

Policy Title	Add/Drop/Withdrawal
Policy Number:	ADM 3.08
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

It is the policy of Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) to effectuate the add/drop or withdrawal from a course in accordance with this policy and related federal, state, and/or accrediting requirements.

III. Purpose

The purpose of this policy is to describe the student add/drop period, withdrawal and resignation process from SOMI.

IV. Scope

This policy applies to all enrolled students of SOMI.

V. Policy Details

Add/Drop

The Add/Drop Period begins on the first day of the semester as indicated on the School's academic calendar and continues through 10 calendar days after the first day of the semester. A student may choose to add or drop courses during the Add/Drop Period through the Student Information System. Courses dropped during the Add/Drop Period are removed from the student's schedule, are not reflected on the transcript, and do not result in charges for Tuition and Fees as further described in the Financial Refund policy.

Withdraw/Resignation from the program

A student can voluntarily withdraw or be academically, or administratively withdrawn from SOMI. In each circumstance, the student is responsible for returning all School property to a Program official, to include:

- ID badge
- Building key card
- Personnel Monitoring Device (PMD)
- Clinical Lead markers (2 sets)
- Students are given an exit survey to complete; the attempt is made for students to return the survey to a Program official.

Student Withdrawal/Resignation

A student may voluntarily withdraw/resign from SOMI by completing and submitting the Resignation Form obtained from the Registrar. The student will be withdrawn from all courses in the semester he/she withdrew and receive a final grade of "W". Once the withdrawal period has ended (60% point in the semester or summer session), the student will receive a final grade for the course(s). If appropriate, a refund may be issued in accordance with the School's Financial Refund policy.

Administrative Withdrawal

Students administratively withdrawn from SOMI for administrative, disciplinary, or financial reasons; or failure to abide by School policies, will be notified in writing by the Dean. The student will be administratively withdrawn from all courses with a grade of "WA". A student who withdraws from all courses will be resigned from the school and is eligible to reapply for the next admission cycle.

Academic Withdrawal

Students that do not successfully complete two (2) courses within the program curriculum with a final grade of "C" or higher will be academically dismissed from the program and are not able to re-apply. The student will be withdrawn from all courses and if appropriate, a refund may be issued in accordance with the School's Financial Refund policy.

Treatment of Title IV Aid when a student withdraws or is withdrawn from the program: Refer to School Financial Refund policy

VI. Definitions

None

VII. Attachments

N/A

VIII. Related Policies and Procedures

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	2/5/2016	N/A	Initial Policy	N/A	CDDAA
2.0	4/22/2022	N/A	Revisions	1.0	CDDAA
2.1	8/1/2023	N/A	New Template	2.0	CDDAA
2.2	5/15/2025	5/15/2028	Revisions	2.1	CDDAA
1	5/15/2025	5/15/2028	Version changed – BSMH Template Adopted/Ownership Changed	2.1	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.