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 Radiologic Technology 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 our School. 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.

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.

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 BSRS, 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 Richmond Medical Group
St. Mary’s Hospital School of Medical Imaging is an important part of the Bon Secours Richmond Health System. The School of Medical Imaging (SOMI) is a division of the Bon Secours Richmond Health System. The School is governed by a Board of Directors, which is the governing authority for the School. The contents of the School Catalog do not constitute 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’s 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.

School Administration/Faculty/Staff

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

| Jessica Hutchings Culpeper BSRS, R.T. (R), (CT), (BD) |
| Education Experience Program Coordinator |

| Alec Depcynski, BA, R.T. (R) |
| Medical Imaging Instructor |

| Joyce Hawkins, BS, R.T., (R), (M), (CT) |
| Didactic Coordinator |

| Deena Hieden, MHA, R.T., (R), (M) |
| Continuing Education Coordinator/ Medical Imaging Instructor |

Robert E. Pelter, MBA, R.T., (R)
Medical Imaging Instructor

Debra Pollard, PhD, R.T., (R)
Medical Imaging Instructor (part-time)

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Bon Secours St. Mary’s Hospital School of Medical Imaging
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Physical space dedicated to SOMI equals approximately 1,636 sq. ft.

Reserved classroom space for Medical Imaging students.

Reserved Clinical Simulation Center/Skills lab space for Medical Imaging students and faculty.

Student and facility access to the College’s computer lab.

Facility and student access to Library services and four study rooms.

Use of auditorium and two administrative conference rooms.

Use of the College’s student lounge and employee kitchen/lounge.

Adequate restrooms to accommodate the student population; one unisex restroom is available.

Custodial services to clean and maintain facility as well as set-up for special events.

Use of building utilities, including phones, internet access, and wireless technology.

Use of building coordinator support services including class and event scheduling and coordination.

Routine maintenance and repairs of heating/air conditioning.

Office renovations (painting, carpeting, door key changes).

Landscape maintenance services for upkeep of facility grounds.

Professional security services.

Information on the JRCERT can be viewed at www.JRCERT.org.

Librarian: Tina Metzger
Phone: 804-627-5340
Email: Tina.metzger@bshsi.org

Financial Aid Specialist: Lisa Gregory
Phone: 804-627-5301
Email: lisa.gregory@bshsi.org
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, St. Mary’s Hospital School of Medical Imaging, was adopted in July 2002. The school once offered a program in Nuclear Medicine Technology and a two-year (24-months) certificate program in Radiologic Technology. Currently, the School offers a 18-month certificate program (approximately 72 weeks) in Radiologic Technology.

The Health System is a private, Catholic, not-for-profit, community-based health 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, physicians’ practices, home health care services, and hospices.

St. Mary’s Hospital Sponsoring Institution of the School

Since 1966, St. Mary’s Hospital has served Central Virginia, providing compassionate health care of the highest quality. 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 Mission Statement

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

Program Goals | Student Learning Outcomes

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

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

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

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

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

Bon Secours St. Mary’s Hospital School of Medical Imaging offers an 18-month (approximately 72 weeks) residential Radiologic Technology program designed to prepare individuals to enter the workforce as entry-level Diagnostic Radiologic Technologists, also known as Radiographers. Graduates of the program are eligible to apply for national credentialing through the American Registry of Radiologic Technologists (www.arrt.org). The program welcomes individuals that meet all admissions requirements to apply during the application period posted on the website at www.mysomi.org. We are programatically accredited by the Joint Review Committee on Education in Radiologic Technology (www.JRCERT.org) and certified to operate in the Commonwealth of Virginia by the State Council of Higher Education in the State for Virginia (www.SCHEV.edu).

The program meets requirements established by the American Registry of Radiologic Technologists (www.arrt.org). Program hours of operation are Monday–Friday, 8 a.m. to 4:30 p.m. The program consists of didactic and clinical components. The didactic portion of the program includes both lecture and labs, which are offered in traditional, on-ground format, held at the School campus. The clinical component utilizes a variety of health care sites approved by the JRCERT, to include hospitals, imaging centers, urgent care centers, and an orthopedic center. Clinical hours will vary depending on individual clinical sites. During the 4th and 5th semesters, student clinical experience includes an evening clinical rotation of three weeks duration during the time frame of 1:00 p.m. to 9:30 p.m.

The School is a full-time residential program and does not offer distance education, part-time, evening or weekend classes. Due to the fundamental integration of clinical and didactic components of the program, the outlined course curriculum posted on website at www.mysomi.org does not allow for deviation or modification. Students are expected to maintain enrollment in line with the structured pace of all program courses.

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

To ensure campus safety all doors to the campus are locked. All students and school personnel are issued coded badges to access the building. Visitors must enter and exit through suite 1100 at the reception desk.

Visitors must sign in, state the reason for visiting, be escorted to the desired location and upon departure sign out. During off hours the campus maintains its safety by having a Henrico County police officer on campus.

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

The computer applications utilized are as follows:

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

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

Assessment

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

The school 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 assessment processes takes place through a variety of methods including: end of semester course evaluations, student evaluation of clinical instructors, advisory committee, student planning committee, and student surveys.

Visitors must sign in, state the reason for visiting, be escorted to the desired location and upon departure sign out. During off hours the campus maintains its safety by having a Henrico County police officer on campus.

The School utilizes Trajecsys®, a cloud-based clinical documentation system, to track the student’s clinical progress in regards to exams, competencies, and evaluations. Trajecsys also creates reports to measure program benchmarks.

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

Admissions Requirements

Procedure to Apply for Admission

- Submit an online application through website: www.mysomi.org.
- Pay $50.00 application fee
- Complete application requirements before the deadline posted for that application period.
- 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 (ARRT) with a minimum cumulative GPA of 2.5
  - Candidate must have earned an associate (or more advanced) degree from an accrediting agency recognized by the American Registry of Radiologic Technologists (ARRT) with a minimum cumulative GPA of 2.5
- Accreditation agency information can be found at: www.arrt.org

Pre-application courses indicated below (*) must have been completed within 5 years of application cycle deadline.

<table>
<thead>
<tr>
<th>Pre-application Courses</th>
<th># of Credits</th>
<th>Possible Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written/Oral Communications/English</td>
<td>3</td>
<td>ENG 111, ENG 112</td>
</tr>
<tr>
<td>Math above level 120*</td>
<td>3</td>
<td>MTH 121, MTH 126</td>
</tr>
<tr>
<td>Human Anatomy Part I*</td>
<td>4</td>
<td>BIS 141</td>
</tr>
<tr>
<td>Human Anatomy Part II*</td>
<td>4</td>
<td>BIS 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>Total Credits</td>
<td>21</td>
<td></td>
</tr>
</tbody>
</table>

Basic Application Requirements

- Submit completed application no later than the posted deadline for desired application cycle. Applications received after the posted deadline will not be accepted.
- Complete ALL pre-application courses prior to application deadline and submit official transcripts.
- 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.
- Candidates with previous medical experience must submit proof, i.e. letter of reference or letter from Human Resource representative.
- Candidates must meet minimum physical technical standards (essential functions) to be considered for acceptance. (see page 10)
- 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.
- 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.
- Provide two references on School provided form.
- All misdemeanor or felony offenses require ARRT pre-approval regardless of how long ago they were committed. Dissolved 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.
- A copy of ARRT approval letter must be submitted with application packet, if applicable.
- Include a copy of your BLS (Basic Life Support) card. Contact Health Educators for CPR certification: 804-553-0460.
- Attend an information session offered through the School.
- Observation/shadowing must be scheduled for a minimum of 3 hours at a Bon Secours facility only. Scheduling is completed through SignUpGenius on School website: www.mysomi.org.
- Candidates meeting the criteria above will be scheduled to take an admission test on a scheduled exam day (Applicants will be notified at appointment by phone or email). The admission exam assesses: medical terminology, human anatomy and basic math. The admissions test is
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.

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.

The student must verify by signature that he/she can perform the physical requirements/essential functions listed above; A Registered Nurse signature is also required for verification. This process will occur during the acceptance process with Employee Wellness.

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 the American Registry of Radiologic Technologists (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 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.
### 2019–2020 Academic Calendar

#### Fall 2019

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

**Spring 2020**

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

### Payment Terms and Process/Financial Obligations

#### Payment Terms

Tuition and fees must be paid in full through the Student Information System (SIS) student portal; cash is not accepted. Tuition and fees are due at 8:00am on the first day of classes each semester. Failure to pay on time will result in the student being withdrawn from classes.

