

Policy Title	Student Access and Accommodation Services
Policy Number:	ADM 3.03
Department:	SOMI
Functional Area:	Student Affairs
Contributing Department	
Approved by:	RHEI Leadership Team
Effective Date:	8/1/2024
Version:	1
Status:	Approved
Manual	To be entered by Compliance360 System administrators or N/A if not in C360
Section	ADM 3

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

Student Access and Accommodation Services.

III. Purpose

To provide for equal access, the School is committed to making individuals with disabilities full participants in its programs, services and activities through compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, as amended.

IV. Scope

All School representatives, including faculty, staff, and students are responsible for the implementation of this policy and adherence to the principles of equal access.

V. Policy Details

The School will provide reasonable accommodations to qualified students to fulfill the requirements of the program. Students, faculty, and staff are required to utilize this policy and its procedures in order to request, authorize, and/or implement reasonable accommodations. A student's failure to comply with the

policy and supplemental procedures may result in the denial of services. Although students are encouraged to identify their needs as early as possible, students have the right to request accommodations at any time during their enrollment.

Because students with similar accommodations may not equally benefit from the same auxiliary aid or service, the School will analyze each request on a case-by-case basis within the specific context of the activity in which the student plans to participate. The School has the right to select from equally effective methods of accommodating a student with a disability. The School also has the right to refuse an accommodation based on undue hardship to the School.

Accommodation requests and services are not retroactive, and therefore requests for accommodations should be made in a timely manner.

VI. Definitions

- **Disability**

A physical or mental impairment that substantially limits an individual from performing one or more major life activities, as defined by law.

- **Essential Technical Standards for Medical Imaging Students**

The basic duties that a student must be able to perform, with or without reasonable accommodation. (See policy ACA 1.02)

- **Interactive Process**

A formal or informal discussion between the student seeking an accommodation and the Assistant Director of the Center for Student Success to clarify what the individual needs and identify the appropriate reasonable accommodation.

- **Qualified individual**

An individual who, with or without reasonable accommodation, can perform the essential technical standards of the academic program. (See policy ACA 1.02)

- **Reasonable Accommodation**

An adaptation to a program or service that allows a student with a disability to have equal opportunity to participate in and benefit from the program or service and to perform the essential functions, but that does not place undue hardship on the institution.

- **SAAS**

Student Access and Accommodation Services.

- **Undue hardship**

The accommodation would be too difficult or too expensive to provide considering the institution's size, financial resources, or represents a fundamental alteration to the curriculum.

VII. Attachments

N/A

VIII. Related Policies and Procedures

ACA 1.02 Essential Technical Standards for Medical Imaging Students

ACA 2.01 SOMI Admissions Requirements

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	Dean of Student Affairs
1.1	12/28/22021	N/A	New Template & Revisions	1.0	Dean of Student Affairs
2.0	6/8/2022	N/A	Revisions	1.1	Dean of Student Affairs
2.1	8/1/2023	N/A	New Template	2.0	Dean of Student Affairs
2.2	3/5/2024	3/5/2027	Minor Revisions	2.1	Dean of Student Affairs
1	3/5/2024	3/5/2027	Version Changed – BSMH	2.1	Dean of Student Affairs

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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.