### Fifth Semester (8 Weeks)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAD 2105</td>
<td>Registry review</td>
<td>5</td>
</tr>
<tr>
<td>CRS 2105</td>
<td>Clinical Radiation Science V</td>
<td>3</td>
</tr>
<tr>
<td>CRS 2105L</td>
<td>Clinical Seminar Lab V</td>
<td>1</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>9</td>
</tr>
</tbody>
</table>

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

**First through Fifth Semester Total Credits**: 70

**Tuition**: $115 per Credit

**Fees**: $25 per Credit for Learning Resource Fees

**Total Additional Fees**: $1,492

**Total Tuition**: $8,050

**Total Fees**: $1,750

**Total Tuition, Fees & Additional Fees**: $11,292

* Tuition and fees subject to change. Revised 4-2017
Credit & Contact Hours

<table>
<thead>
<tr>
<th>Curriculum</th>
<th>Didactic Credits</th>
<th>Clinical Credits</th>
<th>Lab/Practical Credits</th>
<th>Didactic Contact Hours</th>
<th>Clinical Contact Hours</th>
<th>Lab/Practical Contact Hours</th>
<th>Total Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 1</td>
<td>9</td>
<td>4</td>
<td>2</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>
</tr>
<tr>
<td>Semester 2</td>
<td>9</td>
<td>4</td>
<td>2</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>
</tr>
<tr>
<td>Semester 3</td>
<td>9</td>
<td>6</td>
<td>1</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>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Semester 4</td>
<td>7</td>
<td>6</td>
<td>2</td>
<td>112</td>
<td>384</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>
</tr>
<tr>
<td>Semester 5</td>
<td>5</td>
<td>3</td>
<td>1</td>
<td>80</td>
<td>192</td>
<td>32</td>
<td>9</td>
</tr>
<tr>
<td>8 Weeks</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Totals</td>
<td>39</td>
<td>23</td>
<td>8</td>
<td>624</td>
<td>1472</td>
<td>256</td>
<td>70</td>
</tr>
</tbody>
</table>

Total Program Credit Hours = 70 Total Program Contact Hours = 2352

Course Formulas

<table>
<thead>
<tr>
<th>Didactic Courses Formula</th>
<th>Clinical Courses Formula</th>
<th>Lab Courses Formula</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 Contact Hours = 1 Credit</td>
<td>64 Contact Hours = 1 Credit</td>
<td>2 Contact Hours = 1 Credit</td>
</tr>
</tbody>
</table>

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 1101 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.

**PRO 1102L Radiographic Procedures Lab II**  
1 credit  
This 16 week course is a coordinated lab component of PRO 1102 where students receive instruction on how to perform the radiographic positions learned in PRO 1102. 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 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 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, and CRS 2103 or comparable courses as prerequisites.

CRS 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 five (5) 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

<table>
<thead>
<tr>
<th>BON SECOURS FACILITIES</th>
<th>PATIENT FIRST FACILITIES</th>
</tr>
</thead>
</table>
| **Imaging Center at Innsbrook**  
4900 Cox Road, Suite 100  
Glen Allen, VA 23060 | **11020 Hull Street Road**  
Midlothian, VA 23112 |
| **Imaging Center at Reynolds Crossing**  
6605 West Broad Street, Suite B  
Richmond, VA 23230 | **7238 Mechanicsville Turnpike**  
Mechanicsville, VA 23111 |
| **Memorial Regional Medical Center**  
8260 Atlee Road  
Mechanicsville, VA 23116 | **8110 Midlothian Turnpike**  
Richmond, VA 23235 |
| **Midlothian Imaging Centre**  
8013 Midlothian Turnpike  
Richmond, VA 23235 | **12 North Thompson Street**  
Richmond, VA 23221 |
| **Richmond Community Hospital**  
1500 North 28th Street  
Richmond, VA 23223 | **3031 Plank Road**  
Fredericksburg, VA 22401 |
| **St. Francis Medical Center**  
13710 St. Francis Blvd.  
Midlothian, VA 23114 | **3370 Pump Road**  
Richmond, VA 23233 |
| **St. Mary’s Grove Avenue Imaging**  
2201 Grove Avenue  
Richmond, VA 23220 | **Riverside Tappahannock Hospital**  
618 Hospital Road  
Tappahannock, VA 22560 |
| **St. Mary’s Hospital**  
5801 Bremo Road  
Richmond, VA 23226 | **Tuckahoe Orthopaedic Associates**  
1501 Maple Avenue, Suite 200  
Richmond, VA 23226 |
| **Westchester Emergency Center**  
601 Watkins Centre Parkway  
Suite 150  
Midlothian, VA 23114 | |

**ARRT Pass Rate**
### 2012–2016 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>2012</td>
<td>92.3%</td>
<td>16 graduates – 13 respondents: 12 gained employment/13 actively seeking employment</td>
</tr>
<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><strong>5-year average (2012-2016)</strong></td>
<td><strong>94.6%</strong></td>
<td><strong>53 gained employment /56 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 placed on academic extension, 1 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 (one placed on academic extension)</td>
</tr>
<tr>
<td>2015</td>
<td>75%</td>
<td>9 graduates /12 initial cohorts</td>
</tr>
<tr>
<td>2016</td>
<td>81.25%</td>
<td>13 graduates/16 initial cohorts</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>YEAR</th>
<th>PERCENT PASS ON 1ST ATTEMPT</th>
<th>GRADUATE DATA</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>100%</td>
<td>All 16 graduates + 2 (18) from academic extension passed on 1st attempt</td>
</tr>
<tr>
<td>2013</td>
<td>100%</td>
<td>All 18 graduates passed on 1st attempt</td>
</tr>
<tr>
<td>2014</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>8 out of 9 graduates passed exam on 1st attempt</td>
</tr>
<tr>
<td>2016</td>
<td>100%</td>
<td>All 13 passed on 1st attempt</td>
</tr>
<tr>
<td><strong>5-year average (2012-2016)</strong></td>
<td><strong>99%</strong></td>
<td><strong>71 out of 72 passed exam on 1st attempt</strong></td>
</tr>
</tbody>
</table>

*updated 4/3/2017*
**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.

