

**Policy Name:** Leave of Absence or Permanent Resignation from the School  
**Policy Number:** ADM 3.07  
**Title of Policy Owner:** Dean of Student Affairs  
**Policy Type:** RHEI/Shared Services BSMCON SCHS SOMI  
**Approved by:** RHEI Leadership Team  
**Effective Date:** 8/1/2025  
**Version:** 1.1  
**Policy Status:** Approved

## I. Policy

Leave of Absence or Permanent Resignation from the School.

## II. Purpose

The purpose of this policy is to describe the timeline and requirements for requesting and returning from a Standard Period of Non-Enrollment (SPN), as well as financial implications.

## III. Scope

This policy applies to all students of Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI).

## IV. Definitions

**Standard Period of Non-Enrollment (SPN):** A leave of absence

**Voluntary SPN:** A leave of absence that is initiated by the student.

**Involuntary SPN:** A leave of absence that is initiated by the school.

**Active-Duty Military SPN:** A leave of absence for any student placed on active duty for two weeks or more. The SPN may be initiated by either the student or the school to assist the student.

**Permanent Resignation:** This is a student initiated permanent resignation from the school indicating that the student has no intention of returning to the school. If the student decides to return at a later date, the student must apply for readmission in accordance with the readmission policy.

## V. Policy Details

A student is expected to remain continuously enrolled while pursuing their degree. Continuously enrolled is defined by course enrollment in Fall, Spring and Summer courses or on a leave of absence for one semester; however, a student may find it necessary to discontinue the pursuit of academic endeavors either for one semester or permanently for a variety of reasons. A student who takes a leave of absence for

one semester is considered to be on a SPN. A leave of absence is called SPN in the Student Information System.

### **Voluntary SPN**

Voluntary SPN is granted only when the student is in Good Academic Standing with the School or has administrative approval. A student is in good standing if he/she is meeting Academic Progression and Satisfactory Academic Progress (SAP). Refer to ACA 2.02 Academic Progression and ADM 2.06 Satisfactory Academic Progress policies for specific information. To apply for a SPN, the student must submit the SPN form to the Director of Records and Registration prior to the end of the Add/Drop Period.

### **Involuntary SPN**

The Administration of the School may place a student on Involuntary SPN prior to the end of the add/drop period, if an academic course required for progression is not offered or the student demonstrates behavior that is a concern to:

- The physical well-being of faculty, students, and/or staff.
- Campus safety, security, and/or property.
- Lack of communication or academic engagement.

### **Active Duty Military SPN**

A student who is placed on active duty for two weeks or more will be placed on military SPN. Students must submit documentation/orders regarding the return to active duty to the Director of Records and Registration. Students placed on active duty military SPN will receive a grade of "WA" (withdrawal administrative) and students should reference ADM 5.01 Financial Refund and ADM 4.07 for Military and Veteran Affairs policies and federal code 34 CFR 674.59.

- When the student is ready to return from leave, he/she must contact the Director of Records and Registration to arrange for re-entry.
- The student is eligible for reinstatement to the school without requalification for admission if the student provides an intent to return form to the institution no later than one (1) year after the completion of the period of service.

### **Guidelines for Voluntary and Involuntary SPN**

- There must be a reasonable expectation that the student will return from the SPN for a SPN to be granted.
- While on SPN, the student may not enroll in any other College or University.
- A student on an approved SPN is considered affiliated with the school but on a one (1) semester leave of absence.
- If you do not contact the school after one (1) semester of SPN you will be Administratively Withdrawn effective the date the student began the SPN.

- If a student desires to extend a SPN, the student must request the extension. Any granted extension will not be for longer than a period of one year from the time the student originally began the SPN. The maximum length of time allowed for a SPN is two (2) consecutive semesters after which the student must apply for readmission in accordance with ACA 2.04 Re-Admissions.
- Students are required to contact the Office of Financial Aid to determine what, if any, impacts to Financial Aid including, but not limited to, Title IV will result.
- Students may return from SPN at the beginning of a semester (defined as May, August and January). When the student is ready to return from the SPN he/she must contact the Director of Records and Registration to arrange for re-entry. There is no guarantee that a seat will be available in the class in which the student wants to return.
- It is the responsibility of the student who is on SPN to meet with his/her advisor during the semester prior to returning to the program to develop a plan for their return.

**Permanent Resignation**

A completed Request for Permanent Resignation from the School form must be submitted to the Director of Records and Registration.

**School Initiated Permanent Resignation**

The school reserves the right to resign students from the school because of poor academic performance and unsatisfactory conduct. Examples include but are not limited to:

- Academic failure (refer to ACA 2.02 Academic Progression)
- Failure to adhere to School policy.
- Failure to meet Essential Technical Standards for Medical Imaging Students (refer to ACA 1.02 Essential Technical Standards for SOMI Students)

A student placed on a leave of absence or who resigns from the school must submit all School and clinical affiliate student issued identification badges and access cards.

**VI. Attachments**

None.

**VII. Related Policies**

- ACA 1.02 Essential Technical Standards (SOMI)
- ACA 2.01 SOMI Admissions Requirements
- ACA 2.02 Academic Progression
- ACA 2.04 SOMI Re-admissions
- ADM 2.06 Satisfactory Academic Progress
- ADM 4.07 Establishing Principles of Excellence – Military
- ADM 5.01 Financial Refund

**VIII. Disclaimers**

Nothing in this policy creates a contractual relationship between Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) and any party. SOMI, in its sole discretions, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

**IX. Version Control**

Version	Date	Description	Prepared by
1.0	08/01/2023	Policy Adopted	CDDAA
1.1	05/19/2025	Reviewed minor changes	CDDAA