#### Receivables Process for Tuition and Payment

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

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

- Students are emailed through CampusNexus®, which has an email audit track.
- 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 official transcripts or certificates of completion. These records will not be released until the balance is paid in full.
### 18-Month Radiologic Technology Program Tuition, Learning Resource Fees & Additional Program Fees, 2018–2019 Curriculum

<table>
<thead>
<tr>
<th>First Semester (16 Weeks)</th>
<th>Credits</th>
<th>Tuition &amp; Learning Resource Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAD 1101</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PRO 1101</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PRO 1101L</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>RSC 1101</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CRS 1101</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>CRS 1101L</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>15</td>
<td>$1,725 tuition + $375 fees = $2,100</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester (16 Weeks)</th>
<th>Credits</th>
<th>Tuition &amp; Learning Resource Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRO 1102</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PRO 1102L</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>RSC 1102</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>RAD 1102</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CRS 1102</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>CRS 1102L</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>15</td>
<td>$1,725 tuition + $375 fees = $2,100</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Semester (16 Weeks)</th>
<th>Credits</th>
<th>Tuition &amp; Learning Resource Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRO 2103</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>RSC 2103</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>CRS 2103</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>RAD 2103</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>CRS 2103L</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>16</td>
<td>$1,840 tuition + $400 fees = $2,240</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Fourth Semester (16 Weeks)</th>
<th>Credits</th>
<th>Tuition &amp; Learning Resource Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRO 2104</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>PRO 2104L</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>RAD 2104</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CSA 2104</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>CRS 2104</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>CRS 2104L</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>15</td>
<td>$1,725 tuition + $375 fees = $2,100</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fifth Semester (8 Weeks)</th>
<th>Credits</th>
<th>Tuition &amp; Learning Resource Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAD 2105</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>CRS 2105</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CRS 2105L</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>9</td>
<td>$1,035 tuition + $225 fees = $1,260</td>
</tr>
</tbody>
</table>

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

**Tuition: $8,050**

**Total Learning Resource Fees: $9,800**

**TOTAL TUITION AND LEARNING RESOURCE FEES: $11,442**

**Additional Program Fees:**
- **Frequency:**
  - Application Fee*: upon applying
  - 1st Semester Books (estimated)**: upon acceptance
  - 2nd-5th Semester Books (estimated)**: prior to semester required
  - Initial Background Screening*: upon acceptance
  - Markers*: upon acceptance
  - Health Screening*: upon acceptance
  - Uniforms, Shoes (estimated)*: upon acceptance
  - Trajecsys**: upon acceptance

**Cost:**
- Application Fee*: $50
- 1st Semester Books (estimated)**: $600
- 2nd-5th Semester Books (estimated)**: $200
- Initial Background Screening*: $52
- Markers*: $40
- Health Screening*: $300
- Uniforms, Shoes (estimated)*: $250
- Trajecsys**: $150

**TOTAL ADDITIONAL PROGRAM FEES: $1,642**

**Tuition and Fees Subject to Change.**

**NOTE:**
- Students are responsible for paying the $200.00 fee to take the ARRT examination upon successful program completion.
- **Tuition and Fees Subject to Change.**

**Fee Descriptions:**
- Application Fee: fee to process the application for the Radiologic Technology program.
- Health Screening: fee for booster immunizations, if indicated, antibody testing, drug testing, physical exam, fit-testing, TB testing, and assurance student meets the minimum physical standards/essential functions required by the program.
- Background Check: fee for Background check includes, VA child abuse and neglect and nationwide sex offender public registry search.
- Learning Resource Fee: fee for student use of computer lab, software, online learning, supplemental services, library services, printing and copying, and program teaching resources.
- Uniforms & shoes: Fee to purchase School approved uniform pants (2), tops (2), and approved shoes.
- Books: Fee to purchase books for the program.
- Clinical Markers: Fee for 2 sets of numerical Mitchell Lead Markers (includes beads) for student clinical identifiers. Students are responsible for purchasing additional markers if School issued markers are lost.
- Trajecsys: Fee applies to the electronic student clinical record system.
- NOTE: Health Insurance must be maintained by the student for the duration of the program; cost varies per individual and is not available through Bon Secours for non-employees.
Academic Classification/Enrollment

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

<table>
<thead>
<tr>
<th>CLASSIFICATION</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>0–29</td>
</tr>
<tr>
<td>Sophomore</td>
<td>30–59</td>
</tr>
<tr>
<td>Junior</td>
<td>60–89</td>
</tr>
<tr>
<td>Senior</td>
<td>90 or above</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ENROLLMENT STATUS</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>12 or above</td>
</tr>
<tr>
<td>Three-quarter time</td>
<td>9–11</td>
</tr>
<tr>
<td>Half-time</td>
<td>6–8</td>
</tr>
<tr>
<td>Less than half-time</td>
<td>1–5</td>
</tr>
</tbody>
</table>

Academic Credit Hours

The following formula is used to calculate credit hours:

\[ \text{Credit Hours} = \frac{\text{Time Spent in Class}}{15} + \text{Laboratory Hours} \]

where time spent in class includes lecture and/or clinical hours spent in instruction.

The School’s definition of credit hour is congruent with requirements of the U.S. Department of Education.

Definition of Academic Credit Hour

The School’s definition of credit hour is congruent with requirements of the U.S. Department of Education.

A Credit Hour is:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work of this definition for other academic activities including simulation and skill laboratory work (practice and check-off), clinical experiences, projects, and focus sheets.

Course Descriptions by Semester

First Semester

RAD 1101 Patient Care, Ethics, Law and Diversity

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

This 16 week course students will learn basic radiographic positioning of the chest, abdomen, and extremities. Anatomy pertinent to each radiographic examination is also studied. Methods of imaging using standard diagnostic rooms and portable machinery are also covered. Radiation Safety practice is taught with each unit of study. Critical thinking exercises are utilized to learn adaptive techniques for use on difficult or non-standard patients. This course requires human anatomy and program admission as prerequisites.

PRO 1101L Radiographic Procedures Lab

This 16 week course is a lab component of PRO 1101. This course is designed 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.

Second Semester

RSC 1101 Imaging I

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

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

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.

PRO 1102 Radiographic Procedures II

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 CRS 1101 and CRS 1101L or comparable courses as prerequisites.

PRO 1102L Radiographic Procedures Lab II
3 credits
This 16 week course is a coordinated lab component of PRO 1102, where students receive instruction on how to perform the radiographic procedures learned in PRO 1102. During this course 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 copy 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 basis of knowledge of quality control. Written testing will be the assessment tool for this course. RSC 1101 or a comparable course is required as a prerequisite for this course.

RAD 1102 Radiology
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. This course requires CRS 1101 and RSC 1101 or comparable courses as prerequisites. Written testing is the assessment method for this course.

CRS 1102L Clinical Seminar II Lab
1 credit
This 16 week course is a lab component of clinical education course CRS 1102 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 PRO 1101 and CRS 1101L or comparable courses as prerequisites.

Third Semester

PRO 2103 Advanced Radiographic Procedures I
3 credits
This 16 week course will be designed to cover the core fundamentals of the radiographer as they relate to orthopaedics. Content will be presented in a manner that will allow the student to care for the patient with the most appropriate knowledge and skills. The course will emphasize the use of good judgment and practice. Written testing will be the assessment tool for this course. CRS 1101 and CRS 1101L 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.

PRO 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 CRS 1101, CRS 1101L, and CRS 2103 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 radiographer. Students participate in performing radiographic examinations 24 hours per week in a Hospital/Doctor’s Office or Outpatient Imaging Center. This course requires PRO 1101, PRO 1101L, PRO 1102L or comparable courses as prerequisites. Written testing will be the assessment tool for this course.

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. Anatomies pertinent to each examination are also studied. Written testing will be the assessment tool for this course. This course requires CRS 1101, CRS 1101L, CRS 1102L, and CRS 2103L or comparable courses as prerequisites.

Fourth Semester

PRO 2104L Advanced Radiographic Procedures Lab II
1 credit
This 16 week course has students participating in the coordinated lab component of PRO 2104. Lab work will be student 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 CRS 1101, CRS 1101L, and CRS 2103 or comparable courses as prerequisites.