**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.

**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 Programs**

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

1. Loan pay back program
2. Tuition deferment 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
24 Enrollment Agreement
24 Student Rights and Responsibilities
27 Honor Pledge
28 Family Educational Rights & Privacy Act (FERPA)
30 Drug & Substance Abuse
30 Dismissal, Academic Extension, and Readmission
31 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

PROCESS

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.

Notwithstanding the above, nothing contained herein shall require the use of progressive disciplinary measures or shall establish the order in which such disciplinary measures shall be imposed. 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.

IX. Appeal Procedure
Refer to Grievance Policy G 27.

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."

Rev. 5-2017
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 Office 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 Office 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); Immigrations 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

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.

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.
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.

Dismissal, Academic Extension, and Readmission

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, a student must earn a grade of C (80), P (Pass) or better in each course in the first semester. Failure to maintain a record of good academic standing will result in a student’s dismissal from the School.

Students that do not earn a grade of C (80), P (pass) or better in ALL didactic courses must re-apply to the program.

During the 2nd — 5th semesters only, students are eligible for academic extension. Only one clinical course can be repeated.

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), P (Pass) or better the second time taking a course (listed above), will be dismissed from the program and are not eligible to re-apply

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.
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 readmitted;
3. Submission of all transcripts for courses taken since leaving the School; and
4. Furnishing satisfactory evidence of improved academic skills prior to readmission.

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.

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 readmission.

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 Office 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)
- College Transcripts
- Emergency Contact Form
- 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 (HealthStream modules)
- Tuition Payment History (Bursar)
- Consultation Forms
- Instructor’s Notes
- Final Exams
- Disciplinary action letters
**Clinical Records include:**
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

Attendance is mandatory to the Radiography program orientation. A student who wishes to observe a religious holiday that conflicts with class or clinical responsibilities will follow policy as stated below.

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 “Testing Makeup/Lab Repeats”.

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 course schedule dedicated to “Testing Makeup/Lab Repeats”.

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 (2) 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 2 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.

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).

Students are expected to begin the clinical experience when they swipe/clock in. Students should refrain from swiping/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.
* Clinical notebooks are updated bi-weekly; therefore student notification may be delayed, but does not nullify the incurred penalty.

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. These forms are available on the clinical notebook cart during seminar and on Blackboard.

**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-somiclinalsite_@bsmcon.edu
   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.

* Clinical notebooks are updated bi-weekly; therefore student notification may be delayed, but does not nullify the incurred penalty.
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.

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).
Appeal process for student grievances/complaints

Academic and Non-Academic

The appeal policy described below is applicable to academic and non-academic student grievances as well as student complaints of unlawful discrimination or unfair treatment. It is the policy of the school that appropriate processes and procedures be followed in all matters pertaining to the rights of students.

Definitions:

Academic grievance:
A formal process through which a student can appeal through his/her course instructor and the college's administrative leadership the student’s final grade in a course. A final course grade appeal must be based on at least one of the following claims:

• capricious action on the part of the faculty member that affects the student’s final grade; A capricious action is defined as one made on a whim or without justifiable reasons.

• prejudicial treatment of the student by the faculty member with respect to the application of the course syllabus, thereby affecting the student’s final grade; or a documented error in calculating the student’s final grade. Prejudicial treatment is defined as treating the student lodging the final grade appeal differently than other students in the course with respect to the instructor’s application of the course syllabus.

• erroneous judgement of the faculty with regard to the correct answer for an exam/test item(s). A claim of erroneous judgement means that the student is able to provide evidence (from textbook’s, class notes provided directly from faculty, or other valid materials) to substantiate that a different answer other than that keyed is a correct response.

Non-academic grievance:
A formal process through which a student or student group can appeal a non-academic decision made by a faculty or staff member that negatively affects a student/student group’s standing with the school. A non-academic grievance or complaint may include disputes between a student/student group and an office of the school regarding the interpretation and/or application of the policies and procedures of the school, student governance issues, student activities, and other concerns that a student might present for redress.

A non-academic grievance may be based on one of the following claims:
• arbitrary and/or capricious actions by a staff member or administrative office;

• prejudicial treatment of a student by a staff or faculty member or administrative office; or

• an administrative error in the application of a policy by a staff or faculty member or administrative office.

Student:
any person who is officially registered at the school during the specific academic semester or term in which the grievance occurs.

Student Grievance Committee:
an ad-hoc committee established to hear a Level III grievance matter. Committee composition includes members from the College of Nursing: the appropriate Administrative Cabinet member, one (1) teaching faculty member, one (1) Student Affairs Committee representative, and one (1) student.

Policy:
It is the policy of the school that appropriate processes and procedures be followed in all matters pertaining to the rights of students.

Initiation of a grievance:
Grievances may be submitted electronically by email.

• An academic grievance must be initiated at the end of the semester no later than 48 hours (maximum of 2 business days) after the day final grades are due as published on the academic calendar. Grievances may be submitted electronically by e-mail.

• A non-academic grievance must be initiated no later than 48 hours (maximum of 2 business days) from the time the student identifies as becoming aware of the issue. In the event that a student is at a distance and is unable to travel to campus to meet, meetings may be facilitated by teleconference.

Students are encouraged to contact the Dean/Director for assistance in understanding this policy. In addition, the Dean/Director will assist students in determining the appropriate person with whom a student must file an appeal, and providing that person’s contact information.
Procedures:

Level I
The student with a grievance must provide in writing a formal letter to the instructor or non-instructional party outlining the grade or decision in which he or she is grieving, providing supporting information for the grievance and request to meet with his or her instructor or person whose actions he or she is grieving.

