

Policy Title	Changes of Curricula, Courses, Catalog, and/or Semester Schedule
Policy Number:	ADM 2.04
Department:	SOMI
Functional Area:	Dean of Enrollment Management
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	ADM 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 make changes in curricula, courses, catalog, and/or semester schedule.

III. Purpose

The purpose of this policy is to provide students of SOMI with the guidelines related to changes in curricula, courses, catalog, and/or semester schedule

IV. Scope

This policy applies to all students of SOMI.

V. Policy Details

The school reserves the right to make appropriate changes without notice in any information, to include procedures, policies, calendars, requirements, programs, courses offerings and schedules, curricula, financial aid and fees, as published in the catalog, website, and in other communications.

The catalog, website, and other communications are intended for informational purposes only and do not constitute a legal obligation of any kind between the School and any person or entity. While every effort is made to provide accurate and timely information, the School cannot and does not guarantee or warranty that the information is correct, complete, or up to date.

The catalog that determines the curricular requirements for a degree is the catalog that is in effect at the time of a student's admission to SOMI. Students whose enrollment is interrupted for two consecutive regular semesters or who fail a didactic course must use the catalog in effect at the time of re-entry or program change.

The school will make a reasonable effort to honor the statement of curricular requirements in the chosen issue of the catalog. However, because courses and programs are sometimes discontinued and requirements are changed as a result of actions by accrediting associations and other external agencies, the School, having sole discretion, shall make the final determination whether degree requirements are met.

The school reserves the right to cancel or discontinue any courses as a result of low enrollment or for other reasons deemed necessary. In order to assure quality instruction, the school reserves the right to close registration when maximum enrollment has been reached. The school reserves the right to make changes in schedules and/or faculty when necessary.

VI. Definitions

Academic Calendar

The School academic year is defined as two standard terms (Fall, Spring) of 15 weeks plus a final examination period. A Summer term is defined as 8 weeks inclusive of the final examination period.

VII. Attachments

N/A

VIII. Related Policies and Procedures

None

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	8/1/2009	N/A	Initial Policy	N/A	CDDAA
1.1	4/13/2002	N/A	New Programs & Revisions	1.0	CDDAA
1.2	8/1/2023	N/A	New Template	1.1	CDDAA
1.2	2/19/2025	2/19/2028	Reviewed/No Changes	1.2	CDDAA
1	2/19/2025	2/19/2028	Version changed – BSMH Template Adopted/Ownership Change	1.2	Dean of Enrollment Management

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.