

Policy Title	Readmissions
Policy Number:	ACA 2.04
Department:	SOMI
Functional Area:	Academic Affairs
Contributing Department	
Approved by:	RHEI Leadership Team
Effective Date:	8/1/2025
Version:	1
Status:	Approved
Manual	To be entered by Compliance360 System administrators or N/A if not in C360
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 identify the circumstances in which former students are eligible to re-apply for admission to the school. The filing of such an application does not guarantee or assure admission.

III. Purpose

The purpose of this policy is to establish the re-admission process and requirements for previous students to re-apply for admission to SOMI.

IV. Scope

This policy applies to all previous and current enrolled students at SOMI.

V. Policy Details

Circumstances for re-application to the school are listed below:

Dismissal for Academic Reasons

Students who have been dismissed from SOMI for failure to successfully complete one (1) course with a grade of C (80) or higher.

The following will be required in this circumstance:

1. Compliance with all current admission requirements for the entering class.
2. Submission of a complete application, including the application fee and letter of intention, explaining the reasons the student believes he or she deserves to be re-admitted.
3. Submission of all transcripts for courses taken since leaving school.
4. Provision of satisfactory evidence of improved academic skills prior to re-admission.

Student Voluntary Withdrawal

Students who have voluntarily withdrawn from the school and who were then in "good standing" at the time of their withdrawal, are eligible to re-apply for admission.

Standard Period of Non-Enrollment

Students are eligible for a standard period of non-enrollment (SPN) for non-academic reasons, such as military leave, financial, medical, or mental health reasons. Refer to policy ADM 3.07 Leave of Absence or Permanent Resignation from the School.

Satisfactory Academic Progress (SAP)

All re-admitted students must maintain Satisfactory Academic Progress (SAP) in accordance to policy ADM 2.06 to maintain eligibility to utilize Title IV Financial Aid.

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 Process 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".

VI. Definitions

None

VII. Attachments

N/A

VIII. Related Policies and Procedures

ACA 3.06 SOMI Grading System

ADM 1.05 Student Appeal Process

ADM 2.06 Satisfactory Academic Progress

ADM 3.07 Leave of Absence or Permanent Resignation from the School

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	3/13/2017	N/A	Initial Policy	N/A	CDDAA
2.0	4/3/2022	N/A	Revisions	1.0	CDDAA
2.1	8/1/2023	N/A	New Template	2.0	CDDAA
2.2	3/6/2024	N/A	Revisions	2.1	CDDAA
2.3	4/2/2025	N/A	Revisions/Policy Change	2.2	CDDAA
2.4	4/15/2025	4/15/2028	Revisions/ Minor	2.3	CDDAA
1	4/15/2025	4/15/2028	Version changed – BSMH Template Adopted	2.3	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.