RSC 2104L Clinical Seminar IV Lab
1 credit
This 16 week course is a lab component of clinical education course CRS 2104 and is designed to foster and support material taught in the didactic courses PRO 1101, PRO 1101L, PRO 1102L or comparable courses as prerequisites.
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 and CRS 2103L or comparable courses, as prerequisites.

Fifth Semester

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

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

Program Delivery:
All courses within the Radiologic Technology program are delivered the traditional method of delivery, offering students the experience of learning in an on-ground, classroom format that includes face-to-face interaction with both faculty and students. All courses are delivered in the English language.

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>
</tr>
</thead>
<tbody>
<tr>
<td>Imaging Center at Innsbrook</td>
</tr>
<tr>
<td>4900 Cox Road, Suite 100</td>
</tr>
<tr>
<td>Glen Allen, VA 23060</td>
</tr>
<tr>
<td>Imaging Center at Reynolds Crossing</td>
</tr>
<tr>
<td>6605 West Broad Street, Suite B</td>
</tr>
<tr>
<td>Richmond, VA 23230</td>
</tr>
<tr>
<td>Memorial Regional Medical Center</td>
</tr>
<tr>
<td>8260 Alteo Road</td>
</tr>
<tr>
<td>Mechanicsville, VA 23116</td>
</tr>
<tr>
<td>Midlothian Imaging Center</td>
</tr>
<tr>
<td>8013 Midlothian Turnpike</td>
</tr>
<tr>
<td>Richmond, VA 23235</td>
</tr>
<tr>
<td>Richmond Community Hospital</td>
</tr>
<tr>
<td>1500 North 28th Street</td>
</tr>
<tr>
<td>Richmond, VA 23223</td>
</tr>
<tr>
<td>St. Francis Medical Center</td>
</tr>
<tr>
<td>13710 St. Francis Blvd.</td>
</tr>
<tr>
<td>Midlothian, VA 23114</td>
</tr>
<tr>
<td>St. Mary’s Grove Avenue Imaging</td>
</tr>
<tr>
<td>2201 Grove Avenue</td>
</tr>
<tr>
<td>Richmond, VA 23220</td>
</tr>
<tr>
<td>St. Mary’s Hospital</td>
</tr>
<tr>
<td>5801 Bremo Road</td>
</tr>
<tr>
<td>Richmond, VA 23226</td>
</tr>
<tr>
<td>Westchester Emergency Center</td>
</tr>
<tr>
<td>601 Watkins Centre Parkway</td>
</tr>
<tr>
<td>Suite 150</td>
</tr>
<tr>
<td>Midlothian, VA 23114</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PATIENT FIRST FACILITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>11020 Hull Street Road</td>
</tr>
<tr>
<td>Midlothian, VA 23112</td>
</tr>
<tr>
<td>7238 Mechanicsville Turnpike</td>
</tr>
<tr>
<td>Mechanicsville, VA 23111</td>
</tr>
<tr>
<td>8110 Midlothian Turnpike</td>
</tr>
<tr>
<td>Richmond, VA 23235</td>
</tr>
<tr>
<td>12 North Thompson Street</td>
</tr>
<tr>
<td>Richmond, VA 23221</td>
</tr>
<tr>
<td>3031 Plank Road</td>
</tr>
<tr>
<td>Fredericksburg, VA 22401</td>
</tr>
<tr>
<td>3370 Pump Road</td>
</tr>
<tr>
<td>Richmond, VA 23233</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OTHER FACILITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Riverside Tappahannock Hospital</td>
</tr>
<tr>
<td>618 Hospital Road</td>
</tr>
<tr>
<td>Tappahannock, VA 22560</td>
</tr>
<tr>
<td>Tuckahoe Orthopaedic Associates</td>
</tr>
<tr>
<td>1501 Maple Avenue, Suite 200</td>
</tr>
<tr>
<td>Richmond, VA 23226</td>
</tr>
</tbody>
</table>

* Indicates travel time from the School to these clinical sites is approximately 45 minutes.
AR RT Pass Rate

2013–2017 Program Effectiveness Data

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

5-year average (2013–2017) 96.2% 51 gained employment /53 actively seeking employment

The JRCERT has defined “not actively seeking employment” as:
1. Graduate fails to communicate with program officials regarding employment status after multiple attempts
OR
2. Graduate is unwilling to seek employment that requires relocation
OR
3. Graduate is unwilling to accept employment due to salary or hours
OR
4. Graduate is on active military duty
OR
5. Graduate is continuing education

Annual program completion rate should not be less than 75%

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

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
Through a purchase service agreement with the College of Nursing (CON), the CON provides the School of Medical Imaging (SOMI), the space, equipment, and services necessary to provide necessary educational and training to the SOMI students. These services include: classroom space, clinical simulation center/skills lab, computer lab, library services and four study rooms, the use of the auditorium and two administrative conference rooms. Students have access to a student lounge, lactation room, and nine restrooms, including a unisex restroom.

Building access hours for students for the academic year are posted on Blackboard at https://bsmcon.blackboard.com, and are updated regularly.

Learning Commons
The learning commons exists to enhance student success by supporting student learning through the effective use of library space and resources.

Library & Librarian Services
The Library is located within the Learning Commons. It serves the overall health care information needs of our students, faculty, and staff, and supports the curriculum objectives of the School. Information resources available using the Library are plentiful and easily accessible whether on campus or off-campus.

Library hours are posted on the Librarian’s door, and on Blackboard.

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

Tutoring Services
Students requesting or requiring tutoring may request such from any faculty member. Faculty members will make every effort to be available when needed. If a student so chooses, faculty members can make recommendations of current students or graduates who may be of assistance. All tutoring is and will be held in strict confidence.

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

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

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

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

5-year average (2013-2017) 98.46% 100% 64 out of 65 graduates passed exam on 1st attempt

Updated 3/2018
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.

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

Career Services
The career counselor is available to assist students of the School in employment seeking preparation: resume preparation, interview practice, and support in the job search process.

Imaging Lab
The School has a dedicated non-energized imaging lab on campus for use by students enrolled in the radiologic technology program. The lab houses a modernized floor mounted x-ray tube, a radiographic table, and a demo-model radiographic control panel. The lab is used for procedural lab classes as instructor(s) demonstrate proper patient positioning and application of technical factors, both which were previously taught in the didactic setting. Students can access the lab during posted building hours (subject to change by semester), to include evenings and weekends, for additional independent practice of their newly learned skills. Within the lab is a mobile x-ray unit used by instructors to demonstrate unique challenges which exist when going to a patient room to do an x-ray, as compared to imaging in the radiology department. Viewboxes are available in the lab so that a library of hard-copy (film) images may be utilized for review of anatomy and pathologic conditions as seen on radiographs.

Dedicated Classroom:
The School has a dedicated classroom: capacity for 30 students. This allows for continuity of learning as all classes take place within this classroom. The dedicated classroom allows students the ability to use the radiologic technology specific equipment and resources in class every day. The use of a dedicated classroom helps to reduce anxiety, in that it allows all classes to be presented in a safe, comfortable, and familiar environment.

STANDARDS FOR STUDENT PERFORMANCE

26 Enrollment Agreement
26 Student Rights and Responsibilities
26 Student Discipline
27 Discipline for Misconduct
27 Disciplinary Process & Sanctions
29 Appeal Process for Grievances
33 Honor Pledge
34 Family Educational Rights & Privacy Act (FERPA)
36 Drug & Substance Abuse
36 Academic Extension
37 Re-Admission/Dismissal
38 Satisfactory Academic Progress (SAP)
39 Student Records
40 Private Communication
Enrollment Agreement
The School of Medical Imaging requires a newly admitted student to sign an enrollment agreement. A copy of the agreement is signed by a School official and uploaded into the students portal for student access at any time.

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.
- Perform 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
- In the event that a student is suspected of violating any provision of this policy, refer to the student discipline policy G26.

Student Discipline
A student attending the School of Medical Imaging is an apprentice health professional and, as such, is bound to act ethically and responsibly at all times. While on campus or while representing the School, students are expected to conduct themselves in a professional manner so as to reflect favorably on themselves, on their profession, and on the School. Students are required to respect the rights of other students and patients, and to respect the rights and authority of School and clinical officials. Students must refrain from engaging in prohibited conduct, which is any conduct that is incompatible with the educational mission of the School and good citizenship (whether it occurs at the School, in a clinical setting, or in a fashion which adversely affects the reputation of the School).