Academic grievances must be submitted in the following order:

<table>
<thead>
<tr>
<th>LEVEL I</th>
<th>LEVEL II</th>
<th>LEVEL III</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor</td>
<td>Dean/Director</td>
<td>Chair of hearing committee (Administrative cabinet member)</td>
</tr>
</tbody>
</table>

In the instance of a non-academic grievance, the student must submit a copy of the letter to the administrative unit supervisor of the person he or she is grieving.

Non-academic grievances would occur in the following order:

<table>
<thead>
<tr>
<th>LEVEL I</th>
<th>LEVEL II</th>
<th>LEVEL III</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel/person/office whose actions are being grieved</td>
<td>Dean/Director</td>
<td>Chair of hearing committee (Administrative cabinet member)</td>
</tr>
</tbody>
</table>

The instructor or non-instructional party has ten (10) business days from the date the grievance is received to schedule a meeting with the student. Within five (5) business days after the meeting, the instructor or non-instructional party must provide the student a letter outlining the decision of the meeting. A copy of the letter should be forwarded to the Dean/Director. The academic or administrative unit should follow up in order to ensure the meeting is held. In the event the instructional or non-instructional party is unavailable, the Dean/Director or administrative unit supervisor has the discretion to move to Level II or postpone the hearing until the instructional or non-instructional party is available. The Dean/Director must document his or her effort to contact the instructor or non-instructional party. The Dean/Director or supervisor will communicate his or her decision to move the Level I meeting to a Level II hearing.

At the meeting, the student must clearly present his or her case regarding the grieved issue and the resolution that he or she would like to occur. Every reasonable effort should be made by both parties to resolve the matter at this level. No attorneys or other advisors/counselors are allowed to be present to represent either party. No audio taping or other recording will be permitted during the conference, but both parties are encouraged to make notes as they feel appropriate. Prior to the meeting, the faculty member or student may request to have a silent observer in the meeting. However, both the student and faculty member must agree to the silent observer. If an agreement regarding the appeal is made, a copy of the agreement and other appropriate documentation, including the original grievance letter, must be forwarded to the Dean/Director.

If the student is not satisfied with the disposition of his/her grievance at Level I, he/she may continue to Level II.

Level II:
The student may file a written appeal of the Level I grievance decision with the faculty or staff member’s Dean/Director or appropriate administrative unit supervisor within five (5) business days after receiving the written decision from the Level I meeting. The written statement provided for Level I describing the issues grieved must be part of the student’s written request for the Level II hearing. Within ten (10) business days of receipt of the written grievance, the Dean/Director or administrative unit supervisor will schedule a conference with the parties in an effort to resolve the grievance (the actual conference may occur after the 10 days, but its date should be established within this time frame).

If a meeting is called, the role of the Dean/Director is to chair the meeting, facilitate the discussion, seek to mediate a resolution between the parties, ensure that college policies have not been violated, and render a decision concerning the matter. No attorneys or other advisors/counselors are allowed to be present to represent either party. No audio taping or other recording will be permitted during the conference, but both parties are encouraged to make notes as they feel appropriate. The Dean/Director within ten (10) business days after the conference shall prepare a report of the disposition of the matter providing copies to the student and the instructor or non-instructional party. In addition, a copy of the report and the official grievance letters (Level I and Level II) must be forwarded to the Dean/Director.

Level III
If the student is not satisfied with the disposition at Level II, within five (5) business days of the receipt of the disposition from the Dean/Director or administrative unit supervisor, the student may file a written appeal to the appropriate Administrative Cabinet member; students are encouraged to contact the Dean/Director for assistance in determining the name and contact information of the appropriate Administrative Cabinet member. Within ten (10) business days of receipt of this
appeal, the Administrative Cabinet member will set a date for a meeting for all parties involved.

The actual meeting should occur no later than thirty (30) business days after receipt of the appeal letter by the Administrative Cabinet member, unless reasonable circumstances prevent this meeting from occurring. However, any meeting date scheduled or rescheduled beyond the thirty-day time frame must be mutually agreed upon by the student and the Administrative Cabinet member.

The appropriate Administrative Cabinet member will serve as the convener and facilitator of the committee for the Level III hearing. The Administrative Cabinet member will chair the hearing but will not be able to vote. In the event the designated Administrative Cabinet member is unable to participate in the hearing due to a challenge or conflict of interest, another Administrative Cabinet member will be selected to convene and facilitate the hearing.

- The Student Grievance Committee (see definition in Section II) will be formed in order to objectively hear the facts of the grievance and to render a decision.
- The committee will be chosen from a pool of committee members that are available to participate in the hearing. The available pool will consist of: one faculty member from each academic college/school/program, two Student Affairs representatives, and two student representatives. Non–student members on this committee pool will be appointed for two-year terms. Student members on this committee pool will be appointed for one-year terms. In addition, one alternate for each of the above members will be appointed. The committee selected to participate in the hearing must be comprised of a minimum of three (3) members.

At the Level III meeting, the student and instructor or non-instructional party may bring one attorney or advisor/counselor. If an attorney or advisor/counselor is to be present, the party retaining him/her must notify the meeting chair at least five (5) business days prior to the Level III hearing or the attorney or advisor/counselor will not be allowed to be present. Information regarding the name and business address of the attorney/counselor must be provided. The attorney or advisor/counselor’s role is as an observer; and he/she may not speak to the committee members, the instructor or non-instructional party, or the student while the meeting is in session. The attorney or advisor/counselor can only speak to the party he or she is representing. If consultation with the attorney is needed, a request for a recess may be asked. The meeting chair can deny requests if it is deemed that they are disrupting the continuity of the meeting. Both parties may bring persons to provide testimony that support their position. Additionally, both parties may have no more than two other persons to attend as observers. Observers shall not testify nor present any evidence.

