

Policy Title	Leave of Absence or Permanent Resignation from the School
Policy Number:	ADM 3.07
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 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

Leave of Absence or Permanent Resignation from the School.

III. Purpose

The purpose of this policy is to describe the timeline and requirements for requesting and returning from a Standard Period of Non-Enrollment (SPN), as well as financial implications.

IV. Scope

This policy applies to all students of Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI).

V. Policy Details

A student is expected to remain continuously enrolled while pursuing their degree. Continuously enrolled is defined by course enrollment in Fall, Spring and Summer courses or on a leave of absence for one semester; however, a student may find it necessary to discontinue the pursuit of academic endeavors either for one semester or permanently for a variety of reasons. A student who takes a leave of absence

for one semester is considered to be on a SPN. A leave of absence is called SPN in the Student Information System.

Voluntary SPN

Voluntary SPN is granted only when the student is in Good Academic Standing with the School or has administrative approval. A student is in good standing if he/she is meeting Academic Progression and Satisfactory Academic Progress (SAP). Refer to ACA 2.02 Academic Progression and ADM 2.06 Satisfactory Academic Progress policies for specific information. To apply for a SPN, the student must submit the SPN form to the Director of Records and Registration prior to the end of the Add/Drop Period.

Involuntary SPN

The Administration of the School may place a student on Involuntary SPN prior to the end of the add/drop period, if an academic course required for progression is not offered or the student demonstrates behavior that is a concern to:

- The physical well-being of faculty, students, and/or staff.
- Campus safety, security, and/or property.
- Lack of communication or academic engagement.

Active-Duty Military SPN

A student who is placed on active duty for two weeks or more will be placed on military SPN. Students must submit documentation/orders regarding the return to active duty to the Director of Records and Registration. Students placed on active duty military SPN will receive a grade of "WA" (withdrawal administrative) and students should reference ADM 5.01 Financial Refund and ADM 4.07 for Military and Veteran Affairs policies and federal code 34 CFR 674.59.

- When the student is ready to return from leave, he/she must contact the Director of Records and Registration to arrange for re-entry.
- The student is eligible for reinstatement to the school without requalification for admission if the student provides an intent to return form to the institution no later than one (1) year after the completion of the period of service.

Guidelines for Voluntary and Involuntary SPN

- There must be a reasonable expectation that the student will return from the SPN for a SPN to be granted.
- While on SPN, the student may not enroll in any other College or University.
- A student on an approved SPN is considered affiliated with the school but on a one (1) semester leave of absence.
- If you do not contact the school after one (1) semester of SPN you will be Administratively Withdrawn effective the date the student began the SPN.
- If a student desires to extend a SPN, the student must request the extension. Any granted extension will not be for longer than a period of one year from the time the student originally began the SPN. The maximum length of time allowed for a SPN is two (2) consecutive semesters after which the student must apply for readmission in accordance with ACA 2.04 Re-Admissions.

- Students are required to contact the Office of Financial Aid to determine what, if any, impacts to Financial Aid including, but not limited to, Title IV will result.
- Students may return from SPN at the beginning of a semester (defined as May, August and January). When the student is ready to return from the SPN he/she must contact the Director of Records and Registration to arrange for re-entry. There is no guarantee that a seat will be available in the class in which the student wants to return.
- It is the responsibility of the student who is on SPN to meet with his/her advisor during the semester prior to returning to the program to develop a plan for their return.

Permanent Resignation

A completed Request for Permanent Resignation from the School form must be submitted to the Director of Records and Registration.

School Initiated Permanent Resignation

The school reserves the right to resign students from the school because of poor academic performance and unsatisfactory conduct. Examples include but are not limited to:

- Academic failure (refer to ACA 2.02 Academic Progression)
- Failure to adhere to School policy.
- Failure to meet Essential Technical Standards for Medical Imaging Students (refer to ACA 1.02 Essential Technical Standards for SOMI Students)

A student placed on a leave of absence or who resigns from the school must submit all School and clinical affiliate student issued identification badges and access cards.

VI. Definitions

Standard Period of Non-Enrollment (SPN)

A leave of absence

Voluntary SPN

A leave of absence that is initiated by the student.

Involuntary SPN

A leave of absence that is initiated by the school.

Active-Duty Military SPN

A leave of absence for any student placed on active duty for two weeks or more. The SPN may be initiated by either the student or the school to assist the student.

Permanent Resignation

This is a student initiated permanent resignation from the school indicating that the student has no intention of returning to the school. If the student decides to return at a later date, the student must apply for readmission in accordance with the readmission policy.

VII. Attachments

N/A

VIII. Related Policies and Procedures

ACA 1.02 Essential Technical Standards (SOMI)
 ACA 2.01 SOMI Admissions Requirements
 ACA 2.02 Academic Progression
 ACA 2.04 SOMI Re-admissions
 ADM 2.06 Satisfactory Academic Progress
 ADM 4.07 Establishing Principles of Excellence – Military
 ADM 5.01 Financial Refund

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	8/1/2023	N/A	Policy Adopted	N/A	CDDAA
1.1	5/19/2025	5/19/2028	Reviewed minor changes	1.0	CDDAA
1	5/19/2025	5/19/2028	Version changed – BSMH Template Adopted/Ownership Change	1.0	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.