Prohibited conduct 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.

Q. Cheating
Cheating is regarded as an infringement on the rights of your fellow students, and shall not be tolerated. Lying and stealing shall be handled in the same manner as cheating. Cheating is cause for immediate dismissal from the program. If a student is aware of cheating, and fails to report the circumstances, he/she is condoning the behavior, and thus, may be considered as a contributor.

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.

- 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.

- 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.

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

- 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.

- 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.

Disciplinary Process & Sanctions
Process

- In the event that a student is suspected of violating any provision of this Policy, then the appropriate faculty 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 member thereafter concludes that there has been a violation, a report shall be made to the Director/Dean. Notwithstanding such reporting obligation, the faculty 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.
STANDARDS FOR STUDENT PERFORMANCE

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).

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.

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.

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.

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

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

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.

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

In the event the student wishes to appeal a disciplinary decision of the Director/Dean, the student should proceed in accordance with the student appeal policy. Any discipline for misconduct will remain in effect until the appeal process has been finalized.

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:

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

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

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

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.

Appeal Process for Student Grievances/Complaints: Academic and Non-Academic

PURPOSE:
The appeals policy described below is applicable to academic and non-academic student grievances as well as student complaints of unlawful discrimination or unfair treatment on the basis of:

- Title IX of Education Amendments of 1972, as amended
- Section 504 of the Rehabilitation Act of 1973, as amended, and regulations implemented by HEW consistent therewith Americans with Disabilities Act of 1992
- Provisions of Executive Order Number 11246 as amended 66 by 11375
- Family Educational Rights and Privacy Act of 1974 as amended
- Governor’s Executive Order Number One, Virginia Equal Employment Opportunity Plan, effective February 6, 1974.

EXPLANATION

Due to the relationship between Bon Secours College of Nursing and Bon Secours School of Medical Imaging, coordinated efforts have been established to allow both educational programs to be represented on the Student Grievance Committee.

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:

- an administrative error in the application of a policy
- arbitrary and/or capricious actions by a staff member or administrative office
- prejudicial treatment is grade; or a documented error in calculating
- erroneous judgement means that the student is

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 at least 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.

Administrative Cabinet Member: Comprised of the following position within the College of Nursing: Provost, Dean of Nursing, Dean of Student Services, and Dean of Finance and Dean of Administration.

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

STANDARDS FOR STUDENT PERFORMANCE

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Initiation of a grievance:
Grievances may be submitted electronically by e-mail.
- An academic grievance must be initiated at the end of the semester no later than 48 hours (maximum of 2 business days) after the final grades are due as published on the academic calendar.
- 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**
1. The student with a grievance must provide in writing a formal letter/email to the instructor or non-instructional party outlining the grade or decision in which he or she is griev ing, provide supporting information for the grievance and request to meet with his or her instructor or personnel whom actions he or she is griev ing.

In the instance of an academic grievance, the student must submit a copy of the letter/email to the administrative unit supervisor of the person he or she is griev ing. A typical non-academic grievance 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>Instructor</td>
<td>Dean/Director</td>
<td>Chair of Hearing Committee (Administrative Cabinet Member)</td>
</tr>
</tbody>
</table>

2. 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 of 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 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.

3. At the meeting, the student must clearly present his or her case regarding the griev ed 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.

4. 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**
1. The student may file a written appeal of the Level I grievance decision with the faculty member of the student’s grievance. The written statement must be forwarded to the Dean/Director or administrative unit supervisor within five (5) business days after receiving the written decision from the Level I meeting. The written statement shall be an appeal of the decision of the Level I meeting, and the grievance letter 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 timeframe).

2. If a meeting is called, the role of the Administrative supervisor is to chair the meeting, facilitate the discussion, seek to mediate a resolution between the parties, ensure that school policies have not been violated, and render a decision concerning the matter. Faculty/staff members may have a silent observer in attendance at the meeting. Prior to the meeting, the student may request to have a silent observer in the meeting. Both the student and faculty/staff member must agree to the student’s silent observer. 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 administrative supervisor within ten (10) business days after receipt of the grievance or completion of the conference, if called, 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**
1. If the student is not satisfied with the disposition at Level II, within five (5) business days from the communication of the disposition from the Dean/Director or administrative 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.

2. The actual hearing 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.

3. The appropriate Administrative Cabinet member will serve as the convener and facilitator of the committee for the Level III hearing. The committee will be comprised of a minimum of three (3) members.

5. At the Level III meeting, the student and instructor/administrative party may bring the 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 meeting 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; 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 may 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 one other person to attend as observers. Observers shall not testify nor present any evidence.

6. 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.

7. 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 Director/Dean.

8. The finding of the Level III grievance committee is final.

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

Final Disposition of Records
All materials and decisions related to the appeal will remain confidential and will be retained by the Dean/Director for three years from the date of final decision, and not before the aggrieved student graduates, unless the Dean/Director directs otherwise.

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.

In the event of a written complaint to one of these agencies or a “Standards” non-compliance issue, and subsequent notification to the school, immediate priority will be given to resolution of the deficiency in order to maintain accreditation. The Dean/Director is expected to respond to the agency in the time frame provided outlining the resolution/plan for resolution of the issue addressed.

The individual must first attempt to resolve the grievance/complaint directly with the institution/program officials by following the grievance procedures provided by the institution/program. The student may also contact the State Council of Higher Education in Virginia (SCHEV) regarding the grievance/complaint as a last resort.

Contact Information for these agencies are listed below:

Joint Review Committee on Education in Radiologic Technology (JRCERT)
20 N. Wacker Drive
Suite 2850
Chicago, IL 60606-3182
Phone: (312) 704-5300
Fax: (312) 704-5304
E-mail: mail@jrcert.org

State Council of Higher Education for Virginia (SCHEV)
James Monroe Building
101 North Fourteenth Street
Richmond, Virginia 23219
Phone: (804) 225-2600
Fax: (804) 225-2604
Web: www.schev.edu
E-mail: communications@schev.edu

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.”
STANDARDS FOR STUDENT PERFORMANCE

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 by or for 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, Myres, & Weese, 2006, p. vii)

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

Student Rights Covered by FERPA Include:

1. The right to inspect and review their education records.

A student may submit a written request to the Operations Coordinator identifying as precisely as possible the record(s) the student wishes to inspect. When a record contains information concerning more than one student, the requesting student may inspect and review only the records that relate to him or her. The Operations Coordinator will inform the student when and where the records may be inspected. Records will be made available for review in a timely manner, not to exceed forty-five days after the request has been received. Records may be reviewed in the presence of the Dean or the Dean’s designee. 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, degree 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) 260-8877
Fax (202) 260-9001
E-mail: fepa@ied.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.

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.

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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.

Students enrolled in the School of Medical Imaging Radiologic Technology 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 SGQ, the Henricus Police Department, the Virginia State Police, REACH, Safe Harbor, and the Virginians Against Domestic Violence provide speakers, literature and other programs throughout the academic year.

Academic Extension

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

During the fall semester, students must complete all courses (didactic and clinical) with a grade of C (80) or higher, or a P, in each course.

Academic extension provides students the opportunity to remain in the program. Academic extension is only available for clinical courses and to students enrolled in the 2nd-5th semesters. To qualify for academic extension the student is required to meet satisfactory academic progress (SAP) outlined in policy #A8 located on the School website at www.mysomi.org.

Students that do not successfully complete one clinical course during the 2nd-5th semesters may be eligible for academic extension. Only one clinical course can be repeated throughout the program; failure of a second clinical course will result in dismissal from the program. Students are permitted to repeat one (1) clinical course and must repeat it immediately following the 5th semester (summer).

Academic Extension: Only the courses listed below are eligible for academic extension.

CRS 1102
CRS 2103
CRS 2104
CRS 2105

Students that do not obtain a grade of C (80) or higher, or a P (Pass) the second time taking a clinical course (listed above), will be dismissed from the program and are not eligible to re-apply. Students must graduate within 27 months of his or her original enrollment date (150% of the published length of the program).

Re-Admission/Dismissal:

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

Previous Dismissal for Academic Reasons

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

1. Compliance with all current application requirements for the entering class;
2. Submission of a complete application packet, including the application fee and letter of intention, explaining the reasons the student believes he or she deserves to be readmitted;
3. Submission of all transcripts for courses taken since leaving the School; and
4. Re-Admission/Dismissal:

Furnishing satisfactory evidence of improved academic skills prior to readmission.