- The meeting chair is responsible for collecting all pertinent documents, calling the meeting, distributing documentation, determining the issue(s) of the case to be heard, and conducting the meeting in an orderly, efficient, and equitable manner. At the beginning of the meeting, the chair will review the issues of the case to the group and establish the procedure by which testimony will be presented. He/she may decide on the length of time needed to explore an issue, set time limits for speakers, and ask for testimony by any person deemed important to the investigation of the facts. The chair may request a security officer to be present. Disruptive persons may be asked to leave the room by the chair.

The Student Grievance Committee shall determine the outcome of the meeting by a majority vote; the Administrative Cabinet member may not vote. Within ten (10) business days after the meeting, the Administrative Cabinet member will prepare a report of the disposition of the matter including the determined outcome. Copies of the letter will be provided to the student, the instructor or non-instructional party, and all other parties as appropriate. In addition, a copy of the report and the official grievance letters (Level I, Level II, and Level III) must be forwarded to the Dean/Director.

The finding of the Level III grievance committee is final. The student should follow the above process and may contact the State Council of Higher Education as a last resort.

State Council of Higher Education for Virginia
101 N. 14TH St., 10TH FL
James Monroe Building
Richmond, VA 23219-3659
Phone: (804) 225-2600  |  Fax: (804) 225-2604
Email:communications@schev.edu

Students will not be subjected to adverse actions by any school officials as a result of initiating a complaint.

In the event of a formal grievance/complaint alleging the program is not in compliance with one or more of the Joint Review Committee on Education in Radiologic Technology (JRCERT) Standards for an Accredited Program in Radiology, the complainant may file an allegation of non-compliance with the JRCERT. The allegation procedure is available at www.jrcert.org

Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182
Phone: (312) 704-5300  |  Fax: (312) 704-5304
E-mail: mail@jrcert.org
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>
</tr>
<tr>
<td>D</td>
<td>Unsatisfactory</td>
<td>77-79</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0-76</td>
<td>0</td>
</tr>
<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>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td></td>
<td>Not calculated in GPA</td>
</tr>
<tr>
<td>WA</td>
<td>Administrative Withdrawal</td>
<td></td>
<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. Personal Monitoring Devices (PMD’s) are to be worn on the shirt collar at all times and outside the apron 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.
- Solid T-shirts without graphics or writing or School approved T-shirts are permitted.
- School approved sweatshirts 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.

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 (Gary Carlton) 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.

**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.

The acceptance of transfer credits is outlined below:

**College Transfer Credits:**

All college pre-application courses including must be completed prior to applying to the Radiography program.

All candidates must have earned an associate (or more advanced) degree from an accrediting agency recognized by the American Registry of Radiologic Technologists (ARRT)

All pre-application courses, listed below, must be from a regionally accredited agency recognized by the American Registry of Radiologic Technologists (ARRT).

<table>
<thead>
<tr>
<th>PRE-APPLICATION COURSES</th>
<th>NUMBER 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 200, 201 or 202</td>
</tr>
<tr>
<td>SOC 200, SOC 210</td>
<td>Pass, Credit awarded, not calculated in GPA</td>
<td></td>
</tr>
<tr>
<td>Medical Terminology</td>
<td>1</td>
<td>HLT 141, HLT 143</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>21</strong></td>
<td></td>
</tr>
</tbody>
</table>

* Pre-application courses indicated above must have been completed within 5 years of application cycle deadline.
Radiography Transfer Credits:
Courses from an accredited Radiography program will be accepted as transfer credits on a case by case basis. Transfer must occur within one year of leaving a Radiography program. Students must leave a Radiography program in good standing. Director/Dean will design curriculum based on verification of course 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:
Transfer credits completed prior to enrollment in the radiography program will not count toward a student’s GPA.

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.

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.

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.

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.
<table>
<thead>
<tr>
<th>Page</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>44</td>
<td>SAP</td>
</tr>
<tr>
<td>44</td>
<td>Financial Aid</td>
</tr>
<tr>
<td>47</td>
<td>Campus Security &amp; Safety</td>
</tr>
<tr>
<td>48</td>
<td>Add/Drop Period</td>
</tr>
<tr>
<td>48</td>
<td>Refund Policy</td>
</tr>
<tr>
<td>50</td>
<td>Book Advance Programs</td>
</tr>
<tr>
<td>50</td>
<td>Veterans Educational Benefits</td>
</tr>
<tr>
<td>50</td>
<td>Scholarships</td>
</tr>
<tr>
<td>52</td>
<td>Gainful employment</td>
</tr>
<tr>
<td>52</td>
<td>Resources</td>
</tr>
</tbody>
</table>
SAP

SAP: A student’s academic progress will be measured according to the following three measures:

**Cumulative Grade Point Average (GPA):** In order to meet the qualitative standard for SAP, students must maintain, every semester, a minimum cumulative GPA of 1.47 on a scale of 4.0. Students who do not achieve a cumulative GPA of 1.47 will be dismissed from the program.

**Percentage of Attempted Courses Completed (PACE):**
In order to meet School policy and to complete the program within the maximum timeframe: a student must complete 100% of all credits attempted in the 1st semester, a minimum of 75% of all credits attempted in the 2nd semester, 70% in the 3rd semester, 65% in the fourth semester, 75% in the 5th semester and a 100% in any subsequent semesters. Transfer credits accepted towards completion of a student’s program and all credits attempted while enrolled at the School will count toward the percentage of attempted courses completed. Students who do not achieve the required percentages within a semester will be dismissed from the program.

**Maximum Timeframe 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 SOMI will count toward the 150% of the published length of the program.

