

Policy Title	Program Admissions
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Department:	SOMI
Functional Area:	Academic Affairs
Contributing Department	
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Section	ACA 2

I. Mission, Vision and Values

This policy reflects our commitment to human dignity, integrity, compassion, stewardship, and service by guiding decisions and actions that uphold respect for all individuals and promote excellence in our work.

This policy aligns with our mission of extending the compassionate ministry of Jesus by improving the health and well-being of our communities and providing good help to those in need, especially the poor, dying, and underserved by ensuring that our practices support ethical, effective, and accountable service across all areas of the organization.

II. Policy

It is the policy of Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) to have established admission requirements and an acceptance process for all SOMI applicants and students.

III. Purpose

The purpose of this policy is to outline the published academic and admissions requirements and the acceptance process for SOMI.

IV. Scope

This policy applies to SOMI applicants and students.

V. Policy Details

Academic Requirements

Candidates must meet the following minimum academic requirements for consideration:

- All college level general education courses listed (or their equivalents) must be completed at an institution of higher learning recognized by the United States Department of Education.
- All college level general education courses listed (or their equivalents) must be completed prior to final acceptance.
- A minimum grade of "C" and a minimum cumulative GPA of 2.5 is required for all general education courses identified in the table below.

General Education courses	Number of credits
English/College Composition/Communication	3
Math level Algebra or higher*	3
Human Anatomy and Physiology I & Lab*	4
Human Anatomy and Physiology II & Lab*	4
Information Technology/Computer Concepts	3
Psychology OR Sociology	3
Medical Terminology	1
Total Credits	21

General Education courses indicated with an (*) must have been completed within 5 years of application cycle deadline.

Basic Application Requirements

1. Submit completed application with \$75 application fee no later than the posted deadline for desired application cycle. Applications received after the posted deadline will not be considered.
2. Submit Official High School Transcripts. The admissions office will confirm all students' transcripts arrive from a high school with a College Entrance Examination Code (CEEB), as well as the high school seal and/or signature. If a transcript is from a high school that lacks a CEEB code or seal/signature, the admissions office will investigate to confirm the school is recognized by the state department of education or home school association (see link below). If a diploma is determined invalid, a GED may be required for admission consideration.
 - a. To search the U.S. Department of Education's Database of Schools, visit the following link below:
 - b. <https://www.nacacnet.org/knowledge-center/professional-standards/compliance-center/verification-of-high-school-completion/>
3. Submit Official College Transcripts for verification of completion of required college level general education courses.
4. Candidates with previous medical experience must submit proof, i.e., letter of reference or letter from Human Resources representative.
5. Applicants with misdemeanor or felony offenses are required to complete the American Registry of Radiologic Technologists (ARRT) Ethics Review pre-approval process prior to applying to the School.
 - a. This process is conducted by the ARRT and for a non-refundable fee and can take up to eight weeks. A copy of the ARRT approval must be submitted at the time of application, if applicable. Information about pre-approval can be obtained by visiting the ARRT website

at www.arrrt.org.

Questionable offenses, regardless of how long ago they were committed, must also be cleared by the ARRT prior to completing the application process. Dismissed charges that required action must be reported as well.

Documentation of approval through the ARRT Ethics Committee must be submitted with application. Failure to receive approval from the ARRT prior to submitting an application will result in immediate halt of the admission process.

6. Attend an [Information Session](#) offered through the School.
7. While not required, the School highly encourages prospective students to attend a shadowing session offered through the Office of Academic Affairs.

Admissions Procedure

1. Candidates meeting minimum application requirements may be invited to an interview with the admissions committee. Interviews will occur on selected dates prescribed by the committee.
2. Once the interview process is complete, candidates will receive a letter of acceptance or regret regarding entry into the program. A standardized point system is utilized for candidate selection. Acceptance is contingent upon successful completion of requirements established by Bon Secours Richmond Health System including proper immunization, drug screening, background screening, and further required documentation at the time of acceptance.
3. Accepted applicants must be 18 years of age on the first day of class.
4. Accepted applicants must provide and maintain proof of health insurance.
5. Candidates must meet essential technical standards for medical imaging students to be considered for acceptance.
6. Provide documentation and maintain BLS (Basic Life Support) certification.

Essential Technical Standards for SOMI Students

The following essential technical standards must be met by students entering the program and be maintained throughout the entire length of the program.

1. **Cognitive Abilities:** To successfully complete learning objectives, follow course syllabi, assignment directions, and any actions developed by faculty and administration in the medical imaging program.
2. **Sensory Abilities:** Possess auditory, visual, and olfactory abilities required to provide care to patients.
3. **Communication Skills:** (speech, reading, writing) Must be able to communicate clearly to patients, fellow students, faculty and all members of the health care team.
4. **Behavioral Abilities:** Establish and maintain appropriate professional relationships and maintain emotional health in the academic and clinical settings in accordance with the Mission, Values and Operating Principles of Bon Secours, Code of Conduct.
5. **Gross and Fine Motor Coordination** requires manual and finger dexterity and eye-hand coordination for operation of radiographic equipment. 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.

*All students are required to verify by signature that he/she can perform the Essential Technical Standards listed above. A healthcare provider signature is also required for verification.