Satisfactory Academic Progress (SAP): All re-admitted students must maintain Satisfactory Academic Progress (SAP) to be eligible for Federal student aid. See Satisfactory Academic Progress (SAP) Policy #A8.

Repeated Courses:

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

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

Previous Dismissal for Disciplinary Reasons

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

Good Standing

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

prior withdrawal

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

1. Compliance with all current application requirements for the entering class;
2. Submission of a complete application packet, including the application fee and letter of intention, explaining the reasons the student believes he or she deserves to be readmitted;
3. Submission of all transcripts for courses taken since leaving the School; and
4. Re-Admission/Dismissal:

Furnishing satisfactory evidence of improved academic skills prior to readmission.
Satisfactory Academic Progress (SAP):
It is the policy of St. Mary's Hospital School of Medical Imaging (“SOMI”) that benefits from programs regulated by Title IV — Higher Education Act of 1965, as amended (“Title IV Regulations”), remain in compliance with the requirements of 34 CFR 668.34 that pertain to Satisfactory Academic Progress (“SAP”).

SCOPE
This is an institution-wide policy that applies to all students, regardless of whether the student receives Title IV Funds or not.

RATIONALE
The purpose of this policy is to establish internal controls and procedures for calculating and evaluating SAP to ensure that students complete their program in a timely manner and maintain access to Title IV Funds, if applicable. Title IV Regulations require that students meet SAP requirements in order to maintain access to Title IV Funds. Access to Title IV Funds is essential to meet SAP requirements in order to maintain access to Title IV Funds, if applicable. Title IV Regulations require that students meet SAP requirements in order to maintain access to Title IV Funds. Access to Title IV Funds is essential to provide students the ability to finance their education at a reasonable cost.

APPEALS
Students have the right to appeal all academic and non-academic decisions, per policy guidelines, see policy G27 Student Appeal.

DEFINITIONS
Cumulative Grade Point Average (“GPA”) — GPA is the qualitative measurement of SAP.

Enrollment Status — means the status in which the student is enrolled defined as full-time (12+ credits per semester), three-quarter time (9-11 credits per semester), half time (6-8 credits per semester) or less than half time (less than 6 credits per semester) for any Payment Period, defined as Semester.

Payment Period — means Semester.

Percentage of Attempted Courses Completed (“PACE”) — PACE is the rate of progress at which students must advance through the program to ensure that the program is completed within the Maximum Time Frame. PACE is calculated by dividing the number of credit hours that the student has successfully completed by the number of hours the student has attempted.

Program Length — means the length of time in which students can complete the program. SOMI’s Program Length is 18 months.

Maximum Time Frame — means the greatest number of months for which a student may receive Title IV Funds while attempting to complete the program. Maximum Time Frame is monitored by SOMI and in accordance with Title IV Regulations cannot exceed 150% of the published Program Length. SOMI’s maximum time frame is 27 months.

Satisfactory Academic Progress (“SAP”) — means the qualitative and quantitative measures of student success and progression through a program.

Semester — means the defined Payment Period set forth in the School Catalog.

Title IV Funds — means federal student aid programs which are authorized under Title IV of the Higher Education Act (“HEA”) of 1965, as amended. Title IV Funds include, but are not limited to, Federal Pell Grant and Federal Direct Loans.

Title IV Regulations — means regulatory requirements for federal student aid programs authorized under Title IV of the Higher Education Act (“HEA”) of 1965, as amended.

PROCEDURE
I. Application of SAP
The measurement of SAP is consistently applied to all students, regardless of utilization of Title IV Funds or Enrollment Status.

II. Measurement of SAP
SAP is measured at the end of each Payment Period, defined as Semester, based on the following criteria:

- Cumulative Grade Point Average (“GPA”) — Students are required to maintain a minimum cumulative GPA of 2.0.
- Maximum Time Frame — The quantitative standard for SAP 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 the program and all credits attempted while enrolled at the School will count toward the 150% of the published length of 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 a 100% of all credits attempted in the 1st semester, and 65% in all 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 are permitted to repeat one (1) clinical course and must repeat it immediately following the 5th semester (summer).

Students repeating a clinical course, or making up an incomplete course grade, are eligible to continue receiving financial assistance if the following conditions are met:

- The student is otherwise making satisfactory progress;
- The time needed to satisfy the incomplete course work is within the maximum total program length.

III. Failure to Meet SAP Requirements
If the student fails to meet any of the SAP requirements outlined above, the following will occur:

- Student is notified in writing by the Director/Dean of the program informing the student that s/he has failed to meet SAP requirements;
- Student is notified in writing by the Director of Financial Aid informing the student that s/he is no longer eligible to receive Title IV Funds (if applicable) until SAP requirements are met in a subsequent semester;
- SOMI does not offer Financial Aid Warning or Financial Aid Probation status.

- Students who do not meet SAP requirements may appeal by following the academic appeal procedure outlined in the Student Appeal Policy G27
- Students that do not meet SAP within the 150% maximum time frame will be dismissed from the program.
- Students that are terminated from the program due to failure to meet SAP must re-apply for admission.

IV. Measurement of SAP for Withdrawn, Incomplete or Repeated Course Work and Transfer Credits
- Withdrawn or Incomplete Course Work — Courses in which a student receives a grade of Incomplete (I), Withdrawn (W), Administrative Withdraw (WA), Withdraw Satisfactory Progress (WS) and Withdraw Unsatisfactory Progress (WU) are not considered earned course credits. In these circumstances, the credit hours, with the exception of a failing grade, are not used in the calculation of GPA. These credit hours will be considered in the calculation of attempted credit hours, percentage of coursework completed and Maximum Time Frame.

- Repeated Course Work — A student who does not meet GPA requirements in a required clinical course is permitted to repeat the course, but only once. In such circumstances, both the original and repeated course will be considered in the calculation of GPA, attempted credit hours, percentage of coursework completed and Maximum Time Frame.

- Transfer Credits — In rare circumstances, SOMI will accept transfer credits from an alternate accredited Radiologic Technology program if the student achieved good academic standing and the transfer between institutions is complete within one calendar year. In such cases, these credit hours are not included in the calculation of GPA. Transfer credits completed at an alternate institution are included in the calculation of attempted credit hours, percentage of coursework completed and Maximum Time Frame.

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

The school further recognizes the following rights:
knowledge of the existence and location of records, and the purpose for which they are retained; assurance that materials are maintained in secure methods; opportunities for student access are permitted; situations allowing disclosure of information, and processes should the student wish to challenge the information.

The following provisions are made in accordance with the Family Educational Rights and Privacy Act of 1974: Student (current and former) files are maintained in a secure location. Students may review their course specific academic records with appropriate instructor(s) at any time. Additional records must be requested in written form submitted to the Operations Coordinator and will be provided in a timely manner.

Students must be accompanied by a faculty member whenever in an office where student records are stored. Students may review their file with program faculty at any time.

Student records must be kept in a confidential manner.
Non-Clinical records on CURRENT students include, either in hard copy format or in Student Information System (SIS) Campus Nexus:
- Enrollment Agreement
- Attestation of high school graduation or equivalent
- All Admission Tools
- Financial Records (Office of Financial Aid Director or Bursar)
- All Academic Transcripts
- Attendance Records (Didactic — SIS)
- Progress Reports or Correspondence (SIS)
- Reference Forms
- Copy of Medical Insurance Card
- Copy of CPR card
- Orientation Checklist
- Release of Records Form (FERPA)
- Email Release Form
- Honor Pledge
- Background Checks (CastleBranch)
- Proof of Required Security Clearances
- Evidence of Continuous Learning — Requirements for clinical (Online Learning Modules)
- Mid-Semester Evaluations (SIS)
- Final Exams
- Disciplinary Action Letters
- Student Appeal for student grievances/complaints academic and non-academic
- Documentation for reasonable accommodations/disability

Clinical records on CURRENT students include, either in hard copy format or in Trajecsys: a centralized cloud-based clinical recordkeeping program used to store all clinical records:
- Attendance Records (Clinical — Trajecsys)
- Clinical Competency Evaluations
- Communication logs
- Clinical Leave Requests
- Clinical Instructor Evaluations
- Optional Technologist Evaluations
- Daily Logs (Patient record log/repeat documentation)
- Following graduation, and after a student passes the ARRT registry examination, their student file is thinned and becomes their permanent file. Permanent files are also maintained on students who have withdrawn or been dismissed from the program. Permanent files include the following:
- Enrollment Agreement
- Attestation of high school graduation or equivalent
- All Admission Tools
- Financial Records (Office of Financial Aid Director or Bursar)
- All Academic Transcripts
- Attendance Records (Didactic — SIS and Clinical - Trajecsys)
- Progress Reports or Correspondence (SIS)
- Clinical Experience Evaluations
- Documentation of Placement Activity (Director/Dean’s office)

In addition, all permanent files (whether hard copy or electronic) will include, in addition to the items noted above, and based on the category of student (graduate, withdrawn, dismissed) the following: all transcripts with a final official transcript located in the SIS (Student Information System), all instructor notes/evaluations/disciplinary actions and/or letters, student appeal for student grievances/complaints academic and non-academic copy of certificate of program completion, and documentation of clinical competencies.

