

Policy Name: Add/Drop/Withdrawal
Policy Number: ADM 3.08
Title of Policy Owner: Campus Director & Dean of Academic Affairs
Policy Type: RHEI/Shared Services BSMCON SCHS SOMI
Approved by: RHEI Leadership Team
Effective Date: 8/1/2025
Version: 2.2
Policy Status: Approved

I. Policy

It is the policy of Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) to effectuate the add/drop or withdrawal from a course in accordance with this policy and related federal, state, and/or accrediting requirements.

II. Purpose

The purpose of this policy is to describe the student add/drop period, withdrawal and resignation process from SOMI.

III. Scope

This policy applies to all enrolled students of SOMI.

IV. Definitions

None

V. Policy Details

Add/Drop

The Add/Drop Period begins on the first day of the semester as indicated on the School's academic calendar and continues through 10 calendar days after the first day of the semester. A student may choose to add or drop courses during the Add/Drop Period through the Student Information System. Courses dropped during the Add/Drop Period are removed from the student's schedule, are not reflected on the transcript, and do not result in charges for Tuition and Fees as further described in the Financial Refund policy.

Withdraw/Resignation from the program

A student can voluntarily withdraw or be academically, or administratively withdrawn from SOMI. In each circumstance, the student is responsible for returning all School property to a Program official, to include:

- ID badge
- Building key card
- Personnel Monitoring Device (PMD)

- Clinical Lead markers (2 sets)
- Students are given an exit survey to complete; the attempt is made for students to return the survey to a Program official.

Student Withdrawal/Resignation

A student may voluntarily withdraw/resign from SOMI by completing and submitting the Resignation Form obtained from the Registrar. The student will be withdrawn from all courses in the semester he/she withdrew and receive a final grade of "W". Once the withdrawal period has ended (60% point in the semester or summer session), the student will receive a final grade for the course(s). If appropriate, a refund may be issued in accordance with the School's Financial Refund policy.

Administrative Withdrawal

Students administratively withdrawn from SOMI for administrative, disciplinary, or financial reasons; or failure to abide by School policies, will be notified in writing by the Dean. The student will be administratively withdrawn from all courses with a grade of "WA". A student who withdraws from all courses will be resigned from the school and is eligible to reapply for the next admission cycle.

Academic Withdrawal

Students that do not successfully complete two (2) courses within the program curriculum with a final grade of "C" or higher will be academically dismissed from the program and are not able to re-apply. The student will be withdrawn from all courses and if appropriate, a refund may be issued in accordance with the School's Financial Refund policy.

Treatment of Title IV Aid when a student withdraws or is withdrawn from the program: Refer to School Financial Refund policy

VI. Attachments

N/A

VII. Related Policies

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	2/5/2016	Initial Policy	CDDAA
2.0	4/22/2022	Revisions	CDDAA
2.1	8/1/2023	New Template	CDDAA
2.2	5/15/2025	Revisions	CDDAA