Financial Aid

All of the Financial Aid Office personnel at Bon Secours St. Mary’s Hospital School of Medical Imaging adhere to the Code of Conduct of the National Association of Student Financial Aid Administrators. Bon Secours St. Mary’s Hospital School of Medical Imaging believes the primary responsibility for the cost of a student’s education rests with the student and/or family. The School has a financial aid program designed to assist the qualified student in meeting educational expenses. Financial need is defined as the difference between the cost of the educational program and the amount of money the student and/or family can reasonably pay, as determined by the Department of Education calculations. A student’s financial aid award will not be large enough to cover living expenses and school expenses. Therefore, students will need additional resources to support themselves and their education while enrolled in the School of Medical Imaging. Advance planning by the student is essential if financial needs are to be adequately met.

To apply for financial aid offered through Bon Secours St. Mary’s Hospital School of Medical Imaging, the applicant must complete the Free Application for Federal Student Aid (FAFSA). Our school code is 023585. This application procedure can take up to six weeks to complete, so it is in the best interest of the applicant to begin this process as early as possible. Loans and grants are available to qualifying students after full acceptance into the School of Medical Imaging. Amounts awarded depend on verified need, academic standing, credit ratings, and the number of credit hours to be taken.

**Student responsibilities in accepting financial aid**

By accepting financial aid awards, students acknowledge certain rights and responsibilities:

A student has a right to:

- Apply for additional assistance when increased financial need can be demonstrated and funds are available
- Appeal a decision to the Director of Financial Aid
- Expect and receive complete confidentiality of financial aid award information by the Office of Financial Aid
- Know what financial aid programs are available at the College
- Know the deadlines for submitting applications for each of the available financial aid programs
- Know how financial aid is awarded, how decisions on awarding are made and the basis for these decisions
- Know how financial eligibility is determined including how costs for tuition and fees, room and board, transportation, books and supplies, personal/miscellaneous expenses, etc. are estimated in the budget
- Know what resources (such as family contribution and other financial aid, assets) are considered in the determination of financial aid eligibility
- Know how much financial need has been met
- Information about the various components of the financial aid package
- Know the School Refund Policy
- Know what portion of financial aid must be repaid and what portion is grant aid; if the financial aid
package includes loans, a student has the right to
know the full amount of the loan, the interest rate,
when repayment is to begin, the yearly and total
amounts of debt, repayment procedures, deferment
and consolidation availability, length of repayment,
consequences of default, and the ability to prepay
the loan without penalty at any time
• Know how the School determines whether a
student is making satisfactory academic progress
and the consequences if the student is not making
satisfactory academic progress

A student is responsible for:
• Completing all application forms accurately and
submitting them timely to the Office of Financial Aid
(or the Central Processor for the FAFSA or Renewal
Form)
• Providing accurate information (misrepresentation
of information on a financial aid application is a
violation of federal law)
• Supplying all additional documentation and/or
information as requested by either the Office of
Financial Aid or the agency to which an application
is submitted
• Reporting any change in the financial situation from
that reported on the Free Application for Federal
Student Aid
• Notifying the Office of Student Financial Aid when
additional financial aid is received from outside
sources
• Using funds awarded solely for educational expenses
incurred to attend the College during the period for
which the award was made
• Attending class on a regular basis and to make
normal progress toward graduation. Repeated
course withdrawals may jeopardize eligibility for
financial assistance
• Repaying all educational loans according to the
repayment provisions agreed on at the time loans
were accepted and promissory notes were signed
• Reading carefully all forms that require a signature
and keeping copies of them
• Accepting responsibility for all agreements signed
• Signing promissory notes for student loans,
following the repayment schedule, notifying school,
loan servicer agency of changes in name, address,
social security number, or attendance, completing
an entrance counseling before receipt of first loan
disbursement and exit counseling before resigning
from the School or graduating
• Performing the work that is agreed upon in
accepting a federal work-study position
• Knowing the School Refund Policy
• Knowing the School Financial Aid Guidelines
• Providing any requested forms to defer repayment
of student loans
• Providing a personal thank you letter to scholarship
donor

Financial aid is available to those who
qualify through the following programs:

Federal Pell Grant
The Federal Pell Grant is for students who have not
earned a baccalaureate degree or first professional
degree. Eligibility is determined from the information
submitted on the student’s Free Application for Federal
Aid (FAFSA) form. Part-time students are also eligible
for these funds on a prorated basis.

Student Loans
Loans can be awarded to a student regardless of need. A
student must be enrolled at least half-time to qualify
for a loan under the Stafford Loan Program. Amounts
are based on the student’s filing status and grade level.
Repayment begins six months after the student is
no longer enrolled at least half-time in any college or
university. First-time borrowers must complete a Master
Promissory Note, Financial Aid Awareness Counseling,
and Entrance Loan Counseling. Interest rates are set
annually, July 1st.

Subsidized Direct Stafford Loan
This loan is need based, and eligibility is determined
from the results of the Free Application for Federal
Student Aid. Interest payments are made by the federal
government while the recipient is at least a half-time
student. A student must be enrolled at least half-time to
qualify for this loan.

Unsubsidized Direct Stafford Loan
This loan is not based on financial need, although a
Free Application for Federal Student Aid must be filed.
The student is responsible for the interest. Interest starts
when the first disbursement is made by the lender.
The student can choose to pay the interest or have it
capitalized with the principal. Students must be enrolled
at least half-time to receive funds from this program.