A student’s complete clinical record and permanent student file is maintained for a minimum three (3) years post their successful completion of the program and passing of the ARRT registry examination. Purging then occurs with a hard copy permanent record maintained indefinitely and stored at an off-site storage facility (Iron Mountain). Clinical competency records are stored indefinitely either in hard copy or on Trajecsys.

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.

Private Communication
Faculty and staff need to communicate information to students on a regular basis. E-mail communication via NEXUS (SIS) is the timeliest and most effective means to communicate in many instances and a permanent record of communication is maintained in the system. Confidential information related to grades, attendance, and discipline will not be communicated by email unless the student has signed an email release form. Release forms are available in the office. It is the responsibility of the student to maintain an updated email address with the school.
Attendance

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

Attendance is mandatory to the Radiologic Technology program orientation.

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

Classroom:

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

Test/Exam:

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

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

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

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

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

Assignments:

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

- A student missing over 20% of classes for a didactic course can be withdrawn from the course by the instructor unless prior arrangements have been made. Students should refer to each individual course syllabus to determine the number of classes that will meet during the semester.
- A student faced with extended absences will be withdrawn from didactic courses. The School does not have a leave of absence policy for didactic courses.
- Tardiness in classes will not be tolerated. Classes will begin at the posted start time and students will be counted absent if not present at that time. Students that arrive late can still attend class.
- Students are expected to attend the entire class period and may be counted absent if leaving a class early. A student that misses a class or portion of a class can make an appointment with the course instructor during posted office hours (see course syllabi) in order to obtain missed information.
- See course syllabi as some courses may have more specific class attendance requirements.
- A student that is called upon for jury duty must provide documentation to the Director/Dean in order for the absence(s) not to count against them.
- Issues of extenuating circumstances (i.e., military/ reserves) ONLY will be considered by the Director/ Dean on an individual basis.

Clinical:

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

Examples:

- A clock in that occurs between 8:01am–8:14am: 15 minutes is deducted from the student’s time bank and incurs a tardy for that semester.
- A clock out that occurs early, without prior approval, between 4:15pm–4:29pm: 15 minutes is deducted from the student’s time bank and incurs an unexcused absence for the entire length of the program.

Clinical Hours:

Students are expected to begin the clinical experience when they clock in. Students should refrain from clocking in more than 10 minutes prior to the start of the clinical assignment. Only clock ins, and clock outs recorded at the students’ assigned clinical site will be accepted. (i.e. if a student is scheduled at MRMC but clocks in at SMH. The time recorded for MRMC will not be recognized).

Hours: 8:00 am to 4:30 pm

Variations:

- Patient First — 8:00 am to 3:00 pm
- Riverside Tappahannock Hospital — 8:00 am to 9:30 pm
- Grove Imaging — 8:30 am to 4:30 pm

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 clinical.

Clinical records are updated 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 Education Experience Program Coordinator 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 are unable to attend a clinical assignment (i.e. unable to reschedule an appointment), a Clinical Leave Request should be completed and submitted via Trajecsys, at least one full clinical day prior to the day requesting off. The Education Experience Program Coordinator will then approve or disapprove the request. The student is able to view the status of a Clinical Leave Request through their Trajecsys account.

Unplanned absences:

If you are going to be absent from a clinical assignment and have not completed a Clinical Leave Request Form and received approval, (i.e. woke up sick) you must notify the School and the clinical site

1. School via e-mail: bsr-somiclinicalsite@bshsi.org
   - 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 at 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 absences).

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

Sanctions for unexcused absence(s):

Unexcused absences are accumulated for the entire length of program.

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

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

Tardiness:
If a student arrives after the start time of their clinical assignment or late arrival from meal break the time missed will be deducted from the 24 hour bank of time in increments of 15 minutes. Late arrival will also result in a documented tardy. Tardiness will be handled in this manner:
• First and second tardy does not incur a penalty.
• Third tardy occurrences in one semester will result in a written letter of warning.
• Fourth tardy occurrences in one semester will result in one letter grade drop for the final clinical grade.
• Fifth 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 unforeseen circumstance must:
1. Notify the affiliate clinical site by phone.
2. If circumstances occur and the student determines 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.

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 military reserves and/or jury duty must provide documentation to the Director/Dean in order for the absence(s) not to count against them.

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 Education Experience Program Coordinator and make up days will not occur on days that Bon Secours Health System recognizes as Holidays.

Any student granted a leave of absence from clinical will be ineligible for Perfect Clinical Attendance (see clinical attendance policy C14 located on pages 42–43 of this catalog).

Grading Scale

<table>
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<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>
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<tr>
<td>I</td>
<td>Incomplete</td>
<td></td>
<td>Not calculated in GPA</td>
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<tr>
<td>P</td>
<td>Pass, Credit awarded, not calculated in GPA</td>
<td></td>
<td>Not calculated in GPA</td>
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<tr>
<td>W</td>
<td>Withdrawal</td>
<td></td>
<td>Not calculated in GPA</td>
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<td>WA</td>
<td>Administrative Withdrawal</td>
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<td>Not calculated in GPA</td>
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<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
All students are to be in approved school uniform when in clinical. Refer to student handbook policy CS located on the website www.mysomi.org under student handbook policies.

Classroom
Students present in the School located at Windsor Business Park for any reason must be in professional medical scrubs attire.
• Scrub pants can be of any color or design.
• Scrub tops can be of any color or design.
• T-shirts and sweatshirts without offensive graphics or writing are permitted.

Failure to abide by the dress code will result in the student being sent home and an absence will be recorded for the classes and/or clinical time missed.
Students with Disabilities

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

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

Refer to student handbook policy G31 located on the website at www.mysomi.org.

Transfer Credits

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

The acceptance of transfer courses for credits is outlined below:

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

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

Requirements listed below:

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

Transfer Credits — In rare circumstances, SOMI will accept transfer credits from an alternate accredited Radiologic Technology program if the student achieved good academic standing and the transfer between institutions is complete within one calendar year. In such cases, these credit hours are not included in the calculation of GPA. Transfer credits completed at an alternate institution are included in the calculation of attempted credit hours, percentage of coursework completed and Maximum Time Frame.

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

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

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

Tracking Prior Federal Financial Aid:

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

Graduation Requirements

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

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

Radiation Safety Policy & Procedures

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

Shielding & Radiation Protection

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

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

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

Sanctions

Generally, disciplinary sanctions occur in the following sequence:

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

Personnel Dosimeters (PD) & Due Date

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

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

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

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

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

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

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

Should an accepted applicant become pregnant before the start of school; the applicant shall have the option of delaying entry or follow one of the above listed options.
Finance
The Dean of Finance is responsible for management and oversight of the Business Office (Bursar and Senior Accountant) and Financial Aid Office (Director of Financial Aid, Financial Aid Specialist and Financial Aid Counselor). The Business Office and Financial Aid Office have segregation of duties; however, both are integral parts of the student account process. Contact information is provided at the end of this section.

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

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

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

Tuition and fees are due at 8:00am on the first day of classes each semester. Failure to pay on time will result in the student being withdrawn from classes.

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

Charges During Add/Drop Period
Students who elect to withdraw from the program during the Add/Drop Period will be refunded in accordance with G8 Refund policy located on page 58 of this catalog.

Financial Aid
SOMI offers a wide array of financial aid to qualified applicants. The Financial Aid Office staff is dedicated to assisting students secure the most beneficial financial aid package. Financial aid packages may consist of scholarships, grants and loans.