Acceptance Process

Once Contingently Accepted into the program, candidates are required to complete the following:

1. Undergo background and drug screening. Upon successful completion of step #1, the applicant will proceed with the following:
2. Undergo physical examination and meet Essential Technical Standards for Medical Imaging Students.
3. Receive required immunizations.
4. Show proof of major medical insurance (not available through the School).
5. Purchase textbooks/learning resources, clinical shoes, and scrub uniforms for class and clinical prior to program start date.

Background Checks

Prior to enrollment at the School, each student is required to have a national background check to include the Virginia Child Protective Services report. A conviction will not necessarily preclude a student from consideration for admission, but **failure** to receive approval from the ARRT prior to submitting an application will result in immediate withdrawal of the student's contingent acceptance. 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, or fails to disclose his/her criminal history.

Drug Screening

Accepted students must successfully complete drug screening to fulfill admission requirements. Results reported to the School that indicate the student is "not cleared" for admission due to a positive drug screen will result in immediate withdrawal of the student's contingent acceptance. Applicants who are declined for this reason may not reapply for 6 months.

Nondiscriminatory Clause

The School of Medical Imaging is an equal opportunity education institution. The School does not discriminate on the basis of race, ethnicity, national origin or descent, color, creed, religion, sex, age, marital status, disability (including physical, disease, psychiatric or psychological disability), medical condition, pregnancy, veteran status, sexual orientation, gender identification or expression, or physical characteristics. The School will conduct its program, services, and activities consistent with applicable federal, state and local laws, regulations, and orders.

Employment Disclaimer

Final acceptance into the AAS degree program in Radiologic Technology does not guarantee employment upon successful program completion.

Program Orientation

Attendance to two orientation sessions is mandatory of all students accepted into the School and both sessions are offered prior to the start of the program.

International Applicants

International students seeking admission to the School must have a visa that allows study in the United States (e.g., Green Card). SOMI is not a Student and Exchange Visitor Program (SEVP) approved institution.

Applicants with Non-U.S. Credentials

The School requires that any non-U.S. transcript or documentation issued be evaluated formally by a National Association of Credential Evaluation services (NACES) agency. A list of NACES approved international transcript evaluation agencies can be found at www.naces.org.

VI. Definitions

None

VII. Attachments

N/A

VIII. Related Policies and Procedures

ACA 1.02 Essential Technical Standards for SOMI Students

IX. Regulatory Notices

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

X. Version Control

Version	Effective Date	Next Review Date	Description	Supersedes, if applicable	Prepared By
1.0	4/1/2014	N/A	Initial Policy	N/A	CDDAA
1.1	3/21/2022	N/A	Revisions	1.0	CDDAA
2.0	7/20/2022	N/A	Revisions	1.1	CDDAA
2.1	8/1/2023	N/A	New Template	2.0	CDDAA
3.0	4/2/2025	4/2/2028	Revisions	2.1	CDDAA
1	2/25/2026	2/25/2029	Revisions and Compliance 360 version	3.0	CDDAA

This policy/procedure/guideline is not intended to establish a standard of clinical or non-clinical care or practice. Rather, this policy/procedure/guideline creates a general tool to help guide decision-making with the understanding that different action(s) may be necessary in response to the totality of the circumstances presented.

Sites revised 05/06/2025- Bon Secours Mercy Health adopts the above policy, procedure, policy & procedure, guideline, manual / reference guide / instructions, or principle / standard / guidance document for all Bon Secours Mercy Health entities including, but not limited to, facilities doing business as Mercy Health – St. Vincent Medical Center, St. Vincent – St. Charles Hospital, St. Vincent – St. Anne Hospital, Mercy Health – Perrysburg Medical Center, Mercy Health – Tiffin Hospital, Mercy Health – Willard Hospital, Mercy Health – Defiance Hospital, Mercy Health Allen Hospital LLC, Mercy Health - Lorain Hospital, Mercy Health St. Elizabeth Youngstown Hospital, Mercy Health St. Joseph Warren Hospital, Mercy Health - St. Elizabeth Boardman Hospital, Mercy Health - St. Rita's Medical Center, Mercy Health – Springfield Regional Medical Center, Mercy Health - Urbana Hospital, Mercy Health - Anderson Hospital, Mercy Health - Clermont Hospital, Mercy Health – Fairfield Hospital, Mercy Health - West Hospital, The Jewish Hospital – Mercy Health, Mercy Health – Kings Mills Hospital, LLC, Mercy Health - Lourdes Hospital LLC, Mercy Health – Marcum and Wallace Hospital, Chesapeake Hospital Corporation DBA Rappahannock General, Maryview Hospital, Bon Secours Richmond Community, Bon Secours Memorial Regional Medical Center, Bon Secours – St. Mary's Hospital, Bon Secours St. Francis Health System, Bon Secours St. Francis Medical Center, Bon Secours Mary Immaculate Hospital, Bon Secours - Southside Medical Center, Bon Secours Mercy Health Franklin, LLC, Southern Virginia Medical Center, and Bon Secours Harbour View Medical Center. This also may apply to Bon Secours Mercy Health Medical Group LLC and its medical group affiliates.