Direct PLUS Loan (Parent Loan for
Undergraduate Students)
Parents of dependent students may apply for a Direct
PLUS Loan to help pay their child’s education expenses
as long as certain eligibility requirements are met. To be eligible for a Direct PLUS Loan for Parents:

- The parent borrower must be the student’s biological or adoptive parent. In some cases, the student’s stepparent may be eligible.
- The student must be a dependent student who is enrolled at least half-time at a school that participates in the Direct Loan Program. Generally, a student is considered dependent if he or she is under 24 years of age, has no dependents, and is not married, a veteran, a graduate or professional degree student, or a ward of the court.
- The parent borrower must not have an adverse credit history (a credit check will be done). If the parent does not pass the credit check, the parent may still receive a loan if someone (such as a relative or friend who is able to pass the credit check) agrees to endorse the loan. The endorser promises to repay the loan if the parent fails to do so. The parent may also still receive a loan if he or she can demonstrate extenuating circumstances.
- The student and parent must be U.S. citizens or eligible noncitizens, must not be in default on any federal education loans or owe an overpayment on a federal education grant, and must meet other general eligibility requirements for the federal student aid programs.

Private Alternative Loan
The Office of Financial Aid at the School recommends the use of private education loan programs ONLY after all other types of financing options (including federal loans) are considered to assist in meeting a student’s cost of attendance (COA). Students are required to provide any private loan lender with a signed loan “Self Certification Form” (available on the SOMI website). The Office of Financial Aid is willing to work with any lender the borrower selects as long as the lender agrees to provide loan services to our students. SOMI does NOT endorse any lender and encourages students to research alternative loans prior to applying to find the best deal. SOMI does not participate in the Virginia Student Assistance Authorities (VSAA) Financial Aid Programs.

Financial Aid Definitions

Cost of Attendance
Cost of Attendance as required by the Department of Education, includes: tuition and fees, books and supplies, room and board, applicable transportation costs, and miscellaneous expenses associated with the cost of the program in which the student is enrolled.

Educational Expenses
Educational expenses are tuition/fees and certain related expenses required for enrollment in a course at an eligible educational institution. The course must be either part of a postsecondary degree program taken by the student to acquire or improve job skills. Educational expenses do not include:

- prior college loans, car payments, credit card payments, prior personal debt, expenses of family members, or other unrelated expenses.

Financial Need
Financial need defined as the difference between the cost of the educational program and the amount of money the student and/or the student’s family can reasonably provide.

Student Loan
A student loan is the lending of money, with interest and processing fees, to a student for educational expenses incurred while enrolled at the School.

Eligibility Requirements
To be eligible for aid provided by any of the School’s financial aid programs, a student must meet the following criteria:

- Complete the Free Application for Federal Student Aid (FAFSA).
- Have a valid Social Security Number.
- Possess a high school diploma or an equivalent such as a G.E.D., or have completed home schooling at the secondary level as defined by state law.
- Be enrolled, as a regular student, in a program leading to an approved certificate/diploma or degree.
- Be making satisfactory academic progress toward completion of the program of study.
• Not be in default on any federal student loan or owe a refund on a federal grant. To check your federal loan or grant history, go to the National Student Loan Data System (NSLDS) website at: http://www.nslds.ed.gov/nslds_SA/ and click on Financial Aid Review (you will need your FSA ID to view your history).

• Not be enrolled in an elementary or secondary school. A student who is concurrently enrolled in high school and college is not considered a “regular student,” and is not eligible for financial aid.

• Must be registered with Selective Service, if required (males only). If you are not registered, you may register at www.sss.gov.

• Not have aid eligibility suspended or terminated due to a drug-related conviction that occurred while receiving Title IV assistance.

• Complete the verification process, if required. Students selected for verification should refer to the Financial Aid Verification Policy (located on School website) for complete details.

• Demonstrate financial need except for certain nonneed based programs (i.e., Unsubsidized Stafford Loan, Private Alternative Loan, etc.). Students should refer to the School website for further information regarding financial aid policies.

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 bipartisan 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, Office Coordinator, or a SOMI faculty member. SOMI personnel are all identified as campus security authorities, which is defined as persons who have 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.
**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:

\[
\text{Earned Aid (percentage of payment period or term completed)} = \frac{\text{number of days completed up to the withdrawal date}}{\text{total days in the payment period or semester}}.
\]

(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:

\[
\text{Unearned Aid (aid to be returned)} = (100\% \text{ of the aid that could be disbursed minus the percentage of earned aid}) \times \text{total amount of aid that could have been disbursed during the payment period or semester.}
\]

If a student earned less aid than was disbursed, the SOMI would 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
**The Book Advance Program**

The Book Advance Program allows students to use a portion of their estimated Federal Financial Aid (FFA) award to purchase textbooks and supplies from any business.

The Book Advance Program provides cash advances of Pell Grant awards to eligible students. Students are able to purchase books and supplies with their advances at any bookstore. The book advance is determined based upon the student’s cost of attendance book allowance and the student’s financial aid eligibility.

This advance is for educational expenses only. Students are not permitted to purchase books for other students. Misuse of the book advance credit is in violation of federal regulations. There are no exceptions to this tenet.

Book advances are issued prior to the start of the semester but no more than 10 calendar days before the start of the student’s semester. This timeframe is the earliest an advance can be issued and this is procedure is in compliance with federal regulations. There will be no exceptions to this rule.

Book advances are issued by direct deposit (to account student has authorized). For a student to update his/her direct deposit account information a student must contact the Bursar at bsr-bursar@bshsi.org.

**Book Advance Eligibility Requirements:**

- Student must have an estimated Pell Grant award
- Student must have sufficient aid to cover the outstanding tuition balance plus funds to cover the book advance
- Student must be registered in classes for the upcoming semester
- Student must meet the Standards of Satisfactory Academic Progress

**Student Responsibilities:**

- Spend the money wisely; use the funds to purchase the required books and supplies needed for classes.
- If a student received a book advance and it is later determined they were not eligible for the advance, then the student is responsible for returning the funds to the School.
- If a student received a book advance and then does not attend the School, the student is responsible for repaying the advance.
- Students cannot receive book advances above the amount they are eligible to receive.