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

Students can access FAFSA on the web at http://fafsa.ed.gov or the link located on the SOMI website under Federal Financial Aid. SOMI’s school code is 025585.

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

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

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

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

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

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

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

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

Book Advance

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2. the student does not begin attendance and/or
3. the student withdraws. Further information can be obtained in FA2 Book Advance policy located at www.mysomi.org.
Satisfactory Academic Progress (SAP)

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

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

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

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

A parent is the borrower under the Federal Direct Parent PLUS Loan program. As such any Title IV Credit Balance Authorization form must be submitted to the Bursar prior to the start of each semester, as applicable. The Title IV Credit Balance Authorization form is published on the SOMI website under Financial Aid.

Cost of Attendance (COA)

In accordance with Federal Regulations, SOMI must develop and publish an annual Cost of Attendance (COA), which helps determine a student’s eligibility for calculating financial aid. COA includes anticipated expenses that a student may incur during the academic year. These expenses include tuition, fees, room and board, textbooks, supplies, travel, and personal costs. Room and board expenses refer to off-campus living expenses and is based on certain criteria determined by the ISIR, such as if the student lives at home with parents or relatives. Travel expenses refer to vehicle maintenance, insurance, gas, etc. Personal expenses refer to clothing, food, entertainment and in some case dependent care. It is important to note that COA is utilized for budget purposes in determining financial aid eligibility. COA does not reflect direct charges to the student. In certain circumstances, Professional Judgement may be exercised in adjusting COA; within 14 calendar days of occurrence, in accordance with Federal Regulations. A student (or parent) may authorize SOMI to retain a Title IV Credit Balance and apply the credit balance to a future semester within the same academic year. In such cases, a Title IV Credit Balance Authorization form must be submitted to the Bursar prior to the start of each semester, as applicable.

The Title IV Credit Balance Authorization form must be submitted to the Bursar prior to the start of each semester, as applicable. The Title IV Credit Balance Authorization form is published on the SOMI website under Financial Aid.

Title IV Credit Balances

Title IV Credit Balances are created when a student receives Title IV Financial Aid in excess of charges, thus creating a negative student account balance. A refund of Title IV Credit Balance, typically referred to as a Stipend, is processed as payment back to the student (or parent) within 14 calendar days of occurrence, in accordance with Federal Regulations. A parent is the borrower under the Federal Direct Parent PLUS Loan program. As such any Title IV Credit Balance Authorization form must be submitted to the Bursar prior to the start of each semester, as applicable.

Withdrawal

A student may permanently withdraw from SOMI through written notification to the Director/Dean. Additional information regarding voluntary or administrative withdrawal is further defined in policy G21 of the student handbook. Policies located on the website at www.mysomi.org. Refunds that result from withdrawal will not be processed prior to official notification to the Director/Dean.

**Step 1 — Refund of Charges:**

SOMI provides refunds of charges (tuition and fees) in accordance with the Charges Refund Schedule below.

**Charges Refund Schedule**

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

**Step 2 — Return of Title IV (R2T4):**

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

R2T4 Refunds are made in the following order:

- Federal Direct Unsubsidized Loans
- Federal Direct Subsidized Loans
- Federal Direct Parent PLUS Loans
- Federal Pell Grant
- FSEOG

**Student Overpayment**

Refunds due to student payment in excess of student account (student overpayment) will be processed within 45 days of occurrence in accordance with G8 Refund policy located in the student handbook policies on the website www.mysomi.org.

**Enrollment Cancellation**

In accordance with (section) 23.1-215B of the Code of Virginia, an applicant who provides written notice of cancellation is further defined in policy G21 of the student handbook. Policies located on the website at www.mysomi.org. Additional information regarding voluntary or administrative withdrawal is further defined in policy G21 of the student handbook. Policies located on the website at www.mysomi.org.

A request for cancellation greater than three business days after executing the Enrollment Agreement and making an initial payment, but prior to the start of the semester is entitled to a refund of all monies paid, minus the non-refundable fees, to include the $50.00 application fee.

A student may permanently withdraw from SOMI through written notification to the Director/Dean. Additional information regarding voluntary or administrative withdrawal is further defined in policy G21 of the student handbook. Policies located on the website at www.mysomi.org. Refunds that result from withdrawal will not be processed prior to official notification to the Director/Dean.
## Timeline of Events

<table>
<thead>
<tr>
<th>Event</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit W-9 and Direct Deposit Form to Bursar</td>
<td>30 days prior to start of semester</td>
</tr>
<tr>
<td>FERPA Release (if required)</td>
<td>30 days prior to start of semester</td>
</tr>
</tbody>
</table>

### EACH SEMESTER IN THE PROGRAM

<table>
<thead>
<tr>
<th>Event</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approve Financial Aid package/award letter</td>
<td>45 days prior to start of semester/academic year</td>
</tr>
<tr>
<td>Submit 3rd Party Payor information to Bursar (if required)</td>
<td>30 days prior to start of semester</td>
</tr>
<tr>
<td>Review Registration Bill — charges and anticipated financial aid</td>
<td>30 days prior to start of semester</td>
</tr>
<tr>
<td>Submit Title IV Credit Balance Authorization form (if required)</td>
<td>30 days prior to start of semester</td>
</tr>
<tr>
<td>Student Payment Due</td>
<td>8:00 am on the first day of classes each semester</td>
</tr>
<tr>
<td>Charges are posted (from pending)</td>
<td>First through tenth day of the semester</td>
</tr>
<tr>
<td>Students are “dropped” from course(s) due to attendance or past due student account</td>
<td>5:01pm last day of Add/Drop</td>
</tr>
<tr>
<td>Third Party Payors are invoiced by Bursar</td>
<td>11 days after start of semester</td>
</tr>
<tr>
<td>Title IV Financial Aid is posted to student account</td>
<td>14 days after start of semester</td>
</tr>
<tr>
<td>Stipend/Refund processing</td>
<td>14 days after Title IV Financial Aid disbursement</td>
</tr>
</tbody>
</table>

## Student Checklist

### FIRST SEMESTER ONLY (NEW STUDENTS)
- W-9 submission to Bursar
- Direct Deposit form submission to Bursar
- FAFSA submission to Department of Education
- VFAO interview submission (online)
- Approve Award Letter
- Title IV Credit Balance Authorization form (if applicable)
- 3rd Party Payor information submitted to Bursar (vouchers)

### EACH SEMESTER (CONTINUING STUDENTS)
- W9 submission to Bursar
- Direct Deposit form submission to Bursar
- FAFSA submission to Department of Education
- VFAO interview submission (online)
- Approve Award Letter
- Title IV Credit Balance Authorization form (if applicable)
- 3rd Party Payor information submitted to Bursar (vouchers)

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

### Contact Information:
- **Amy Pozza**, Dean of Finance
  - Phone: (804) 264-7315
  - Email: amy.pozza@bshsi.org

### Financial Aid Office
- Email: bsh-financialaid@bshsi.org
- **Kelley Florian**, Director of Financial Aid
  - Phone: (804) 627-5350
  - Email: kelley.florian@bshsi.org

### Federal Pell Grant

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

### Federal Direct Loan Program

The Federal Direct Loan Program offers financial assistance in the form of loans, which must be repaid with interest, to students who meet certain eligibility requirements. The Federal Direct Loan Program is comprised of Federal Direct Subsidized Loans, Federal Direct Unsubsidized Loans and Federal Direct Parent PLUS Loans.
Federal Direct Subsidized Loan
The Federal Direct Subsidized Loan is a Need-based loan that provides interest subsidy, in which interest does not accrue on the principal amount of the loan until after the student completes the entire program. The Federal Direct Subsidized Loan is awarded based Need, determined from the ISIR and is subject to grade-level, dependency status, annual and aggregate loan limit requirements. Students must be enrolled at least half-time (6 credit hours per semester) to be eligible for a Federal Direct Subsidized Loan. Academic Year 2018–19 Annual and Aggregate Federal Direct Subsidized and Unsubsidized Loan Limits are provided in the following table.

Federal Direct Unsubsidized Loan
The Federal Direct Unsubsidized Loan is not based on Need. Interest begins accruing on a Federal Direct Unsubsidized Loan once the loan is disbursed to the student. Federal Direct Unsubsidized Loans are subject to grade-level, dependency status, annual and aggregate loan limit requirements. Students must be enrolled at least half-time (6 credit hours per semester) to be eligible to receive a Federal Direct Unsubsidized Loan. Academic Year 2018–19 Annual and Aggregate Federal Direct Subsidized and Unsubsidized Loan Limits are provided in the following table.

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. 104-332). 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.

Federal Direct Parent PLUS Loan
Parents of dependent students may apply for a Federal Direct Parent PLUS Loan to help pay their child’s education expenses as long as certain eligibility requirements are met.

Eligibility Requirements for Federal Direct Parent PLUS Loans include: (1) the parent borrower must be the student’s biological or adoptive parent. In some cases, the student’s stepparent may be eligible, (2) the student must be a dependent student who is enrolled at least half-time (6 credit hours per semester), (3) generally a student is considered to be dependent if s/he is under 24 years of age, has no dependents of their own, is not married, is not a veteran, is not a graduate or professional degree student and is not a ward of the court, (4) the parent borrower must not have an adverse credit history (if a parent borrower does not pass the credit check, in certain circumstances additional actions may be taken), (5) student and parent must be a U.S. citizens or eligible noncitizen, (6) student and parent must not be in default on any federal education loans, (7) student or parent must not owe an overpayment on a federal education grant and (8) student and parent must meet other general eligibility requirements for the federal student aid programs.

Campus Sexual Violence Elimination Act
The Campus Sexual Violence Elimination Act, or Campus SaVe Act (SaVe), is a 2013 amendment to the federal Jeanne Clery Act. SaVe was designed by advocates along with victims/survivors and championed by a bi-partisan coalition in Congress as a companion to Title IX that will help bolster the response to the prevention of sexual violence, domestic violence, dating and interpersonal violence, and stalking 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.

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

Restrooms
The School is committed to providing safe and accessible campus restrooms. All restrooms are in compliance with accessibility regulations in accordance with the Americans with Disabilities Act (ADA). Further, all restrooms on campus are designated gender inclusive, thus allowing individuals to utilize the restroom that corresponds with one’s gender identity and expression.
Add/Drop Period:
Is identified as the time period between the first day of classes (school begins) and the 1st Saturday after the first day of classes. The number of days during this add/drop period varies each semester, see academic calendar. The add/drop period is the time frame in which the student can withdraw from the program and receive 100% refund for that term.

Refund Policy
The School of Medical Imaging (SOMI) will have a fair and equitable refund policy under which the School complies with all applicable state and federal regulations regarding refunds to students attending a postsecondary institution.

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 from the program during the add/drop period and be entitled to 100% refund for the term. However, should the student withdraw after the add/drop period, he or she will receive a tuition refund in this manner:
• Student withdraws during the first 25% of the semester is entitled to a refund of 50%.
• Student withdraws after completing 25% of the semester, but less than 50% of the semester is entitled to a refund of 25%.
• Student withdraws after completing 50% of the semester is not entitled to a refund.

Refer to Refund policy GB located in student handbook at www.4mysomi.org.

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

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

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

Schools are required by federal statute to determine how much financial aid was earned by students who resign from the School or take a leave of absence prior to completing 60% of a payment period or term. For a student who resigns from the School after the 60% point-in-time, there is no unearned aid. However, a School must still complete a return calculation in order to determine whether the student is eligible for a post-withdrawal disbursement. The calculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:
Earned Aid (percentage of payment period or term completed) = the number of days completed up to the withdrawal date divided by the total days in the payment period or semester. (Any break of five days or more is not counted as part of the days in the semester.)
The payment period for most students is the entire semester. However, for students enrolled in modules (courses which are not scheduled for the entire semester), the payment period only includes those days for the module(s) in which the student is registered.

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

Unearned Aid (aid to be returned) = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or semester.

If a student earned less aid than was disbursed, the SOMI would be required to return a portion of the aid and the student would be required to return a portion of the aid. The student borrower may owe a debit balance to the SOMI when Title IV aid is returned.

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

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

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

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

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

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

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

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

For Scholarship information see page 60 of this catalog.

Enrollment Status
Enrollment status is defined on page 55 of this catalog.
Bon Secours St. Mary’s Hospital School of Medical Imaging
Radiologic Technology Program Scholarships

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

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

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

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

The purpose of this VSRT scholarship is to provide financial assistance to students enrolled in primary entry programs.

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

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

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

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

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

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

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

Bon Secours St Mary’s Hospital School of Medical Imaging
Undergraduate certificate in Radiologic Technology
Program Length: 72 weeks

Students graduating on time
80% of Title IV students complete the program within 72 weeks

Program Costs*
$11,292 for tuition and fees
$1,400 for books and supplies
Other Costs: $10,684 for off-campus room and board
Visit website for more program cost information: /bonsecours.com/richmond/jobs-and-education/st-marys-hospital-school-of-medical-imaging/tuition-and-fees

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

Students Borrowing Money
The typical graduate leaves with
N/A* in debt
*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical monthly loan payment
N/A* per month in student loans with an interest rate of N/A*.
*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

Graduates who got jobs
N/A* of program graduates got jobs according to the Virginia job placement rate
*Program does not have enough completers to calculate a placement rate as required.
100% of program graduates got jobs according to the JRCERT - Joint Review Committee on Education and Radiologic Technology job placement rate

Program graduates are employed in the following fields:
Radiologic Technologists: http://onetonline.org/link/summary/29-2034.00

Licensure Requirements
Additional Information:

No additional notes provided.

Date Created: 10/3/2018

These disclosures are required by the U.S. Department of Education.
Administrative Offices
(through a purchased services agreement with memorial College of Nursing)

Office of Financial Aid
Kelly A. Florian, Director

The office of financial aid offers a variety of financial assistance options to students enrolled in the Radiologic Technology program and the Nursing program. The goal of this office is to make the academic journey more affordable by helping students to secure financial aid.

The Library and Learning Commons
Tina Metzger, Librarian

The School of Medical Imaging shares this service with the College of Nursing. The Library is located within the Learning Commons. It serves the overall health care information needs for students, faculty, and staff, and supports the curriculum objectives of the School. Information resources available using the Library are plentiful, whether on campus, a hospital, or home.

Career Counseling
Allison Peterson, Career Counselor

In conjunction with the College of Nursing, this office provides career counseling for the students enrolled in the School of Medical Imaging.

The Office of the Bursar
Harris King

This office provides services to both students enrolled in the School of Medical Imaging and College of Nursing. Services include: student account information, financial aid disbursement, refunds, tax forms, and questions related to student charges.

Personnel, Administration & Staff

Jody Crane, M.A.Ed., R.T. (R), (BD)
Director/Dean School of Medical Imaging
Degree and Institution:
MA Ed, Virginia Polytechnic Institute and State University

Jessica Hutchings Culpeper
Education Experience Program Coordinator
Degree and Institution:
BSRS, PIMA Medical Institute

Alec Depcrynski
Medical Imaging Instructor
Degree and Institution:
BA, Randolph Macon College

Joyce Hawkins
Didactic Coordinator
Degree and Institution:
BS, Virginia Commonwealth University

Deena Hedden
Continuing Education Coordinator/Medical Imaging Instructor
Degree and Institution:
MHA, Grand Canyon University

Robert Pelter
Medical Imaging Instructor
Degree and Institution:
MBA, American InterContinental University

Debra Pollard
Medical Imaging Instructor (Part-time)
Degree and Institution:
PhD, Northcentral University

Operations Coordinator
VACANT

Directions
Located in Henrico County, the School is easily accessible from major interstates 95 and 295.

From I-95: Take I-95 to the Parham Road East exit. Continue on Parham Road approximately 2 miles. Turn left on Magellan Parkway/Windsor Business Park. The School is on the right at 8550 Magellan Parkway, Suite 700.

From I-295: Take I-295 to US Rt. 301. Exit toward Richmond and travel to the second traffic light. Turn right on Magellan Parkway/Windsor Business Park. The School is on the right at 8550 Magellan Parkway, Suite 700.

Parking Guidelines
Spaces marked with blue squares in the front or rear of the facility at 8550 Magellan Parkway or in the lower level parking at 8555 Magellan Parkway have been assigned to the School for employee and student parking.

Vehicles parked in fire lanes, no parking areas, or in spaces not marked by blue squares may be subject to towing at the owner’s expense. Parking directly on Magellan Parkway is prohibited.

The School is not responsible for loss or damages to any vehicles, and employees and students should comply with all posted signs within Windsor Business Park or at any location associated with their job responsibilities and/or clinical assignments.