---

**Veteran Educational Benefits**

Students eligible to receive veteran’s educational benefits should contact the Office 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.

The purpose of this [VSRT scholarship](http://www.vsrt.org/scholarships) is to provide financial assistance to students enrolled in accredited programs of radiography.

**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](http://www.vsrt.org/scholarships)  
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).
Gainful Employment

Radiologic Technology/Science - Radiographer
Program Level - Undergraduate certificate
Program Length - 18 months

Q. How much will this program cost me?*
A. Tuition and fees: $9,800
Books and supplies: $800
On-campus room & board: not offered

*Other costs for this program
Application fee $50, Initial Background screening $52, Markers $40, Health Screening $300 Uniforms and shoes $250

Q. How long will it take me to complete this program?
A. The program is designed to take 18 months to complete. Of those that completed the program in Fall 2015-2016, 100% finished in 18 months.

Q. What are my chances of getting a job when I graduate?
A. The job placement rate for students who completed this program in 2015 was 100%.

For more information on jobs related to this program, visit
http://online.onetcenter.org/link/summary/29-2034.00

Resources
American Society of Radiologic Technology | www.asrt.org
Virginia Society of Radiologic Technologist | www.vsrt.org
The American Registry of Radiologic Technologists | www.arrt.org
Joint Review Committee on Education in Radiologic Technology | www.jrcert.org
State Council of Higher Education for Virginia | www.schev.edu
Saint Joseph's College of Maine | www.sjcme.edu

For additional information related to this program or the information provided above.
CONTINUING EDUCATION COURSES

50  CT
51  Vascular Interventional
51  Mammography
52  MRI
53  Clinical Requirements
53  Contact Information
53  Clinical Fee Schedule
Continuing Education Courses

The Bon Secours St. Mary’s Hospital School of Medical Imaging (SOMI) offers continuing education courses that meet ASRT guidelines for Category “A” Continuing Education Credits. The school offers Continuing Education options for Computed Tomography (CT), Vascular Interventional (VI), Mammography (M), Magnetic Resonance Imaging (MRI) and Bone Densitometry (BD). These offerings are available to registered technologists for a fee.

Workshops and seminars are offered periodically for Technologists to earn ARRT continuing education credits. These offerings will be available for a fee.

For more information/admissions questions, please contact:
BSR-SOMI Admissions bsr-somiadmissions@bsmcon.edu

CT

The CT program is a 16-week course that includes both classroom and clinical components. The classroom portion occurs one evening a week (Wednesdays); hours are 5:30pm–7:30pm. Clinical time is offered in a module format. There are 250 hours per module: options available are days, evenings, and weekends. **There is a minimum requirement to complete 16 hours of clinical time per week.** Clinical experience is geared to provide an opportunity to earn competencies for ARRT advanced modality certification (there is no guarantee of completion of all ARRT requirements. Competency completion is heavily dependent upon clinical volume and intern motivation). The program is designed to instruct technologists on theory and processes used in CT. Applicants are required to have completed a cross-sectional anatomy course prior to admission or may concurrently enroll in the SOMI on-line cross-sectional anatomy course. Program space is limited. There are no clinical only options available.

**All topics covered follow ARRT content specifications:**
- Patient Care and Safety
- Imaging Procedures
- Physics and Instrumentation

**Costs**
- Application fee: $10.00
- Program: $900.00 (class & clinical)
- Classroom course: $450.00 (classroom only is available)
- Clinic: $450.00
- Book: $100.00 (estimated)
- Background Check: $52.00
- Uniform: $100.00 (estimated)
- Health Screening: $95.00 or $300.00

**Admission Requirements**
1. Submit application by due date outlined below. Select appropriate program on application. Admission is not guaranteed.
2. Submit $10.00 application fee. (Check or money order only)
3. Applicants are invited to complete a personal interview with the admissions committee. Await further instructions for interview date.
4. A copy of ARRT status (available at www.arrt.org) is required with application.
5. Competency completion is heavily dependent upon clinical volume and intern motivation.
6. Candidates must meet all Program Clinical Requirements.

**Prerequisites**
- Cross-sectional anatomy course
Vascular Interventional
The Vascular Interventional program is six months in length and includes classroom and clinical components. The program is designed to instruct technologists on theory and processes used in VI. Clinical hours are M, T, W and F, 8:00am–4:30pm. There is a minimum requirement to complete 32 hours of clinical time per week, and the classroom portion is one evening a week (Wednesdays); hours are 5:30pm–7:30pm. Program space is limited.

All topics covered follow ARRT content specifications:
- Equipment and Instrumentation
- Advanced Patient Care
- Vascular Interventional Procedures

Mammography
The mammography program is a 16-week course that includes both the didactic and clinical component. The classroom portion occurs one evening a week (Tuesdays); hours are 5:30pm-7:30pm. Clinical time is offered in a module format. There are 250 hours per module: options available are days, very minimal Saturday options are available. There is a minimum requirement to complete 16 hours of clinical time per week. Clinical experience is geared to provide an opportunity to earn competencies for ARRT advanced modality certification (there is no guarantee of completion of all ARRT requirements. Competency completion is heavily dependent upon clinical volume and intern motivation). The program is designed to meet the MQSA requirements as well as ARRT CE requirements. This program does include performance of the minimum 25 examinations under direct supervision. Program space is limited.

Classroom only and clinic only options are available.

All topics covered follow ARRT content specifications:
- Patient Factors
- Instrumentation
- Breast Imaging Procedures

Admission Requirements
1. Submit application by due date outlined below. Select appropriate program on application. Admission is not guaranteed.
2. Submit $10.00 application fee. (Check or money order only)
3. Applicants are invited to complete a personal interview with the admissions committee. Await further instructions for interview date.
4. A copy of ARRT status (available at www.arrt.org) is required with application.
5. Competency completion is heavily dependent upon clinical volume and intern motivation.
6. Candidates must meet all Program Clinical Requirements.

Costs
- Application fee: $10.00
- Program: $900.00
- Classroom course: $450.00
- Clinical component: $450.00
- Clinical only: $650.00
- Book: -$100.00 (estimated)
- Background Check: $52.00
- Uniform: -$100.00 (estimated)
- Health Screening: $95.00 or $300.00
MRI
The MRI program is 6 months in length; this includes both classroom and clinical components. The 6 months are divided into 3 trimesters. Trimester 1 is 2 months in length and includes clinical and online course work to include, but not limited to: anatomy review, intro to MRI physics, and intro to MRI safety. In trimester 2 (also 2 months in length) the clinical is the same but the classroom portion occurs one evening a week (Wednesdays); hours are 5:30pm–7:30pm. **The classroom portion is the only portion available for technologists that would like to earn CE credits.** Our program offers at least 16 CE credits during trimester 2. Trimester 3 is 2 months in length and includes clinical and online course work to include, but not limited to: registry review and advanced pathology. See diagram below:

<table>
<thead>
<tr>
<th>TRIMESTER 1</th>
<th>TRIMESTER 2</th>
<th>TRIMESTER 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online</td>
<td>8 weeks, 2 hour class</td>
<td>Online</td>
</tr>
<tr>
<td>Courses</td>
<td>16 CE credits</td>
<td>Courses</td>
</tr>
<tr>
<td>24 hours clinic/week</td>
<td>24 hours clinic/week</td>
<td>24 hours clinic/week</td>
</tr>
</tbody>
</table>

Clinical time is offered in a module format. There are approximately 250 hours per module: options available are days, evenings, and weekends. **There is a minimum requirement to complete 24 hours of clinical time per week.** Clinical experience is geared to provide an opportunity to earn competencies for ARRT advanced modality certification. (There is no guarantee of completion of all ARRT requirements. Competency completion is heavily dependent upon clinical volume and intern motivation.) The program is designed to instruct technologists on theory and processes used in MRI. Applicants are required to have completed a cross-sectional anatomy course prior to admission or may concurrently enroll in the SOMI online cross-sectional anatomy course. Program space is limited. **There are no clinical only options available.**

**All topics covered follow ARRT content specifications:**
- Patient Care
- Safety
- Image Production
- Procedures

**Costs**
- Application fee: $10.00
- Program: $1,450.00 (class & clinical)
- 6-month classroom course: $1,000.00
- 8-week classroom course: $450.00
- Clinic: $450.00
- Book: $100.00 (estimated)
- Background Check: $52.00
- Uniform: $100.00 (estimated)
- Health Screening: $95.00 or $300.00

**Admission Requirements**
1. Submit application by due date outlined below. Select appropriate program on application. Admission is not guaranteed.
2. Submit $10 application fee. (Check or money order only)
3. Applicants are invited to complete a personal interview with the admissions committee. Await further instructions for interview date.
4. A copy of ARRT status (available at [www.arrt.org](http://www.arrt.org)) is required with application.
5. Competency completion is heavily dependent upon clinical volume and intern motivation.
6. Candidates must meet all Program Clinical Requirements.

**Prerequisites**
- Cross-sectional anatomy course
Program Clinical Requirements

1. Candidates applying for a PROGRAM must meet one of the following criteria to be eligible for enrollment:
   - ARRT(R) Radiology
   - ARRT(T) Radiation Therapy
   - ARRT(N) Nuclear Medicine Technology or NMTCB
2. Successfully complete a physical, including immunization verification, background check, and a drug-screen as required by Bon Secours Richmond Health System.
3. Purchase approved School uniforms through New Clients.
4. Meet Minimum Physical Standards (Essential Functions)
5. Complete all required Bon Secours Health System HealthStream modules prior to entrance into clinical.
6. Must be CPR certified prior to clinical start date.

Minimum Physical Standards (Essential Functions)

Accepted applicants are required to sign a form stating that they can meet the following standards. The following physical requirements must be met by students/interns entering a program.

- Hearing: Adequate to receive verbal communication from patients needing assistance and from members of the health care team.
- Communication Skills: (speech, reading, writing) Must be able to communicate clearly to patients, fellow students, faculty and all members of the health care team.
- 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.
- 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.

Clinical Fee Schedule

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>$10.00</td>
<td>Application fee is for all programs.</td>
</tr>
<tr>
<td>Health Screening</td>
<td>$95.00</td>
<td>Is for individuals with complete immunization records and required immunities. Includes evaluation of immunization records, TB testing, Drug Screening, Health Assessment, Fit-testing</td>
</tr>
<tr>
<td>Health Screening</td>
<td>$300.00</td>
<td>Fee is for individuals with incomplete vaccination records or incomplete immunity (rubella, rubola, mumps, varicella, hepatitis B). Health Screening Fee includes record review, antibody testing, booster immunization if indicated, drug screening, physical exam, fit-testing for masks, TB Testing.</td>
</tr>
<tr>
<td>Background Check</td>
<td>$52.00</td>
<td>CastleBranch: Includes background check, child protective services and nationwide sex offender public registry search.</td>
</tr>
<tr>
<td>School Approved Uniforms</td>
<td>$100.00 (estimated)</td>
<td>Uniforms are purchased for clinical only through New Clients. <a href="http://www.bonsecouruniforms.org">www.bonsecouruniforms.org</a> You will receive login information once enrolled.</td>
</tr>
<tr>
<td>Mammography Clinic ONLY</td>
<td>$650.00</td>
<td>250 hours of clinical education in Mammography. Technologists that have had didactic mammography training somewhere other than the School of Medical Imaging may be eligible for mammography clinicals. The School of Medical Imaging must approve the course prior to acceptance. Space is limited and subject to availability.</td>
</tr>
</tbody>
</table>
Notes: