

# COLLEGE CATALOG 2022-2023



 **Bon Secours**  
Southside College of  
Health Sciences

[www.schs.edu](http://www.schs.edu)

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Student Services Coordinator  
Registrar Specialist  
System Support Specialist  
Admissions Assistant  
Director of Student and Alumni Affairs  
Director of Admissions  
Director of Financial Aid  
Career Advisor  
Student Success Advisor  
Director of Marketing and Communication  
Admissions Manager  
Manager, Information Technology  
Director of Student Success  
Librarian  
Bursar / Business Office  
Manager, RHEI Library  
Manager, Career Services  
Financial Aid Specialist  
Assistant Director, Student Success  
Director of Information Technology  
Director of Records and Registration  
Director of Finance  
Graphic Design Specialist  
Admissions Recruiter  
Administrative Assistant

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## Disclosures

This catalog is intended for information purposes only. Southside College of Health Sciences (SCHS) has made a good faith effort to avoid typographical errors and other mistakes, changes in requirements, regulatory policies, rules, fees, procedures, courses, and informational statements. However, should such changes occur after the publication of this catalog, every effort will be made to keep changes to a minimum. SCHS reserves the right to revise any part or section as may be required. Students will be informed of such changes through various methods including current LMS and/or their College email accounts. In any case, erroneous catalog statements do not take precedence over properly adopted policies. SCHS reserves the right to deny admission to any applicant when it is determined to be in the best interest of the College.

SCHS is an equal opportunity affirmative action educational institution. No person shall be excluded from participating in, be denied the benefit of, or be subjected to discrimination under any program or activity of the College because of race, color, national origin, age, sexual orientation, or handicap.

This catalog provides the programs of study and course descriptions that are available at SCHS and includes information about admission to the College, enrollment, degrees, and academic policies. You are encouraged to use this catalog throughout your academic career at the College. The catalog for the term in which a student enters SCHS is the governing document for requirements for graduation. If a student leaves SCHS and is readmitted, the governing catalog for the student will be the one current for the term of re-enrollment.

No academic information, grade reports, transcripts or diplomas will be issued for any student who has not met his or her responsibilities and financial obligations to the College. Academic advisors and staff members are available to assist students in understanding the requirements and regulations that follow. However, it is the student's responsibility to meet these standards. Students are encouraged to use this catalog as a reference.

All employees and students of SCHS are expected to comply with all federal, state, and local laws as well as the policies and procedures of Southside Medical Center, Bon Secours Mercy Health, and SCHS. Any violation may result in disciplinary action up to and including termination of employment or dismissal from the program. In addition to the above, faculty and students must comply with any outside clinical agencies' policies and procedures when in that setting.

The College services and property, including the College and parent organization's name are to be used solely for the purpose of College business by students, faculty, staff, and recognized groups. Students are responsible for assuring that College assets and resources are used solely for institutional business. These assets and resources include but are not limited to:

- SMC name badge and student uniforms
- Classroom and clinical supplies and equipment
- Technological resources
- Space

The institution and Colleges' name or logo may not be used in any announcement, advertising matter, publication, correspondence, or report in connection with any personal or unofficial activities of students, faculty members or staff. Furthermore, the institution/Colleges' name and logo must not be used in any way that could be construed as implying endorsement of any project, product, or service not officially sponsored by the College/Institution.

## Nondiscrimination Statement

SCHS is dedicated to equality of opportunity for its staff and students. The College does not discriminate against students, employees, or applicants on the grounds of race, color, religion, age, sex, national origin, sexual orientation, or disability.

SCHS is committed to this policy and supports the protection of citizens by all applicable Federal Laws including Title VI and Title VII of the Civil Rights Act of 1964, the Equal Pay Act of 1963, Title IX of the 1972 Education Amendments, Executive Order 11246 as amended by 11375 Title VII (Section 799A) and Title VIII (Section 845) of the Public Health Service Act, the Age Discrimination Act, the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1991.

Sexual harassment shall be deemed a form of discrimination based on sex as prohibited by Section 703 of Title VII of the Civil Rights Act, Chapter 10, Title 2.1 Code of Virginia (in the case of employees) and Title VI of the Education Amendments Act of 1972 (in the case of students). Sexual harassment is defined as deliberate, unsolicited, unwelcome verbal and/or physical conduct of a sexual nature or with sexual implications. Any member of SCHS believing he or she has been discriminated against or desiring more information concerning these provisions should contact Cynthia M. Swineford, Campus Director, Southside College of Health Sciences, 430 Clairmont Court, Suite 200, Colonial Heights, VA.



## Welcome to Southside College of Health Sciences

Welcome to Southside College of Health Sciences. Whether you are a student who is returning to SCHS or one who is new to our campus, this is an incredibly exciting time for you as you close one chapter of your life and open another. For some of you this may be your next big adventure following graduation from high school and for others, you are returning to school following time spent in the workforce to improve your skills, change career paths or follow a dream you have had for many years.

SCHS has a long history steeped in academic rigor and excellence. Since 1895, our graduates have been unsurpassed in their achievements and dedication to the communities where they live and work. You can be certain that when you graduate from one of our programs, you will be well-equipped to practice and lead in the constantly changing health care field.

Faculty, administration, and support staff focus on providing a student-centered approach to education, support of academic success and a service-learning approach to health care. Our small class sizes, outstanding faculty and support staff combined with the relationship and assistance of the medical center continue to make SCHS the first choice in health care education in the Tri-Cities and beyond.

I am honored to welcome you to the College and the rich tradition that is ours.

**Cynthia M. Swineford, MSN, RN, CNE**

Campus Director, Dean of Academic Affairs



# Telephone Numbers

Administrative Secretary .....	804-765-5118
Admissions Manager.....	804-765-6745
Associate Dean of Student Services .....	804-627-5139
Bursar/Business Office.....	804-765-5801
Building Manager .....	804-765-5816
Career Services Manager .....	804-627-5381
Director, Diagnostic Medical Sonography Program .....	804-765-5912
Director, Financial Aid .....	804-627-5350
Director, IT .....	804-517-9744
Director, Nursing Program.....	804-765-5551
Director, Radiologic Technology Program.....	804-765-5965
Director, Records and Registration.....	804-627-5140
Director, Student and Alumni Affairs.....	804-627-5390
Director, Student Success.....	804-627-5335
Financial Aid Specialist .....	804-765-6746
Librarian .....	804-765-6044
Registrar Specialist.....	804-765-5498
Student Counseling/Resources (Student Life) .....	855-695-2818
Student Success Advisor.....	804-765-5214
System Support Specialist.....	804-765-5505

# Emergencies

## **EMERGENCY DIRECTORY** (Note: Dial 9 first to get an outside line)

Ambulance Service.....	911
Fire Department .....	911
Police, emergency.....	911
Police, non-emergency.....	804-520-9300
Poison Control .....	800-552-6337
Southside Medical Center .....	804-765-5000
Campus Director, Dean of Academic Affairs.....	804-765-5803

# Alerts

The College uses a broadcast alert and notification system as part of its safety plan. In case of an emergency, all employees and students who have signed up for emergency notifications through the Rave Alert system and Campus Nexus® Portal, respectively, will be sent a message (via text, email, or voice) to their preferred emergency contact methods. The message will state the emergency as well as any actions to be taken. At the beginning of each Fall and Spring semester, students and employees are asked to log onto the Campus Nexus® Portal and Workday, respectively, to verify their emergency contact information and update it if necessary. During this process, they are also allowed to choose their preferred emergency contact methods. Students and employees who do not have a cell phone or who do not request alert activation shall assume full responsibility for obtaining information regarding College closures and related actions via other modes of communication.

# Accreditation and Approvals

Southside Medical Center is accredited by:

**The Joint Commission**

One Renaissance Boulevard  
Oakbrook Terrace, Illinois 60181  
Phone: 630.792.5000 | Fax: 630.792.5005

The College is certified to operate by:

**The State Council of Higher Education  
for Virginia (SCHEV)**

James Monroe Building, 101 North Fourteenth Street  
Richmond, Virginia 23219  
Phone: 804.225.2600

The College is institutionally accredited by:

**The Accrediting Bureau of Health Education Schools  
(ABHES)**

*Current information:*

7777 Leesburg Pike, Suite 314  
North Falls Church, Virginia 22043  
Phone: 703.917.9503

*After September 1, 2022:*

6116 Executive Boulevard, Suite 730  
North Bethesda, MD 20852  
Phone: 301.291.7550  
info@abhes.org | www.abhes.org

The Nursing Program is approved by:

**The Virginia Board of Nursing Perimeter Center**

9960 Mayland Drive, Suite 300  
Richmond, Virginia 23230-1712  
Phone: 804.367.4515

The Nursing Program is accredited by:

**Accreditation Commission for Education in Nursing (ACEN)**

3390 Peachtree Rd NE, Suite 1400  
Atlanta, Georgia 30326  
Phone: 404.975.5000 | www.acennursing.org

The Radiologic Technology Program is accredited by:

**The Joint Review Committee on Education in  
Radiologic Technology (JRCERT)**

20 North Wacker Drive, Suite 2850  
Chicago, Illinois 60606-3182  
312.704.5300 | mail@jrcert.org | www.jrcert.org

The Diagnostic Medical Sonography Program is accredited by:

**Commission on Accreditation of Allied Health Education  
Programs (CAAHEP) via the Joint Review Committee on  
Education in Diagnostic Medical Sonography (JRC-DMS).  
CAAHEP (Commission on Accreditation of Allied Health  
Education Programs)**

9355 - 113th St. N, #7709  
Seminole, FL 33775  
Phone 727.210.2350 | Fax 727.210.2354  
mail@caahep.org | www.caahep.org

**Joint Review Committee on Education in  
Diagnostic Medical Sonography (JRC-DMS)**

6021 University Boulevard, Suite 500  
Ellicott City, Maryland 21043  
Phone: 443.973.3251 | Fax: 866.738.3444  
www.jrcdms.org

The Nursing Program is a member of

**National League for Nursing (NLN)**

61 Broadway, 33rd Floor  
New York, New York 10006  
Phone: 800.669.1656 | Fax: 212.812.0393

The College is approved by the Virginia State Approving  
Agency:

**Virginia Department of Veterans Affairs  
State Approving Agency**

101 North 14th Street, 17th Floor Richmond, Virginia 23219  
804.225.2720

## Educational Effectiveness

SCHS is committed to the continuous evaluation and improvement of our educational programs. This continuing process allows SCHS and its programs to assess institutional and/or program effectiveness and quality. The College has implemented a Program Effectiveness Plan (PEP) which assists in review of program curriculum, retention, graduation and placement rates for each program, student learning outcomes and student satisfaction with the College and its programs. A vital part of that effort is the component dealing with student learning outcomes and satisfaction. During the time students are enrolled at SCHS and later, as alumni, they will be asked to participate in various activities designed to determine how well the programs are meeting their stated purposes. For more information regarding Institutional/ Program effectiveness and/or accreditation, please contact the College.

## Program Evaluation

Students are responsible for evaluating the curriculum and faculty as it relates to their learning experiences. To accomplish this, surveys will be administered electronically no earlier than 3 weeks prior to the completion of the semester. The information submitted on the evaluations will be tabulated and the results will be provided to the College Campus Director and Program Directors prior to the start of the new semester. Student's comments will remain anonymous. Results will be used to determine how changes and revisions to the courses and/or programs can be made to improve students' educational experience.

# Hospital and College Information

## History of the Hospital

Petersburg was originally known as Peter's Point. The settlement was granted its first charter as a town on December 17, 1748. In 1850, the town of Petersburg was consolidated with the nearby settlements of Blandford, Pocahontas, and Ravenscroft to become a city; the third in Virginia with a population of over 14,000. Because of its location on the Appomattox River, Petersburg was instrumental in the early 18th century as an important commercial trading center. Both the Revolutionary and Civil Wars figure prominently in Petersburg's history, and Fort Lee, a Class 1 military installation, is located nearby.

Petersburg was a hospital center during the Civil War. Dr. John Herbert Claiborne, Senior Surgeon, was in charge of four hospitals housed in converted factories located within the area. In August 1886, the first Petersburg Hospital, called the Home for the Sick, was organized. With a group of fifteen church women acting as managers and ten men as directors, the institution began. In 1891, the hospital was moved to Bragg House on Washington Street. In 1896, the addition of an emergency ward added ten more beds, while a ward devoted to African Americans further increased the capacity of the facility. The original building was later used as a nurses' home and still later as the pediatric ward of the hospital when the capacity grew to seventy-five beds.

The visits of Dr. Joseph Price of Philadelphia were important events in the early history of the hospital. Dr. Price came from Philadelphia once each year to perform operations, which the staff had arranged for him with the understanding that if one patient paid his regular fee, Dr. Price would operate on any number of others without charge. The number of operations increased from two in 1892 to four in 1893 and grew to twenty-four in 1894. The operating room was located in a hall on the second floor of the hospital with a pine table board furnished by Dr. Budd as the operating table. The first operating equipment was bought with funds raised from a baseball game. Later the Dunlop Memorial House was used as an operating room and an addition was built, so that in 1910, the hospital was described as a "handsome and up-to-date" place for caring for the sick and infirm of Petersburg.

The need for a new facility was first recognized in the thirties and early forties when the hospital became inadequate to accommodate the needs and number of patients. A campaign began in 1940 but was stymied by the onset of World War II. After the war, another effort was made to establish a Hospital Campaign when a drive was set up with leading business and professional men who headed various groups of civic and other types of organizations. This newly formed Hospital Authority, whose members were appointed by the mayor, received

contributions, pledges and memorial gifts that were generously donated by the citizens of Petersburg.

The Petersburg General Hospital was dedicated on October 14, 1952 with colorful ceremonies at Cameron Field. Following the ceremony, formal tours of the facility were given to the citizens of Petersburg. Eighty-eight patients were transferred from the old hospital to the new one. The new hospital was now in operation.

There has been much progress over the last fifty-five years. In 1986, to reflect the larger area served, the hospital's name was changed to Southside Medical Center. In the summer of 2003, Southside Medical Center joined the Community Health Systems network of hospitals as one of more than 133 hospitals nationwide. The new hospital opened in July 2008 and is located off of Interstate 95 between the Wagner and Rives Road exits.

## Southside Medical Center

Southside Medical Center has been serving the community for over 100 years. Southside Medical Center serves the communities of Petersburg, Hopewell, Colonial Heights, Fort Lee and Chester, and the counties of Prince George, Dinwiddie, Sussex, Surry and southern Chesterfield. The hospital's mission is to provide extraordinary health care for patients and their families, provide a center of excellence for physicians to practice medicine, and create a vibrant workplace for employees. Key service lines for Southside Medical Center are Cardiology, Orthopedics, and Surgery. In addition, Southside Medical Center offers a wide range of services and facilities, including but not limited to:

- Behavioral Health
- Cancer Center
- Diagnostic Imaging Services
- Dialysis
- Emergency Services, Level III Trauma Center
- Rehabilitation
- College
- Southside Physicians Network
- Wound Healing Center
- Home Health

The hospital is licensed for 300 beds and has been recognized by HealthGrades as #1 in the Richmond Region, #2 in Virginia and in the top 10% of the nation for coronary intervention (2009). Southside is the only trauma designated hospital in the Tri-City area and southern Virginia. The Medical Center is located at 200 Medical Park Boulevard, Petersburg, VA 23805.

# Southside College of Health Sciences

The College is the pre-licensure, pre-certification residential education component of Southside Medical Center. The College is comprised of the following academic departments:

- Professional Nursing
- Medical Imaging Technology
  - o Radiologic Technology
  - o Diagnostic Medical Sonography

Southside College of Health Sciences (SCHS) is owned by Bon Secours Mercy Health Richmond, LLC.

## History of the Nursing Program

The Petersburg Training School for Nurses was organized by Miss Lelia Nevins Ions in November 1895. The first nursing class at Petersburg consisted of three students who trained for a period of two years. The Training School was organized to fill a desperate need for nursing service that existed at the Petersburg Home for the Sick; the hospital that served the city in the late 1800's and later become the Petersburg Hospital.

With the advent of World War II, there was an increased demand for nurses and nursing services, and an increase in the number of students interested in studying nursing. In 1943, the school participated in the U.S. Cadet Nurse Corp, an organization of the Public Health Service. During the war, the school took in two classes yearly in an accelerated program in order to produce more nurses for civilian and military service.

The relationship between the hospital and the school continued until 1953 when Petersburg General Hospital opened. In 1954, the school closed and the members of the graduating class then affiliated with the Alexandria School of Nursing in Alexandria, Virginia. For two years, the school remained closed. Through the efforts of Mr. E.H. Titmus, Sr., and other interested citizens of Petersburg, the school was reactivated in 1956.

## History of the Medical Imaging Programs

### Radiologic Technology Program

The demand for Radiologic Technologists began in earnest in the 1940's with an increased need for screening chest x-rays for tuberculosis. In the 1950's, a steady development of increasingly sophisticated technology in radiography caused a greater need for technologists with a strong clinical background. Formal education of radiologic technologists began at Petersburg General Hospital in September 1958 with admission of three students under the direction of Dr. Carroll Peabody, a Radiologist. Dr. Ehrenworth assumed the position as director in 1959, and in the early 1960's a

radiologic technologist took over as Program Director. The program has been accredited by The Joint Review Committee on Education in Radiologic Technology (JRCERT) since 1970.

### Diagnostic Medical Sonography Program

In January of 2008, the Diagnostic Medical Sonography program admitted its first class. The program was started based upon a local need for clinically competent sonographers in the service area. Since the initial implementation of the program, there have been increased number of graduates who have traveled from surrounding areas within a one- to three-hour radius. The Diagnostic Medical Sonography Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) via the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS).

## Mission and Philosophy Purpose

The College is a private, post-secondary institution with its primary purpose being that of providing health care educational programs to the Tri-City and surrounding communities. Operating within the legal framework of the Commonwealth of Virginia, SCHS is committed to educating skilled, compassionate health care professionals and expanding clinical knowledge and practice.

### Mission

The mission of the SCHS is to provide quality health education programs to individuals in communities we serve. The College offers individuals the opportunity to acquire knowledge, skills, and competencies necessary for practice in their chosen health discipline. The College promotes an environment that fosters individual learning and excellence in practice.

### Philosophy

Health care education today involves much more than the transfer of information and technical skills to the student. The faculty and staff of SCHS are committed to providing a high-quality environment which fosters student success through institutional integrity, ethical practice, and a commitment to continuous improvement in the quality of teaching and learning. As an institution whose primary purpose is the education and development of individuals seeking to enter the health care field, the faculty and staff are also charged with and committed to protecting the health and wellbeing of the public by ensuring that their graduates are prepared to provide safe and effective care. The faculty also believes that



education is a life-long, continuous process; one in which all must join together to improve the environment in which they live, work, and learn. The College faculty also recognizes the need to admit students who have the academic preparation and skills necessary to be successful in the program of their choice. Therefore, students are admitted on a competitive basis in each program.

## Core Values

The College is committed to:

- Providing high quality, health science programs leading to an associate degree and transfer to baccalaureate institutions, with an emphasis on life-long learning.
- Recognizing, promoting, and implementing activities that enhance the intellectual, economic, and social needs of its students and that allow them to contribute to the community, society, and their own quality of life.
- Addressing the needs of today's health care workforce by providing alternative methods of achieving their education.
- Using systematic assessment, planning, and evaluation for all programs for allocation of resources.
- Demonstrating accountability in providing care for patients, families, and communities in a respectful, confidential manner that preserves the worth and dignity of human beings.

## Institutional Objectives

The College will:

- Provide active learning experiences to promote critical thinking and applications of theory to clinical practice to meet the health care needs of the public in a variety of settings throughout the life cycle.
- Facilitate the student's development and application of a caring, compassionate attitude in meeting the health care needs of the public.
- Teach sound health care management principles appropriate to a collaborative, multicultural, interdisciplinary environment.
- Instill an awareness of ethical issues in a pluralistic environment and legal boundaries within the practice of the student's chosen health care profession.
- Encourage the development of therapeutic and collaborative communication skills.
- Stimulate development of autonomous, self-directed, life-long learning skills.
- Provide quality instruction and clinical experiences that prepare graduates to function in entry-level health care positions.
- Prepare graduates to apply to take the licensing or certification examination required for practice in the chosen health care profession.

## Principles/Practices

All courses offered at SCHS are developed and implemented in accordance with established policies and procedures as outlined in the SCHS catalog and administrative policies. SCHS follows established standards from the Accrediting Bureau of Health Education Schools (ABHES) as well as standards set forth by discipline-specific accrediting and state approval agencies. Credit for all SCHS courses is determined using ABHES standards.

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# Chapter 1

## Academic Policies & Procedures

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# Academic Calendar 2022–2023

## Southside College of Health Sciences

The calendar is subject to change. Please access the very latest calendar via our website.

### Fall 2022 — 16 Weeks

August 26	Friday	<b>Tuition and fees for the fall term are due by 12 noon</b>
August 29	Monday	Fall semester begins
August 29–September 7	Monday–Wednesday	Add/drop period
September 5	Monday	Labor Day — College closed
September 7	Wednesday	Last day to drop a course with 100% refund*
September 17	Saturday	Last day to withdraw from a course with a 80% refund*
September 28	Wednesday	Last day to withdraw from a course with a 60% refund*
October 8	Saturday	Last day to withdraw from a course with a 40% refund*
October 29	Saturday	Last day to withdraw from a course with a 20% refund*
October 29	Saturday	Last day to withdraw from a course with a “W”
October 1–November 1		Advising Period
November 15	Monday	Spring 2023 Graduates: Intent to graduate form is due
November 23	Wednesday	No classes
November 24–27	Thursday–Sunday	Thanksgiving/Fall break — College closed
December 9	Friday	Classes end
December 12–15	Monday–Thursday	Final Examination period
December 16	Friday	Final grades due

## Spring 2023 — 16 Weeks

January 6	Friday	<b>Tuition and fees for the spring term are due by 12 noon</b>
January 9	Monday	Spring semester begins
January 9–18	Monday–Wednesday	Add/drop period
January 16	Monday	Martin Luther King, Jr. Day — No classes
January 18	Wednesday	Last day to drop a course with 100% refund*
January 28	Saturday	Last day to withdraw from a course with a 80% refund*
February 8	Wednesday	Last day to withdraw from a course with a 60% refund*
February 18	Saturday	Last day to withdraw from a course with a 40% refund*
March 1–April 1		Advising Period
March 11	Saturday	Last day to drop a course with a 20% refund*
March 11	Saturday	Last day to withdraw from a course with a “W”
March 15–19	Wednesday–Sunday	Spring break — No classes
April 15	Friday	Summer 2023 Graduates: Intent to Graduate form is due
April 21	Friday	Classes end
April 24	Monday	Final Exams for Graduating Seniors
April 24–27	Monday–Thursday	Final Examination period
April 28	Friday	Final grades due
May 4	Thursday	Graduation and Conferral of Degrees

## Summer 2023 — 15 Weeks

May 5	Friday	<b>Tuition and fees for the summer term are due by 12 noon</b>
May 8	Monday	Summer 15-week session begins
May 8–17	Monday–Wednesday	Add/drop period
May 17	Wednesday	Last day to drop a course with 100% refund*
May 26	Friday	Last day to withdraw from a course with a 80% refund*
May 29	Monday	Memorial Day — College closed
June 5	Monday	Last day to withdraw from a course with a 60% refund*
June 15	Thursday	Last day to withdraw from a course with a 40% refund*
July 3–5	Monday–Wednesday	Independence Day Observed — No classes
July 9	Sunday	Last day to withdraw from a course with a 20% refund*
July 9	Sunday	Last day to withdraw from a course with a “W”
August 11	Friday	Classes end
August 14	Monday	Final Exams for Graduating Seniors
August 14–17	Monday–Thursday	Final Examination period
August 18	Friday	Final grades due
August 24	Thursday	Graduation and Conferral Date for Summer Graduates

\*See ADM 5.01 Financial Refund for further details.

# Academic Classification

Student academic classification is based on the number of credit hours completed including transferred hours. Classification is as follows:

CLASSIFICATION	EARNED CREDITS
Freshman	0-29
Sophomore	30-59
Junior	60-89
Senior	90 or above

## Enrollment Standards:

ENROLLMENT STATUS	EARNED CREDITS
Full-time	12 or above
Three-quarters time	9-11
Half-time	6-8
Less than half-time	1-5

# College Grading System

## College Grading System

Grades are used to describe the student's level of academic achievement in the course and are reported at the end of each semester. The College's grading system for all courses is as follows:

LETTER GRADE	NURS/DMS/RAD CLASS/LAB THEORY	NURS CLINICAL	DMS & RAD CLINICAL
A	93-100	Satisfactory	93-100
B	86-92	Unsatisfactory	86-92
C	80-85		80-85
D	74-79		
F	0-73		0-79

1. A grade average of 80% or higher in each course is required for progression.
2. The specific method used in determining individual course grades is identified in the course syllabus.
3. In calculating the **final grade**, 0.5-0.9 will round up to the next numerical grade and 0.1-0.49 will round down to the next lower numerical grade. **Classwork, homework, quiz, and exam grades will not be rounded up or down.**

Grade point averages (GPAs) are a comprehensive evaluation of a student's academic standing; and are computed each semester and cumulatively. Grade points are calculated by multiplying the number of credits earned in a class by the numeric equivalent of the letter grade. The GPA is calculated by dividing the sum of grade points earned by the total number of credits attempted. Required courses which are taken prior to enrollment at the College will not count toward the GPA calculation. If a course is repeated, then the highest grade is used to compute the GPA, however both grades will be recorded on the student's transcript. GPA's will not be rounded.

Final course grades are assigned points as follows:

CLASSIFICATION	EARNED CREDITS
<b>A</b>	4 points per credit
<b>B</b>	3 points per credit
<b>C</b>	2 points per credit
<b>D</b>	1 point per credit
<b>F</b>	0 points per credit
<b>I</b> (Incomplete)	0 points per credit
<b>AU</b> (Audit)	0 points per credit
<b>W</b> (Withdrawal)	0 points per credit
<b>WA</b> (Administrative Withdrawal)	0 points per credit
<b>MG</b> (Missing grade)	0 points per credit

**Note:** In order to graduate from the College, a student must obtain a minimum cumulative GPA of 2.0 (80%) or higher. A final grade in any course taken at SCHS of less than a “C” (defined as a “D” or “F”) is considered failing and the student must repeat the course and successfully complete it.

## Grade Point Average (GPA) Calculation

The College uses the grading system described above. A student’s GPA is an index of scholastic performance and is computed on the ratio of quality points earned to semester hours attempted. Courses with grades of I, MG, P, W, WA, AU are not used in the calculation of the GPA. A student’s GPA is calculated by dividing the sum of earned quality points by the sum of attempted hours for all courses receiving a grade used in calculating the GPA (see below). Only course work taken while enrolled at the College is used in the GPA.

The following is a sample of a grade point calculation:

COURSE	GRADE	GRADE POINTS	CREDIT HOURS	POINTS
DMS 261	B	3	X 3	= 9 points
DMS 271	A	4	X 5	= 20 points
DMS 250	B	3	X 4	= 12 points
<b>Total</b>			<b>12</b>	<b>41</b>

$$41/12 = 3.42 \text{ semester GPA}$$

Dividing the total number of points (41) by the total number of credit hours (12), the resulting GPA is 3.42.

## Credit Hour Definition

The College adheres to the following definitions and use the formula in calculating credit hours awarded on a course-by-course basis.

One semester (a minimum of 15 weeks in length) credit is equal to:

- One hour of lecture per week for a semester or the equivalent number of hours.
- Two hours of lab per week for a semester or the equivalent number of hours.
- Three hours of clinical per week for a semester or the equivalent number of hours.

### Credit conversion formula:

- 15 classroom hours = 1 credit
- 30 lab hours = 1 credit
- 45 clinical hours = 1 credit

## Grade Changes

It is the student’s responsibility to review the grade report upon receipt. Changes may only be made by the course faculty issuing the grade. Changes must be in writing and submitted before the end of the next grading period to the Director of Records & Registration.

## Grades of “I” (Incomplete)

An incomplete grade may be assigned by the instructor for theory or clinical requirements when extenuating circumstances such as illness or other emergency prevent a student from completing course requirements by the end of the course. Failure to satisfactorily complete the necessary course requirement(s) within the approved time frame will result in course failure. This time frame shall be by the first official date of the following semester. A waiver may be granted by the Director of Records & Registration in extenuating circumstances in which the time frame is unreasonable. If a waiver is granted, the student must meet the course requirement(s) no later than the end of the 4th week of the following semester. For more information, reference Policy ACA 3.06 College Grading System.

## Grades of “W” (Withdrawal)

A grade of “W” in a course indicates the student withdrew from the course once the Add/Drop period has ended. For more information, reference Policy ADM 3.08 Add Drop Withdrawal from a Course.

## Grades of “WA” (Administrative Withdrawal)

An administrative withdrawal may be considered in the case of unforeseen extenuating circumstances of debilitating health problems (mental or physical), a family emergency (such as the death of an immediate family member), and unexpected financial difficulties (such as a partner/spouse losing their job) that has significant detrimental impact to a student during the semester.

The following are not acceptable stand-alone reasons for petitioning:

- Poor performance in class/GPA protection
- Failure to attend/participate in class on a regular basis
- Failure to abide by withdrawal deadlines

The student may initiate this request by submitting the online Petition to Receive an Administrative Withdrawal form, with appropriate supporting documentation. This form is located on the website with the Office of Records and Registration forms. Such requests will be reviewed by the Dean of Academic Affairs in collaboration with the Dean of Student Affairs (or designees). If approved, the student will receive a grade of “WA” (Administrative Withdrawal) as described in ACA 3.06: College Grading System policy. A grade of “WA” is not calculated in the GPA; however, it is calculated in credits attempted as described in ADM 2.06: Satisfactory Academic Progress. Administrative withdrawals are not counted in the maximum number of withdrawals noted above.

Students receiving an administrative withdrawal must be withdrawn from all course(s) in the requested semester.

Applicable dates as outlined above are published in the College’s current Academic Year version of the SCHS College Catalog. Students must also comply with standards written in ADM 2.06 Satisfactory Academic Progress and ACA 2.02 Academic Progression policies.

## Auditing Courses

Class size permitting, students may register for courses on an audit (AU) basis. Auditing a course means a student enrolls in a course but does not receive academic credit upon completion of the course. Students wishing to audit a course must contact the Director of Records & Registration to complete the Conditions for Auditing form. Registrations for audit will only be accepted during the published add/drop period. Students who register for a course on an audit basis are subject to attendance regulations of that course and, unless otherwise specified at the discretion of the instructor, are subject to the same course requirements as other students in the class. Students may be administratively withdrawn for a violation of course requirements. Audit courses are not: eligible for financial aid, included in the calculation of GPA, counted towards enrollment status or the maximum time frame allotted to complete the program in which the student is enrolled. The standard tuition/fee rate is charged for audit courses. For more information, reference Policy ACA 3.06 College Grading System.

## Changes of Curricula, Courses, Catalog and/or Semester Schedule

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

The information provided in the Catalog, website, and in other communications, is intended for information purposes only and does not constitute a legal obligation of any kind between the College and any person or entity. While every effort is made to provide accurate and timely information, the College 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 Southside College of Health Sciences. This Catalog may be used for a maximum of six years, provided enrollment is not interrupted for two consecutive regular semesters (fall and spring) and/or the student does not fail any SCHS course. Students whose enrollment is interrupted for two consecutive regular semesters or who fail



any SCHS course must use the Catalog in effect at the time of re-entry or program change.

The College 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 College, having sole discretion, shall make the final determination whether degree requirements are met.

The College 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 College reserves the right to close registration when maximum enrollment has been reached. The College reserves the right to make changes in schedules and/or faculty when necessary.

## Catalog Requirements

Students must meet the catalog requirements for graduation in effect at the time of their enrollment into a curriculum program (Catalog of Record). Students who do not complete a semester with a “C” or better, or are not continuously enrolled in a program, will be readmitted under the new terms of the current catalog and handbook. A student who changes programs must meet the catalog requirements at the time of enrollment into the new program. For additional information, reference Policy ADM 2.04 Changes of Curricula, Courses, Catalog and/or Semester Schedule.

## Substance Abuse Testing/Criminal Background Check/Immunizations

SCHS contracts with clinical agencies for practicum courses and many require the College to provide various student documentation before they will allow students access to the clinical setting. Students must submit all documentation requirements in a timely manner, as specified by the College. Some requirements require annual/biennial updates. The information provided to the College may be shared with the clinical agencies in which the student has been assigned practicum experience. In addition, students must adhere to clinical agencies’ policies and procedures that govern practice to protect patient safety. For additional information, reference Policy ACA 1.03 Student Compliance Requirements.

## Address/Name Change

When there is a change in any contact information (address, email, phone number etc.) students must make a request through the student portal account to the Director of Records & Registration. A change of address must be submitted within five (5) business days after the change becomes effective and this serves as the basis of determination of the student’s address. Please see policy ADM 1.11, Student Declaration of Current Address and/or Relocation, for additional details.

Students who need to change their names must complete a Change of Name form (found in the Director of Records & Registration’s Office or in the Student Portal) and a Name Change form with the Social Security Administration and provide a copy of a government issued photo ID with the new name. Following the receipt of required documentation changes will be made in the student information system.

## Communication

The College (SCHS) email address assigned to all students is the primary means of communication between SCHS personnel and students. The College expects that students will maintain regular and frequent email contact by reading and, if requested, responding to any emails sent by SCHS in a timely manner. Messages sent to the SCHS assigned email address include but are not limited to notification of official College-related actions such as financial aid and fiscal communications and notifications, academic or disciplinary actions, emergency notifications, and correspondence from College departments.

Faculty may determine how email is used in their courses, and they will make appropriate notations regarding email requirements in the course syllabi. Faculty may not transmit grades or any other information that may violate FERPA through email. Additionally, due to email account size limits, email correspondence between faculty and students should be limited to text only, and students and faculty should exchange files only through the Learning Management System.

Personnel and students are expected to take into consideration the sensitive and/or confidential nature of any information they want to transmit, as email may not be an appropriate means of communication in some circumstances. SCHS does not allow students to transmit any patient information outside the Bon Secours Mercy Health system as it would result in a HIPAA violation. Any communication should comply with all Bon Secours Mercy Health System, local, state, and federal regulations, including the Family Education Rights and Privacy Act of 1974 (FERPA).

SCHS uses its Student Information System (Campus Nexus) and Learning Management System (CANVAS®) for both individual and group communication. Neither personnel nor student may use these systems to transmit unsolicited email that violates the general principles of conduct outlined in the SCHS Catalog and/or other policies.

## Student Grievances

Southside College of Health Sciences is committed to providing students with an avenue to discuss problems, express concerns, and to work with College officials toward resolutions.

### Appeal Process for Non-Academic Grievances

It is the policy of SCHS that appropriate processes and procedures be followed in all matters pertaining to the rights of students.

The appeals policy described below is applicable to non-academic student grievances as well as student complaints of unlawful discrimination or unfair treatment on the basis of the following:

- Title IX of Education Amendments of 1972, as amended
- Title VI of the Civil Rights Act of 1964, as amended
- Title IV of the Higher Education Act of 1965, as amended
- Section 504 of the Rehabilitation Act of 1973, as amended, and its implemented regulations
- Americans with Disabilities Act of 1992
- Provisions of Executive Order Number 11246 as amended 66 by 11375
- Family Educational Rights and Privacy Act of 1974 as amended
- The Age Discrimination Act of 1975
- Governor's Executive Order Number One, Virginia Equal Employment Opportunity Plan, effective February 6, 1974

Note that student complaints of sexual misconduct and sex- and gender-based discrimination will be investigated and resolved pursuant to ADM 9.06, the Title IX Sexual Harassment Policy. Cases pertaining to student conduct and academic integrity are subject to ADM 3.05 Student Conduct — Rights and Responsibilities.

## Definitions

Non-academic grievance: a formal process through which a student or student group can appeal a decision made by a faculty or staff member that negatively affects a student/student group's standing with or treatment by the College. A non-academic grievance or complaint may include disputes between a student/student group and an office of the College regarding the interpretation and/or application of the policies, procedures and legal obligations of the College, student governance issues, student activities, and other concerns that a student might present for redress. A non-academic grievance may be based on one of the following claims:

- arbitrary and/or capricious actions by a staff member or administrative office;
- prejudicial, discriminatory, or harassing treatment of a student by a staff or faculty member or the administrative office including such conduct based on race/ethnicity, religion, age, marital status, national origin, gender, sexual orientation, military veteran status, disability or other legally protected status;
- an administrative error in the application of a policy or applicable law by a staff or faculty member or administrative office.

Student Grievance Committee: an ad-hoc committee established to hear a Level III grievance. All members of the Student Grievance Committee will be chosen from the membership of the Student Affairs Committee. Committee composition includes: the appropriate RHEI Leadership Team member, one (1) faculty member, one (1) student, and one (1) additional Student Affairs Committee representative.

Peer Observer: students grieving a decision may choose to have a peer observer present at grievance meetings/hearings as outlined in the policy below. The peer observer must be another student and may not be legal counsel or any other type of advisor. Peer observers may not speak or participate in the meetings/hearings but may take notes to share with the student after the conclusion of the meeting/hearing.

RHEIs: Richmond Higher Education Institutions.

### Initiation of a Grievance:

Grievances may be submitted electronically by email. A non-academic grievance must be initiated no later than ten (10) business days from the time the student knows or should have known of the issue that is the subject of the grievance. In the event that a student is at a distance and/or is unable to travel to campus to meet, meetings may be facilitated by conferencing technology. Students are encouraged to contact the Director of Student and Alumni Affairs if assistance is needed in understanding this policy. In addition, the Director of Student and Alumni Affairs will assist students

in determining the appropriate person with whom a student must file an appeal, and providing that person's contact information.

## Procedures:

### Level I

1. The student must provide in writing a formal letter/email to the College personnel outlining the decision which they are grieving, provide supporting information for the grievance, and request to meet with the person whose actions they are grieving.

The student must submit a copy of the letter/email to the administrative unit supervisor of the person whose decision they are grieving. A typical non-academic grievance would occur in the following order:

Level I	Level II	Level III
College personnel/ office whose actions are being grieved (copied to the Administrative Supervisor)	Administrative Supervisor (copied to Appropriate Program Director)	Chair of Hearing Committee (RHEI Leadership Team member)
	Program Director (copied to Campus Director)	

2. The college personnel has a maximum of ten (10) business days from the date the grievance is received to schedule a meeting with the student. The administrative supervisor should follow up in order to ensure the meeting is held. In the event the College personnel is unavailable, the administrative supervisor has the discretion to move to Level II or postpone the meeting until the College personnel is available; any such decision by the administrative supervisor will be communicated to the student in writing. The administrative supervisor must document their efforts to contact the College personnel.
3. At the meeting, the student must clearly present their grievance and present the resolution that they are seeking. Every reasonable effort should be made by both parties to resolve the matter at this level. If an agreement regarding the grievance is made, documentation of the agreement and other appropriate supporting information, including the original grievance letter, must be forwarded to the Dean of Student Affairs.
4. Within five (5) business days after the meeting, the College personnel must provide the student a letter outlining the decision of the meeting. A copy of the letter should be forwarded to the Dean of Student Affairs.
5. If the student is not satisfied with the decision of the grievance outcome at Level I, they may continue to Level II.

### Level II

1. The student may file a written appeal of the Level I grievance decision with the College personnel's administrative supervisor within five (5) business days of the date the written decision from the Level I meeting was provided to the student. The written statement submitted by the student for the Level I meeting describing the issues grieved must be part of the student's written request for the Level II hearing. Within ten (10) business days of receipt of the written grievance, the administrative supervisor will fully investigate the grievance. This investigation may include review of material submitted by both parties. Within this ten (10) business day investigation period, the administrative supervisor will schedule a meeting with the parties in an effort to resolve the grievance (the actual conference may occur after the 10 days, but its date should be established within this time frame).
2. The role of the administrative supervisor is to chair the meeting, facilitate the discussion, seek to mediate a resolution between the parties, ensure that College policies have not been violated, and render a decision concerning the matter.
3. Within ten (10) business days after the completion of the meeting, the administrative supervisor shall prepare a report of the Level II decision. Copies must be provided to the student and the College personnel, with a copy of the report and the official grievance letters (Level I and Level II) forwarded to the Dean of Student Affairs.

### Level III

1. If the student is not satisfied with the decision at Level II, within five (5) business days from the communication of the decision from the administrative supervisor, the student may file a written appeal to the appropriate RHEI Leadership Team member. Students are encouraged to contact the Director of Student and Alumni Affairs for help determining the name and contact information of the appropriate RHEI Leadership Team member. Within ten (10) business days of receipt of this appeal, the RHEI Leadership Team member will set a date for a hearing for all parties involved.
2. The hearing should occur no later than thirty (30) business days after receipt of the appeal letter by the RHEI Leadership Team member, unless reasonable circumstances prevent this meeting from occurring. However, any hearing date scheduled or rescheduled beyond the thirty-day time frame must be mutually agreed upon by the student and the RHEI Leadership Team member.
3. The appropriate RHEI Leadership Team member will serve as the convener and facilitator of the committee for the Level III hearing. The RHEI Leadership Team member will chair the hearing but will not be able to

vote. In the event the designated RHEI Leadership Team member is unable to participate in the hearing due to a challenge or conflict of interest, another RHEI Leadership Team member will be selected to convene and facilitate the hearing.

4. The Student Grievance Committee (see “Definitions” section) will be formed in order to objectively hear the facts of the grievance and to render a decision. The committee will be chosen from the Student Affairs Committee. The committee selected to participate in the hearing must be comprised of a minimum of three (3) members and must include a student representative.
5. Both parties may bring persons to provide testimony that supports their position. If the student intends to bring individuals to provide testimony, the student must provide names and contact information for those individuals to the chairperson at least five (5) business days prior to the hearing.
6. The hearing chairperson is responsible for collecting all pertinent documents, calling the meeting, distributing documentation, determining the issue(s) of the case to be heard, and conducting the hearing in an orderly, efficient, and equitable manner. At the beginning of the meeting, the chairperson will review the issues of the case for the group and establish the procedure by which testimony will be presented. They may decide on the length of time needed to explore an issue, set time limits for speakers, and ask for testimony by any person deemed important to the investigation of the facts. The chairperson may request a security officer to be present. Disruptive persons may be asked to leave the room by the chairperson.
7. The Student Grievance Committee shall determine the proposed outcome of the meeting by a majority vote; the RHEI Leadership Team member may not vote. Within ten (10) business days after the meeting, the RHEI Leadership Team member will prepare an official letter that includes the final determined outcome.

The final action shall be communicated to the student, the instructional or non-instructional party, and all other parties as appropriate. In addition, a copy of the outcome notice and the official grievance letters (Level I, Level II, and Level III) must be forwarded to the Dean of Student Affairs.

## Grievance Meetings

At each level of the grievance process, the involved student will meet with a College associate. No attorneys or other professional advisors/counselors may attend these meetings; however, the College associate may have a silent observer present at the meeting and the student may have a peer observer present at the meeting. The student must notify

the College associate if a peer observer will be present and the identity of that peer observer at least one (1) business day prior to the meeting, or the peer observer may not attend the meeting. The peer observer will not provide testimony at Level III grievance hearings. No audio taping or other recording will be permitted during these meetings, but both parties are encouraged to make notes as they feel appropriate.

## Final Disposition of Records

All materials and decisions related to the appeal will remain confidential and will be retained by the Dean of Student Affairs for three years from the date of final decision, and not before the aggrieved student graduates, at which time all materials will be destroyed, unless the Dean of Student Affairs directs otherwise.

## External Complaints

In the event of a complaint about the College, as a last resort, students may contact the Accrediting Bureau of Health Education Schools (ABHES), Accreditation Commission for Education in Nursing (ACEN), State Council of Higher Education for Virginia (SCHEV), the Virginia Board of Nursing (VBON), Joint Review Committee on Education in Radiologic Technology (JRCERT), Commission on Accreditation of Allied Health Education Programs (CAAHEP) via the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS), or the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS) or the appropriate agency from other states as listed below. Addresses of these agencies are listed below.

In the event of a written complaint to one of these agencies or a “Standards” non-compliance issue, and subsequent notification to the College, immediate priority will be given to resolution of the deficiency in order to maintain accreditation. The Dean of Academic Affairs/Campus Director is expected to respond to the agency in the time frame provided outlining the resolution/plan for resolution of the issue addressed.

### **Accrediting Bureau of Health Education Schools (ABHES)**

*Current information:*

7777 Leesburg Pike, Suite 314 North  
Falls Church, Virginia 22043  
(703) 917-9503

*After September 1, 2022:*

6116 Executive Boulevard, Suite 730  
North Bethesda, MD 20852  
301.291.7550  
info@abhес.org  
www.abhес.org

### State Council of Higher Education for Virginia (SCHEV)

101 N. 14th Street  
Richmond, VA 23219  
(804) 225-2600

### Virginia Board of Nursing (VBON)

9960 Mayland Drive, #300  
Henrico, VA 23233  
(804) 367-4400

### Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE | Suite 1400  
Atlanta, GA 30326  
(404) 975-5000  
www.acenursing.org

### Joint Review Committee on Education in Radiologic Technology (JRCERT)

20 N. Wacker Drive | Suite 2850  
Chicago, IL 60606-3182  
(312) 704-5300  
www.jrcert.org

### Commission on Accreditation of Allied Health Education Programs (CAAHEP) via the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS)

9355 - 113th St. N. #7709  
Seminole, FL 33775  
(727) 210-2350  
www.caahep.org

### Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS)

6021 University Boulevard | Suite 500  
Ellicott City, MD 21043  
(443) 973-3251  
www.jrcdms.org

Students residing outside of Virginia may alternatively choose to contact their state’s education agency.

## Disclaimers

- Nothing in this policy creates a contractual relationship between Bon Secours Southside College of Health Sciences (SCHS) and any party. SCHS, in its sole discretions, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.
- Non-retaliation — Students will not be subjected to adverse actions by any school officials as a result of initiating or participating in the investigation of a complaint.
- Decision Standard — Decisions made in grievance cases are determined on a preponderance of the evidence. A preponderance of the evidence is evidence that as a whole shows that the fact sought to be proved is more probable than not.

## Appeal Process for Academic Student Grievances

It is the policy of the College that appropriate processes and procedures be followed in all matters pertaining to the rights of students. The appeals policy described below is applicable to academic student grievances. This policy applies to all students and faculty of Southside College of Health Sciences (SCHS).

### Definitions

Academic Grievance: a formal process through which a student can appeal through his/her course faculty and the college’s administrative leadership the student’s final grade in a course. A final course grade appeal must be based on at least one of the following claims:

- Capricious action on the part of the faculty member that affects the student’s final grade; A capricious action is defined as one made on a whim or without justifiable reasons.
- Prejudicial treatment of the student by the faculty member with respect to the application of the course syllabus, thereby affecting the student’s final grade; Prejudicial treatment is defined as treating the student lodging the final grade appeal differently than other students in the course with respect to the instructor’s application of the course syllabus.
- Erroneous judgment of the faculty regarding the correct answer for exam item(s). A claim of erroneous judgment means that the student is able to produce evidence (from textbooks, class notes provided directly from the faculty, or other valid materials) to substantiate that a different answer other than that keyed is a correct response.
- A documented error in calculating the student’s final grade.

Student: any person who is officially registered at the College during specific academic semester in which the grievance occurs.

### Initiation of a Grievance:

Academic grievances may be submitted electronically by email. An academic grievance must be initiated at the end of the semester, no later than two (2) business days after the day final grades are due as published in the academic calendar. Students are encouraged to contact their Advisor or designee if assistance is needed in understanding this policy. Academic grievances must be submitted according to the following order:

Level I	Level II	Level III
Faculty (copied to Program Director)	Program Director (copied to Dean of Academic Affairs)	Dean of Academic Affairs

# Procedures:

## Level I

### Student

1. The student with an academic grievance must provide in writing a formal letter/email to the faculty member, with a copy to the Program Director including the following:
  - Description of the grade the student is grieving
  - Supporting information for the grievance
  - Request to meet with the faculty member
2. Attorneys or other advisors/counselors are not allowed to be present to represent either party. No audio taping or other recording will be permitted during the meeting, but both parties are encouraged to make notes as they feel appropriate.
3. At the meeting, the student must clearly present his/her case regarding the grieved grade and the resolution that he or she would like to occur. Every reasonable effort should be made by both parties to resolve the matter at this level.
4. If the student is not satisfied with the disposition of his/her grievance at Level I, he/she may continue to Level II.

### Faculty Member

1. The faculty member has a maximum of five (5) business days from the date the grievance is received to schedule a meeting with the student. The meeting may be conducted in person, virtually or by phone.
2. Attorneys or other advisors/counselors are not allowed to be present to represent either party. No audio taping or other recording will be permitted during the meeting, but both parties are encouraged to make notes as they feel appropriate.
3. Within five (5) business days after meeting with the student, if an agreement regarding the appeal is made, a copy of the agreement and other appropriate documentation, including the original grievance letter, is sent to the student and forwarded to the Program Director.
4. If the faculty member and student do not have an agreement a copy of the original grievance letter and reason for the faculty decision is sent to the student and Program Director. If the student chooses to elevate the grievance to Level II, the faculty member will provide the student with guidance on initiating a Level II grievance and inform the Program Director of this outcome.

### Program Director

1. The Program Director ensures the Level I meeting between faculty member and student is held.

2. In the event the faculty member is unavailable, the Program Director has the discretion to move to Level II or postpone the hearing until the faculty member is available.
3. The Program Director will communicate his/her decision to move the Level I meeting to a Level II hearing, or to postpone the hearing until the faculty member is available to the student and faculty member.

## Level II

### Student

1. The student must file a written appeal, utilizing the Appeal Form, of the Level I grievance decision to the Program Director within five (5) business days after the written decision from the Level I meeting has been communicated.
2. The written statement provided for Level I describing the grade being grieved must be part of the student's written request for the Level II meeting.
3. Attorneys or other advisors/counselors are not allowed to be present to represent either party. No audio taping or other recording will be permitted during the conference, but both parties are encouraged to make notes as they feel appropriate.
4. At the meeting, the student must clearly present his/her case regarding the grieved grade and the resolution that he/she would like to occur. Every reasonable effort should be made by both parties to resolve the matter at this level.
5. If the student is not satisfied with the disposition of his/her grievance at Level II, he/she may continue to Level III.

### Faculty Member

1. Faculty member provides information to the Program Director as requested for the investigation.
2. Attorneys or other advisors/counselors are not allowed to be present to represent either party. No audio taping or other recording will be permitted during the meeting, but both parties are encouraged to make notes as they feel appropriate.

### Program Director

1. Within five (5) business days of receipt of the Level II written grievance, the Program Director will fully investigate the grievance.
2. This investigation may include review of material submitted by both parties, and the scheduling of a meeting with the parties if needed, in an effort to resolve the grievance (the actual conference may occur after the

5 days, but its date should be established within this time frame). The meeting may be held in person, virtually or by phone.

3. If a meeting is called, the role of the Program Director is to chair the meeting, facilitate the discussion, seek to mediate a resolution between the parties, ensure that college policies have not been violated, and render a decision concerning the matter.
4. Attorneys or other advisors/counselors are not allowed to be present to represent either party. No audio taping or other recording will be permitted during the conference, but both parties are encouraged to make notes as they feel appropriate.
5. Within five (5) business days after receipt of the grievance, or completion of the meeting if called, the Program Director shall prepare a report of the disposition of the matter providing copies to the student and the faculty member.
6. A copy of the report and the official grievance letters (Level I and Level II) must be forwarded to the Dean of Academic Affairs.

### **Level III Student**

1. If the student is not satisfied with the disposition at Level II, within five (5) business days from the communication of the disposition from the Program Director, the student may file a Level III written appeal to the Dean of Academic Affairs.

The written appeal describing the grade being grieved, and reasons for the grievance must be part of the student's written request for the Level III meeting.

The student must submit an Appeal Form with the following information:

- Witness(es) and date(s) when relevant (be concise and specific)
  - Current contact information for the student
  - Name the person(s) or policy involved in the appeal
  - State the act or decision being challenged
  - State why the action or decision is unjust or not within policy
  - State the requested resolution
  - Brief description of the student's attempt to resolve
2. Attorneys or other advisors/counselors are not allowed to be present to represent either party. No audio taping or other recording will be permitted during the meeting.

### **Dean of Academic Affairs**

1. Within five (5) business days of receipt of this appeal, the Dean of Academic Affairs will fully investigate the grievance and schedule a meeting with the student, Program Director, and faculty member, either together or separately. The meeting may take place after the five (5) business days but must be established in this time frame. The meeting may be held in person, virtually or by phone.
2. The role of the Dean of Academic Affairs is to chair the meeting, facilitate the discussion,
3. Seek to mediate a resolution between the parties, ensure that college policies have not been violated, and render a decision concerning the matter.
4. Attorneys or other advisors/counselors are not allowed to be present to represent either party. No audio taping or other recording will be permitted during the meeting, but both parties are encouraged to make notes as they feel appropriate.
5. 4Within five (5) business days after the meeting, the Dean of Academic Affairs shall prepare a report of the disposition of the matter providing copies to the student and the instructor.
6. Level III outcome decisions are final.

Note All appeals of Academic Integrity outcomes (See ADM 3.13 Academic Integrity) are automatically classified as a Level III proceeding and are subject to Level III Procedures as detailed in ADM 1.05 Appeal Process for Non-Academic Student Grievances.

## **Final Disposition of Records**

All materials and decisions related to the appeal will remain confidential and will be retained by the Dean of Academic Affairs for three years from the date of final decision, and not before the aggrieved student graduates, at which time all materials will be destroyed, unless the Dean of Academic Affairs directs otherwise.

## **External Complaints**

In the event of a complaint about the College, as a last resort, students may contact the Accrediting Bureau of Health Education Schools (ABHES), State Council of Higher Education in Virginia (SCHEV), Virginia Board of Nursing (VBON), Accreditation Commission for Education in Nursing (ACEN), Joint Review Committee on Education in Radiologic Technology (JRCERT), Commission on Accreditation of Allied Health Education Programs (CAAHEP) via the Joint Review Committee on Education in Diagnostic Medical Sonography

(JRC-DMS), or the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS). Contact information for the agencies are listed below.

In the event of a written complaint to one of these agencies or a “Standards” noncompliance issue, and subsequent notification to the College, immediate priority will be given to resolution of the deficiency in order to maintain accreditation. The Dean of Academic Affairs is expected to respond to the agency in the time frame provided outlining the resolution/plan for resolution of the issue addressed.

#### **Accrediting Bureau of Health Education Schools (ABHES)**

*Current information:*

7777 Leesburg Pike, Suite 314 North  
Falls Church, Virginia 22043  
(703) 917-9503

*After September 1, 2022:*

6116 Executive Boulevard, Suite 730  
North Bethesda, MD 20852  
301.291.7550  
info@abhес.org  
www.abhes.org

#### **State Council of Higher Education for Virginia (SCHEV)**

101 N. 14th Street  
Richmond, VA 23219  
(804) 225-2600

#### **Virginia Board of Nursing (VBON)**

9960 Mayland Drive, #300  
Henrico, VA 23233  
(804) 367-4400

#### **Accreditation Commission for Education in Nursing (ACEN)**

3390 Peachtree Road NE | Suite 1400  
Atlanta, GA 30326  
(404) 975-5000  
www.acenursing.org

#### **Joint Review Committee on Education in Radiologic Technology (JRCERT)**

20 N. Wacker Drive | Suite 2850  
Chicago, IL 60606-3182  
(312) 704-5300  
www.jrcert.org

#### **Commission on Accreditation of Allied Health Education Programs (CAAHEP) via the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS)**

9355 – 113th St. N. #7709  
Seminole, FL 33775  
(727) 210-2350  
www.caahep.org

#### **Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS)**

6021 University Boulevard | Suite 500  
Ellicott City, MD 21043  
(443) 973-3251  
www.jrcdms.org

Students residing outside of Virginia may alternatively choose to contact their state’s education agency.

## Disclaimers

Nothing in this policy creates a contractual relationship between Southside College of Health Sciences (SCHS) and any party. SCHS, in its sole discretions, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

Non-retaliation — Students will not be subjected to adverse actions by any school officials as a result of initiating or participating in the investigation of a complaint.

Decision Standard — Decisions made in grievance/appeal cases are determined on a preponderance of the evidence. A preponderance of the evidence is evidence that shows that the fact sought to be proved is more probable than not.



# Chapter 2

## Standards for Student Performance

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# Student Conduct — Rights and Responsibilities

It is the policy of the College that appropriate processes and procedures be followed in all matters pertaining to the conduct of students.

Southside College of Health Sciences (SCHS), seeks to:

- reinforce a sense of personal responsibility, respect for others, and mature behavior
- foster the practice of academic integrity and the development of professional standards.

As a member of the student body, the student is expected to meet the College's standards of personal and professional responsibility, accountability, and academic integrity.

## Definitions

### Rights

Every student has the right to:

- Learn and pursue their educational goals without fear of unlawful discrimination, intimidation, prejudice, or threat.
- Free inquiry, free expression and assembly, so long as they do not interfere with the rights of others or the operation of the College.
- Learn in a safe environment that is free of disruption and is conducive to teaching and learning.
- Be advised of the course objectives and how grades are assigned.
- Inspect and review their student record within a specified time frame upon written request, and to expect confidentiality regarding this record.
- Evaluate the curriculum and make recommendations for change.

### Responsibilities

A student's acceptance of admission into the College signifies that the student has an interest in learning and that they want to be a part of this academic community. As such, the student will be required to:

- Respect the learning environment and its members.
- Devote the amount of time and effort necessary to meet the educational objectives.
- Conduct themselves in a manner consistent with ethical, legal and professional standards.

- Practice academic integrity.
- Know and comply with College policies and guidelines.

At all times, a student must satisfy and comply with the College's academic standards, financial requirements and guidelines, and policies.

### Student Conduct

The student is expected to always conduct themselves in an ethical and professional manner both within the College and the community. The student's behavior must, always reflect:

- Integrity and honesty.
- The exercise of rational judgments.
- Sensitivity and caring.
- Self-control.
- Acceptance of different beliefs, values and lifestyles.
- Flexibility.
- Willingness to accept guidance and direction.

### Academic Integrity

The College maintains that integrity is essential to the practice of health care and the pursuit of higher education. Academic integrity is predicated upon a code of internal ethics that provides the individual with an opportunity to practice self-governance and self-discipline. Each student must assume responsibility for acting honorably in all situations and upholding the policies and expectations of the College.

Violations of academic integrity include, but are not limited to, the following categories:

**Lying** —Transferring, transmitting, or communicating any false statements. Examples of lying include, but are not limited to, such actions as:

- Making a false statement to any associate of Bon Secours.
- Falsifying evidence or testifying falsely during any hearings.
- Altering records or other official College materials.

**Cheating** — Giving, receiving, offering, or soliciting information on tests or assignments, not authorized by the faculty. Examples of cheating include, but are not limited to, such actions as:

- Copying from another student's work (paper, care plan, discussion board post, etc.).
- Use during a test of any materials not authorized by the individual administering the examination.
- Working with another student on any test, quiz, care plan, or any assignment when the instructor has expected independent and unaided effort.

- Buying, selling, possessing, soliciting, transmitting, or using a test or any material purported to be or proven to be unreleased or previously released contents of any instructor-created test, quiz, or examination. This includes the sharing of notes taken during a test review.
- Bribery, solicitation, or bullying of any person to obtain examination information.

**Stealing** — Taking or attempting to take, without right or permission. Examples of stealing include, but are not limited to, the following actions:

- Taking library books or journals, exams, computer programs, or any other academic materials.
- Destroying, hiding, or otherwise making unavailable for common use, library, computer, or other reference materials.

**Plagiarism** — To steal and pass off the ideas or words of another as one's own, without crediting the source. Examples of plagiarism include, but are not limited to, the following actions:

- Quoting word for word from a source without using quotation marks, footnotes, or bibliographic citation.
- Summarizing and paraphrasing ideas without acknowledging the source.
- Submitting work for credit which has not been written by the student.

**Failure to Report** — When behavior suspicious of a violation of academic integrity is not reported as detailed in this policy.

## Authority of College

The College is authorized to enforce the standards of conduct specified herein and to impose such disciplinary measures as are deemed appropriate in response to student conduct that reasonably may be expected to discredit or injure the College or its reputation, or that otherwise may endanger the safety and welfare of others. Such disciplinary sanctions include but are not limited to suspension and dismissal from College.

### Conduct Subject to Disciplinary Action

Conduct that is subject to disciplinary action by the College includes, but is not limited to, the following:

- Endangering the safety and welfare of patients, students, faculty, or staff.
- Substance abuse.
- Violation of local, state, or federal laws.
- Misuse, destruction, or damage of College property.
- Sexual harassment, assault, misconduct, physical and/or mental abuse or threat of such abuse of any person

involved in educational or College activities, in the online environment, or in clinical areas.

- All forms of dishonesty.
- Unprofessional and/or disruptive conduct.
- Violation of academic integrity as defined in this policy.
- Inappropriate use of social media platforms or violating news media policies.
- Conviction of an offense that would render the student unemployable by Bon Secours Richmond Health System.
- Failure to comply with guidelines/policies of the College and/or the clinical agencies.
- Any form of hazing. Hazing here means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily injury on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity.

### Discipline for Misconduct

The College is authorized to impose at any time such disciplinary measures as are deemed appropriate, up to and including suspension and dismissal from the College. Penalties are not sequential and may be imposed at the College's discretion.

- **Warning:** A written or verbal notice to a student advising that they are violating or has violated the College rules and may be subject to more severe disciplinary action if the behavior continues. May include a corrective plan of action that must be followed by the student.
- **Probation:** A written notice to a student advising that they have violated the College rules and will be dismissed if corrective action is not taken immediately.
- **Restitution:** Repayment in money or service for damage to or loss of the property of another.
- **Loss of course credit**
- **Suspension:** Exclusion from enrollment as a student for a specified period of time not to exceed one year. During a suspension, a student may not participate in any College activities.
- **Interim Suspension:** Temporary separation of a student from the College to provide reasonable time for fact-finding and decision making in the situation.
- **Dismissal:** Termination of student status for an indefinite period. The conditions of readmission, if such is to be permitted, will be stated in a letter of dismissal.

# Reporting and Review Procedure; Right of Removal

## Level 1

In response to an alleged violation of any provision of this Policy, a faculty or staff member, within three (3) business days of becoming aware of the suspected violation, will investigate the allegation and meet with the involved student(s) individually to outline the allegation, allow the student(s) to provide their understanding of the incident(s), and discuss potential sanctions.

Within three (3) business days of meeting with the involved student(s) the faculty/staff member will document the allegation, subsequent investigation, and student meeting, including potential sanctions discussed, in a written report. The written report will be sent to the involved student(s) as well as to the Dean of Academic Affairs and will constitute a written warning. A copy of the report should also be sent to the Dean of Student Affairs.

Notwithstanding such reporting obligation, the faculty or staff member shall have the immediate right, where reasonably necessary in their discretion to preserve an appropriate learning environment and/or to protect the health and safety of the student or of others, to remove such student from the academic environment, from a clinical setting, or from any other College-related activity or function.

## Level 2

The involved student(s) may file a written appeal of the Level 1 decision within five (5) business days of the written report being communicated. The appeal should be sent to the Dean of Academic Affairs and should include the Level 1 written report. Upon receipt of the written appeal, the Dean of Academic Affairs, will review documentation related to the situation and meet with the involved parties to determine the appropriate sanction, if any, to be implemented. No later than five (5) business days from the receipt of the appeal, the Dean of Academic Affairs will send a letter to the student(s) of their decision. A copy of the letter will also be sent to the Dean of Student Affairs.

## Level 3

The involved student(s) may file a written appeal of the decision of the Dean of Academic Affairs and any sanctions applied within five (5) business days of the written letter being communicated. The appeal should be sent to the Dean of Student Affairs and should include the written report from Level 1 and the letter from the Dean of Academic Affairs. The Dean of Student Affairs will review all documentation related to the situation and meet with the involved parties. No later than ten (10) business days from receipt of the appeal, the Dean of Student Affairs will send a letter to the student(s) of their decision. This decision is final and may not be appealed. The letter is entered into the student's official record and retained according to the records retention policy.

Decision standard — Decisions made under this policy are determined on a preponderance of the evidence. A preponderance of the evidence is evidence that shows the fact sought to be proved is more probable than not.

Retaliation — SCHS has zero tolerance for retaliation against any individual who reports a suspected violation of any provision of this Policy in good faith. Incidents of retaliation violate this Policy and will be subject to disciplinary action.

# Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act affords students certain rights concerning their education records:

## Inspection and Review of Education Records

A student may submit a written request to the Office of Records & Registration identifying as precisely as possible the record(s) the student wishes to inspect. Records will be made available for review in a timely manner, not to exceed 45 days after the request has been received. The Office of Records & Registration will inform the student when and where the records may be inspected.

## Amendment of Education Records

If a student believes their record is inaccurate, misleading, or violates their rights and privacy, the student may submit a written request to the College official responsible for the record requesting an amendment to the record. The student must identify the part of the record they want changed and why it is inaccurate, misleading or violates the student's rights and privacy. If the request for amendment is denied, the student may request a hearing to challenge the contents of the record on the grounds that the record is inaccurate, misleading, or violates the student's rights.

## Consent to Disclosure of Personally Identifiable Information Contained in the Student's Education Records

Education records other than directory information shall not be released without prior written consent of the student except as is authorized by the Family Educational Rights and Privacy Act. No "personally identifiable" information from the student's record will be disclosed without written consent, except where consent is not required. An exception which allows disclosure without consent is a disclosure to College officials with legitimate educational interests. A College

official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. A College official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another College official in performing their tasks. Other typical exceptions include:

- Authorized representatives of the U.S. Department of Education, Office of Inspector General, or state and local education authorities.
- The Department of Homeland Security (DHS); Immigration and Customs Enforcement (ICE) for the purpose of complying with Request Form ICE relative to the College's participation in The Student Exchange Visitor Information System (SEVIS).
- Military Recruiters who request Student Recruiting Information (Solomon Amendment), which includes name, address, telephone listing, age (or birth year), class level, major, degrees received and most recent educational institution of enrollment (some conditions exist).
- Authorized representatives of the Department of Veterans Affairs for student receiving educational assistance from the agency.
- Parents, if the student is a dependent of the parent as defined by the Internal Revenue Service.
- Compliance with a court order or subpoena.
- Compliance with state or federal laws mandating notification to certain individuals of the final result in disciplinary proceedings.
- Accrediting organizations to carry out their accrediting function.
- Appropriate officials if a health or safety emergency exists and the information will assist in resolving the emergency.
- Organizations conducting studies/audits concerning administration of student aid programs
- Agents acting on behalf of SCHS such as ClearingHouses and degree/enrollment verifiers

## Directory Information

The College designates the following items as directory information: Student name, address, valid email address, major field of study, past and present participation in officially recognized activities, dates of attendance (past and present), honors and awards (including Honors List), degrees conferred (including dates), most recent previous institutions attended, and enrollment status. The College may disclose any of the directory information items without prior written consent, unless notified in writing by the student at the beginning of each semester.

## File a complaint with the U.S. Department of Education concerning alleged failure by the College to comply with this Act

### Student Privacy Policy Office

**U.S. Department of Education 400 Maryland Avenue, SW  
Washington, D.C. 20202-5920**

**Phone: 1-800-USA-LEARN (1-800-872-5327)**

**Web: [www.ed.gov/policy/gen/guid/fpco/index.html](http://www.ed.gov/policy/gen/guid/fpco/index.html)**

Please refer to the College's website for the complete Family Educational Rights and Privacy Act (FERPA) policy.

Students may update or change their FERPA settings in the student portal CampusNexus® the College's Student Information System. To do this, go to: <https://www.schs.edu/quicklinks>, student portal, user name is firstname\_ lastname, click on My Profile and then MY FERPA.

NOTE: If a student believes the College has not fulfilled its obligations under FERPA regulations, the student should feel free to contact the Dean of Student Services at 804-627-5327.

## Parental Notification

Parents of tax-dependent students may be notified when a student is placed on probation or suspension. Parents may also be notified if certain policies and procedures are violated. Documentation of tax dependent students is required on an annual basis.

## Drug-Free Environment

SCHS is committed to providing a healthy and drug-free environment that protects the safety and welfare of its students and employees. The unauthorized manufacture, possession, consumption, distribution or being “under the influence” of alcohol or illegal drugs in the educational facility, on medical center-owned premises or at College-sponsored functions is strictly prohibited. For additional information, reference Policy ADM 9.09 Student Drug and Substance Abuse.

## StudentLife (Student Assistance/ Wellness Program)

StudentLife is a student support program that is free, confidential and provides professional consultation and referral assistance with a wide spectrum of school, work, family, and personal issues. Students can access live and recorded webinars for time and financial management, relationship and social success and making healthy choices, among others. Additional resources include but are not limited to legal consultation with an attorney, financial and debt consultation, child and elder care guidance and educational resources. As the needs of our students evolve, so does our commitment to your wellbeing.

Students can use StudentLife anytime 24 hours a day, 7 days a week by:

- Calling toll free to 1-855-695-2818; or
- Visiting [www.studentlifeservices.com](http://www.studentlifeservices.com) using BSMHSTUDENT as the password

## Children/Pets in the Academic Setting

The College is an institution of higher learning and as such, the environment is not always well suited for children or pets. Children are permitted on College facilities for social events or brief visits. Children must always be accompanied by an adult and the adult must be mindful of any distractions this may cause others while at the College. Children are not permitted to be in the classroom or practicum setting. Pets, except for documented service animals, are not permitted in any College facility. For additional information, reference Policy ADM 1.02 Children and Pets in the Academic Setting.

## News Outlets — Social Media Platforms

SCHS policy provides students with expectations and requirements for participation in any media, including news outlets that include but are not limited to television, radio, print, online news sources and social media networks and platforms. For additional information, reference Policy ADM 3.04 Media Policy: News Outlets and Social Media Platforms.

# Chapter 3

## Registration, Progression and Graduation

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# Add/Drop/Withdrawal from a Course

The Add/Drop Period begins on the first day of the semester as indicated on the College's Academic Calendar and continues until midnight, 10 calendar days after the first day of the semester. A student may add or drop courses during the Add/Drop Period through the College's Student Information System. Courses dropped during the Add/Drop Period are removed from the student's schedule and are not reflected on the transcript, and do not result in charges for Tuition and Fees as further described in Policy ADM 5.01 Financial Refunds.

Once the Add/Drop Period has ended, a student can initiate withdrawal from a course by completing the College withdrawal form, to be submitted to the Director of Records and Registration. A student is allowed to receive a grade of "W" (Withdraw) one time in each course after the add/drop period but prior to the completion of 60% of the semester or session as indicated on the academic calendar. There is not a maximum to the number of courses a student may withdraw from per semester or session; however, two semesters or sessions is the maximum a student can receive a grade or grades of "W" while enrolled in the program. A grade of "W" (Withdraw) is not calculated in the GPA; however, it is calculated in credits attempted as described in the ADM 2.06 Satisfactory Academic Progress policy. If a student is withdrawn from a course due to lack of attendance as described in Policy ADM 2.08 College Attendance, this will count towards one of the above withdrawal stipulations.

A student with extenuating or mitigating circumstances may request to withdraw from all courses by submitting a written request with supporting documentation to the Director of Records and Registration. If approved, the student will receive a grade of "WA" (Administrative Withdraw) as described in the ACA 3.06 College Grading System policy. A grade of "WA" is not calculated in the GPA; however, it is calculated in credits attempted as described in the ADM 2.06 Satisfactory Academic Progress policy. Administrative withdraws are not counted in the maximum number of withdraws noted above. For additional information, reference Policy ADM 3.08 Add/Drop/Withdrawal from a course.

## Transfer of Program Credits

SCHS may accept transfer credit for a course or courses completed at other postsecondary institutions when they are comparable in scope and content to the scope and content of the SCHS programs own course work. The acceptance of credit for transfer is primarily based on the competencies achieved by the student in previously completed course

work and whether the competencies reasonably align with the course work of the SCHS program. **A student must complete a minimum of 30% of their coursework at SCHS to be granted a degree.**

Accreditation of the institution, organization, or program from which the student is requesting transfer of credit may be a consideration for credit transfer decisions; however, accreditation status will not be the sole basis for accepting or denying credit for transfer. In evaluating credit for transfer, SCHS will:

1. Establish and publish appropriate criteria for the acceptance of transfer credits including, but not limited to currency, comparability, relevancy to degree/program, calculation of credit (i.e. clock hours to semester or quarter hours), and grade earned for the course or courses to be transferred.
2. Apply a systematic, consistent process when determining whether to accept credits earned at other institutions.
3. Document in the student's permanent record the basis on which the transfer of credit was accepted and identification of the institution from which the credit was transferred.

## College Level Examination Program (CLEP)

The College-Level Examination Program (CLEP) allows individuals who have acquired knowledge outside the usual educational settings through independent or prior study, on the job training, or cultural pursuits to show they have learned college-level material in order to bypass certain college courses. Doing well on a CLEP exam can earn the same amount of credit that would be received if a college course had been completed and passed. CLEP offers 33 exams in five subject areas, covering material taught in courses that may generally be taken in the first two years of college. By passing a CLEP exam, a student can earn 3 to 12 college credits. Each institution determines the exams for which it will award credits, the minimum qualifying score required to get credit, and the amount of credits that will be granted per exam. SCHS awards college credit to students who score satisfactorily on the CLEP. The maximum number of semester credit awarded to a student for CLEP General Examinations are as follows: 21 credits for nursing, 36 credits for radiation sciences, and nine credits for sonography. These hours are transfer credits and will not be computed in the student's SCHS grade point average. SCHS does not administer CLEP exams. Students seeking locations, testing dates and times, and registration can be found by visiting



www.collegeboard.org/clep. It is the responsibility of the student to request official transcripts from CLEP to be sent to the Office of Records and Registration at SCHS to be evaluated by college officials. SCHS will allow credit for scores on the CLEP general examinations as follows:

EXAMINATION TITLE	MINIMUM SCORE	SCHS EQUIVALENT	HOURS AWARDED
Biology	50	BIO 101/102	3
Chemistry	50	CHM 101/102	3
College Composition Modular	50	ENGL 101	3
History of the U.S. I: Early Colonization to 1877	50	HIST 201	3
History of the U.S. II: 1865 to Present	50	HIST 202	3
Western Civilization I: Ancient Near East to 1648	50	HIST 101	3
Western Civilization II: 1648 to present	50	HIST 102	3
Humanities	50		3
College Algebra	50	MTH 101	3
Psychology, Introductory	50	PSY 201 or PSY 210	3
Human Growth and Development	50	PSY 250	3
Sociology, Introductory	50	SOC 201	3

## Advanced Placement (AP)

SCHS recognizes the Advanced Placement (AP) of the College Entrance Examination Board as a legitimate means of acquiring college credit for qualified students who have completed college-level courses while enrolled in an accredited secondary school. It is the responsibility of the student to see that official transcripts from the Advanced Placement Program of the College Board be sent to SCHS to be evaluated by the College officials. These hours are transfer credits and will not be computed in the student's SCHS grade point average. SCHS will allow credit for scores on the AP general examinations as follows:

EXAMINATION TITLE	MINIMUM SCORE	SCHS EQUIVALENT	HOURS AWARDED
Biology	50	BIO 101/101L	4
Chemistry	50	CHM 101/101L	4
Computer Science A	50	CSCI 211	3
English Language & Composition	50	ENGL 101	3
European History	50	HIST 101/102	6
U.S. History	50	HIST 201/202	6
Physics B	50	PHYS 101	3
Psychology	50	PSY 201	3
Statistics	50	MTH 217	3

# Academic Progression

A student who is enrolled at SCHS is in good academic standing until such time as the student is placed on academic warning or dismissed from the College. A student is placed on academic warning when the student's cumulative GPA falls below 2.0 at the conclusion in any semester of attendance. A student remains on academic warning for one semester of attendance, at the end of which time the student must obtain a minimum cumulative GPA of 2.0. Failure to achieve this GPA results in academic dismissal.

A student is academically dismissed from the College for any of the following reasons:

- Failure to achieve a 2.0 cumulative GPA while on academic warning.
- Two course failures (grade D or F).
- Any two course withdrawals (grade W).
  - Imaging Programs: Withdrawing from all courses within a semester will be counted as one withdrawal on student academic record.
- Any one course failure and any one course withdrawal.
- Failure to complete the enrolled program within the maximum timeframe.

A student who is academically dismissed is not eligible for readmission to the program. For additional information, reference Policy ACA 2.02 Academic Progression.

# Standard Period of Non-Enrollment or Permanent Resignation from the College

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 Standard Period of Non-Enrollment (SPN). For additional information, reference Policy ADM 3.07 Leave of Absence or Permanent Resignation from the College.

# Commencement

Commencement is held twice a year at the close of the spring and summer semesters. Students may participate in Commencement if they have fulfilled all administrative responsibilities and are expected to complete all degree requirements in the semester for which they have applied to graduate. Official academic regalia is required to participate in Commencement. Stoles not issued by the College may not have any messaging. All students should reference Policy ADM 3.12 Degree and Commencement Requirements for additional information.

# Transcripts

SCHS maintains a permanent electronic record, the transcript, of a student's academic history of courses that are part of the College curriculum. In accordance with the Federal Family Educational Rights and Privacy Act (FERPA) of 1974 as amended, transcripts cannot be released without the student's written consent. Official transcripts are ordered electronically through PARCHMENT®. The College does not fax or email transcripts to individuals or institutions due to FERPA security issues. Transcripts cannot be issued until all obligations to the College have been fulfilled.

Transcripts are maintained by the Office of Records & Registration electronically in our Student Information System, and are accessible in the SIS, Campus Nexus. Once the student graduates the records are maintained by an off-site secure record storage facility or scanned into our secure electronic software. Student records are kept indefinitely.

An official copy of a transcript must be signed. Official transcripts are often required when applying to another college or university.

An unofficial copy of a transcript is not signed. These are often used for students' personal records.

Parchment ([www.parchment.com](http://www.parchment.com)) provides electronic transcript service to our students and alumni.

The student/alumnus opens an account with Parchment and makes the request for a transcript. The Office of Records & Registration receives the request and will upload the official transcript to the Parchment site. The transcript is delivered in 2 to 4 business days to the student/alumnus requested destination.

Only College transcripts may be requested or released. Transcripts and documents from other institutions are the property of the College and, as such, are under the control of

the Office of Records & Registration. Under federal policy, a student has the right to view the documents in his or her file; the College is not required to provide (or allow the making of) copies of these documents. Transcripts submitted to the College for admission or credit transfer become the property of the College and cannot be returned to the student or forwarded to other institutions.

Courses taken prior to admission to the College and accepted for transfer credit appear on the transcript as transfer courses.

The College accepts electronically transmitted transcripts provided they are certified by the sending institution's authorized delivery agent. Electronic transcripts are received by the Office of Records & Registration. The College has the right to refuse electronic transcripts or may request additional information if there is a question about the authenticity of the document. Transcripts are required from all colleges/universities attended for programs requiring college prerequisites or co-requisites. Official transcripts must be in English, have an embossed seal or signature, sent directly from the awarding institution, and be received by the College unopened prior to the matriculation deadline. For additional information, reference Policy ADM 3.09 Transcripts.

# Chapter 4

## Finance

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# SCHS Finance

The Chief Financial Officer (CFO) is responsible for management and oversight of Student Finance which includes the Business Office (Director of Finance, Bursar and Senior Accountant) and Financial Aid Office (Director of Financial Aid, Financial Aid Specialist and Financial Aid Counselor), in addition to the fiscal operations of SCHS. The Business Office and Financial Aid Office have segregation of duties; however, both are integral parts of the Student Account process. Navigating through the financial aspects of attending SCHS can be complex. The staff in the Business and Financial Aid Offices are available to serve and assist students (and in certain cases parents) throughout the entire SCHS student life cycle. Students are encouraged to reach out to finance staff with questions during operating hours: Monday through Friday 8:30 am – 4:30 pm by face-to-face on-campus appointment, video Zoom conference, email, or phone. All finance staff contact information is provided at the end of this Section.

## Student Accounts

Students have a shared responsibility with respect to Student Accounts. Students are required to read and be familiar with ADM 4.04 Student Accounts policy which is located on the SCHS website under Students - Policies. The finance staff will (primarily) communicate with students electronically through CampusNexus®, SCHS's Student Information System (SIS). Students are responsible for reviewing and responding to student communications in a timely manner. In addition, students should review the "My Finances" information contained in the CampusNexus® – Student Portal on a regular basis.

Student Accounts are comprised of financial transactions for a particular student over the entire time period that a student is enrolled at SCHS. Prior to the completion of the Add/Drop Period, students will reference the Registration Bill, which is the preliminary, anticipated or pending transactions for a particular Semester prior to the final posting to the Student Ledger Card. The Student Ledger Card represents the final posted financial transactions over the entire duration that a student remains enrolled at SCHS. The Student Ledger Card is organized by Semesters. Components of the Registration Bill and Student Ledger Card include: Charges and Discounts, Financial Aid, and payments.

- Charges include Tuition and Fees and other charges assessed by SCHS (such as Uniforms).
- Financial Aid includes any source of financial funding used to offset Charges or Cost of Attendance (COA).
- Payments refer to any paid, posted, or disbursed payment transaction from a student, Third Party Payor or Financial Aid.

## Registration Bill

SCHS Registration Bills are available 30 days prior to the start of each Semester. The Registration Bill includes Charges based on Enrollment Status and (if applicable) Financial Aid and any remitted payments. When reviewing the Registration Bill prior to the start of the Semester, Charges will be in "pending" status and (if applicable) Financial Aid will be in "scheduled" status. It is the student's responsibility to review Registration Bills on the CampusNexus® – Student Portal prior to the start of each Semester to ensure that all anticipated Financial Aid is scheduled. The "Reviewing Your Registration Bill" document can be located on the SCHS website. The Registration Bill is also used to identify the amount, if any, that is due from the student as payment.

## Charges

### Tuition and Fees

SCHS Tuition and Fees are assessed based upon the rates listed in the table below. Tuition represents charges incurred for academic instruction and Fees represents charges for student learning resources, technology, verification services, campus activities, student benefit funds and graduation activities. SCHS's Tuition and Fee structure is consistently applied regardless of in-state or out-of-state residency. SCHS reserves the right to make changes to the Tuition and Fee structure as needed. Any such changes will be communicated via email and announcements in Campus Nexus – Student Portal.

## 2022–23 Tuition & Fee Rates

### Radiation Sciences/Diagnostic Medical Sonography Programs

\$240.00 Tuition (per credit hour)

\$ 90.00 Fee (per credit hour)

### Nursing Program

\$270.00 Tuition (per credit hour)

\$ 90.00 Fee (per credit hour)

There are certain costs that students will incur that are not assessed within the SCHS Tuition and Fee structure. These other costs are included in Cost of Attendance (COA). COA is the anticipated cost that a student may incur during an Academic Year to attend SCHS. COA includes costs for Tuition and Fees, uniforms, CPR certification, room and board, books and supplies, travel and personal costs. Students should budget for these additional costs included in COA, even though they are not directly assessed by SCHS.

- Books and school supplies
- Other academic program related supplies including, but not limited to, shoes, stethoscope and watch with second hand
- Background check
- Transportation
- Academic program technology requirements\*
- Licensure examination upon completion of the academic program

\*Student technology requirements are outlined in ADM 10.04 Student Technology Requirements policy

## BSMH /Guild Education Tuition Benefits Program – Direct Billing

BSMH system, as an employer, offers Tuition Benefits for those associates employed in PRN, Part-Time and Full-Time positions through its partnership with Guild Education. BSMH associates, attending SCHS programs have the opportunity to participate in the BSMH Tuition Benefit program, which provides associates with financial funding from BSMH to cover the cost of SCHS Tuition and Fees (less Grants and Scholarship funding), for an eighteen (18) month work commitment at a BSMH facility post-graduation and licensure.

Participation in the BSMH Tuition Benefit Program allows SCHS to directly bill BSMH Human Resources (HR) for eligible Charges, preventing the student from having to remit payment to SCHS “out of pocket.” BSMH Tuition Benefits paid in excess of \$5,250 in any calendar year are subject to tax implications. Full details of the BSMH Tuition Benefit program are further described in BSMH Education Benefit Program policy, which can be located on the BSMH intranet site by clicking on the HR Service Now portal and searching by tuition (or education) benefits. For further information, associates may contact the BSMH Associates Service Center (ASC) by opening an HR Service Now ticket, calling 1-877-692-7780, or by scheduling an appointment with the Financial Aid Counselor.

Students who are participating in the BSMH Tuition Benefits program are required to apply for a Sponsorship Letter each Semester. Sponsorship Letter applications open forty-five (45) calendar days in advance of each Semester. Once the student receives the Sponsorship Letter, it must be submitted to the Bursar’s Office at [SCHSBilling@bshsi.org](mailto:SCHSBilling@bshsi.org) for processing. Once the BSMH Tuition Benefits are scheduled as Financial Aid on the student’s account, the student is responsible for reviewing the information contained on the Registration Bill in advance of each Semester.

## Payments

**Payment of Tuition and Fees is due in full by 12:00 pm on the Friday prior to the start of the semester**

**It is the student’s responsibility to ensure that all payment, or adequate Financial Aid is scheduled, to cover all charges by 12:00pm on the Friday prior to the start of each semester. SCHS does not offer payment plans and no exceptions will be made.**

## Forms of Payment

SCHS accepts personal checks, cashier checks, money orders and credit cards. Personal checks, cashier checks and money orders are to be submitted to the SCHS Bursar / Business Office via drop box located on the SCHS campus or mailed to SCHS Attn: Bursar / Business Office 430 Clairmont Court, Suite 200 Colonial Heights, Virginia 23834. A fee of \$25.00 may be assessed to the Student Account for any check returned due to Non-Sufficient Funds (“NSF”). The preferred payment method is credit card (VISA, MasterCard, American Express and Discover) which can be submitted through the Campus Nexus – Student Portal. Students are encouraged to confirm the transactional and daily limits imposed by their lenders prior to processing payment.

## Past Due Student Accounts

Any positive Student Account balance that results after student payment and/or Financial Aid is applied to Tuition and Fees in excess of \$1.00 at 12:01 p.m. on the Friday prior to the start of the semester is considered past due. Students with a past due Student Account balance will be contacted by the Bursar / Business Office during the Add/Drop Period for resolution.

### During the Add/Drop Period

Students who elect to add courses during the Add/Drop Period are required to remit payment, or have adequate Financial Aid scheduled, to cover the additional charges by 12:00 p.m. on the last day of the Add/Drop Period.

Students who elect to drop courses during the Add/Drop Period are eligible for a Financial Refund of Tuition and Fees in accordance with ADM 5.01 Financial Refund policy.

### After the Add/Drop Period

Students who have a Student Account balance at the end of the Add/Drop Period will be administratively removed from all courses within the current semester, placed on a Bursar / Business Office hold in the SIS and placed on a Standard Period of Non-Enrollment (SPN) by the Registrar on the 11th calendar day of each semester. At the time that the SPN is effectuated within the SIS, the student will be evaluated for a Financial Refund in accordance with ADM 5.01

Financial Refund policy. Once a student is administratively removed from all courses within a semester, the student may not enroll for the duration of the semester.

If, after completion of the Add/Drop Period, a student becomes ineligible for scheduled or disbursed Financial Aid or be subject to a Financial Refund, payment of the resulting positive Student Account balance is due within two (2) business days of the posted transaction. Any positive Student Account balance for a period of sixty (60) calendar days or more, will be submitted to SCHS's external collection agency and may be subject to additional fees and penalties.

## Financial Aid

SCHS offers a wide array of Financial Aid to eligible applicants. The Financial Aid Office staff is dedicated to assisting students secure the most beneficial Financial Aid package. Examples of Financial Aid include, but are not limited to, Title IV Financial Aid, Scholarships, Third Party Payors, etc.

The Financial Aid Office uses awarding principals to determine the best Financial Aid package for the student. At the end of the awarding process, the Financial Aid Office posts the Financial Aid package and publishes the award letter to the to the Campus Nexus – Student Portal for acceptance, denial or revisions by the student.

## FAFSA Submission

Students who intend to utilize any form of Financial Aid including, but not limited to, Title IV Financial Aid are required to submit the Free Application for Federal Student Aid (FAFSA) with the BSMCON school code 012744. For the 2022-23 Academic Year, the FAFSA may be submitted beginning October 1, 2021. Students are strongly encouraged to submit the FAFSA by March 1st for the upcoming Academic Year to prevent delays in Financial Aid packaging and awards.

The Central Processing System (CPS) processes the FAFSA which results in two output documents: (1) Student Aid Report (SAR) which is distributed to the student and (2) Institutional Student Information Record (ISIR) which is distributed to SCHS. Students are responsible for reviewing information contained in the SAR. Any rejects or errors found on the SAR and ISIR must be resolved prior to awarding a complete Financial Aid package including Title IV Financial Aid.

## Financial Aid Awarding Principals

After receipt of the student's ISIR, the Financial Aid Office will determine the student's eligibility for all types of Financial Aid. The Financial Aid Office will determine the best financial package for each student based on a variety of factors

including, but not limited to, ISIR information, eligibility for grants and Scholarships (which are not required to be repaid) and loans (which do require repayment).

The Financial Aid Specialist is available to assist students in determining the best Financial Aid package tailored to meet individual students' needs. Students are strongly encouraged to schedule an appointment with the Financial Aid Specialist to review financial information and to assist students with navigating the complexities and requirements of Financial Aid including, but not limited to, borrowing Federal Direct Loans.

When packaging Financial Aid, any grants and Scholarships, which do not require repayment, will be automatically approved within the SIS. Students who wish to borrow Federal Direct Loans based on the amount needed to cover Tuition and Fees or who elect to borrow less than the annual Federal Direct Loan limits are required to complete the Request to Borrow Less Than Maximum Federal Student Loans form located on the SCHS website. Students who do not elect to submit the Request to Borrow Less Than Maximum Federal Student Loans will be initially packaged for maximum annual loan amounts. Students have the ability to accept or deny (any or all) Financial Aid packages in the Campus Nexus Student Portal. In addition, the Financial Aid Office will communicate when Federal Direct Loans are disbursed to the Student Ledger Card. The Student Loan Notification document also has instructions for students who wish to cancel any, or all, Federal Direct Loans within fourteen (14) days of disbursement.

The Financial Aid Specialist and Financial Aid Office staff are always available to assist students with Financial Aid questions, comments or concerns.

## Title IV Financial Aid

SCHS participates in the following Title IV programs: Federal Pell Grant, and Federal Direct Loans (Subsidized, Unsubsidized and Parent PLUS). Descriptions and definitions of these programs are contained in the Appendix to this Section. SCHS is required to maintain institutional eligibility to participate in Title IV programs. Additionally, SCHS must adhere to administrative capability requirements, general provisions and comply with all requirements contained in Title IV of the Higher Education Act of 1965, as amended (Title IV Regulations). Additional information is contained in ADM 4.01 Federal Financial Aid Program Administration and ADM 4.02 Federal Financial Aid Program policies.

Additionally, students have many responsibilities as participants in Title IV programs. To participate in Title IV programs, students are first required to complete and submit the Free Application for Federal Student Aid (FAFSA) annually. When utilizing Federal Direct Loans, students are required to complete a Master Promissory Note and complete Entrance and Exit counseling per Title IV Regulations.

## Verification

Students who are selected for Verification (by the Department of Education or SCHS Financial Aid Office) are subject to the requirements as further outlined in ADM 4.03 Verification and Conflicting Data policy. In such cases, the Financial Aid Office will notify the student and provide a list of all required documentation to be submitted, student responsibility for correction of information, method for submitting such documentation and consequences for failure to adhere to requirements and/or deadlines within the established time frame. Failure to meet Verification and Conflicting Data requirements will result in the loss of Title IV Financial Aid eligibility. In the event correction(s) to the FAFSA are required and such a correction results in a change to Expected Family Contribution (EFC), the Financial Aid Office will recalculate Title IV Financial Aid eligibility and/or amount of Title IV Financial Aid award based on the revised EFC. In the event the Financial Aid Office identifies conflicting data, resolution is required.

## Scholarships

Students are encouraged to apply for Scholarships while enrolled SCHS. As scholarships become available, students are notified through the Campus Nexus-Student Portal with details on eligibility, application process, and deadlines.

## Alternative/Private Loans

The Financial Aid Office recommends that Alternative/Private Loan options be considered only after all other Financial Aid resources are exhausted, which includes Federal Direct Loans. Upon selection of an Alternative/Private Loan lender, the student is required to inform the Financial Aid Office. The Financial Aid Office does not endorse any lender and encourages students to thoroughly research all alternative lending options. The student is required to submit a Self-Certification Form to lenders. Students can explore Alternative/Private Loans on the web at <http://www.elmselect.com> for more information.

## Third-Party Payors

SCHS participates with several Third-Party payors such as VA529, EdAssist, Veteran Affairs and various employers. SCHS will invoice most Third-Party Payors on the student's behalf and apply the resulting payment to the Student Account. For Invest529 accounts, the student is responsible for requesting funds directly from the Third Party Payor. It is the student's responsibility to contact the Bursar / Business Office, and in cases of Veteran Affairs benefits, the Director of Financial Aid, submit applicable documentation (i.e. voucher), and confirm that the proper Financial Aid award is scheduled thirty (30) calendar days prior to the start of each Semester.

## Veteran Education Benefits

Veterans, active service members, spouses and dependents may use benefits and/or Tuition Assistance programs offered by the Department of Veteran Affairs (VA) or related federal and state agencies. Upon enrollment, the student is responsible for submitting the VA Certificate of Eligibility to SCHS's School Certifying Official (SCO), who is the Director of Financial Aid. The SCO is responsible for completing the enrollment certification on a Semester by Semester basis after the Add/Drop Period is complete. Specific to Chapter 31 or 33 recipients, SCHS will not impose any penalty, including the assessment of late fees, denial of access to classes, libraries or other SCHS facilities, or require any covered individual to borrow additional funding or remit student payment due to the inability to meet financial obligations due to the delayed disbursement funding from the VA.

The Virginia State Approving Agency (SAA), is the approving authority of education and training programs for Virginia. Their office investigates complaints of GI Bill beneficiaries. While most complaints should initially follow the school grievance policy, if the situation cannot be resolved at the school, the beneficiary should contact their office via email at [saa@dvs.virginia.gov](mailto:saa@dvs.virginia.gov).

## Book Advance Program

Per Title IV Regulations, SCHS offers a Book Advance Program in which eligible students who have Title IV Financial Aid scheduled in excess of Charges (Title IV Credit Balance), may receive a cash advance for the purpose of purchasing textbooks and supplies prior to the start of each Semester. The SCHS Financial Aid Office determines the amount of the Book Advance based on academic program requirements and Enrollment Status each academic year. In accordance with Title IV Regulations, Book Advances are issued no earlier than ten (10) calendar days prior to the start of the applicable semester, and no later than seven (7) calendar days after the applicable Semester begins. The Book Advance is considered a financial obligation, is not considered additional funds, and is subject to eligibility requirements, and student responsibilities as further outlined in ADM 4.06 Book Advance policy.

### 2022-23 Book Advance Amounts (per Semester)

TERM OF ENROLLMENT	BOOK ADVANCE AMOUNT
First Semester	\$800
All Other Semesters	\$400



# Satisfactory Academic Progress (SAP) and Title IV Financial Aid

In accordance with Title IV Regulations, students must maintain Satisfactory Academic Progress (SAP) by meeting certain academic requirements in order to maintain Title IV Financial Aid eligibility. Procedures for the measurement and monitoring of SAP are contained in ADM 2.06 Satisfactory Academic Progress policy. SAP requirements related to Title IV Financial Aid eligibility are more stringent than academic progression standards, which defined in ACA 2.02 Academic Progression policy. As such, a student may fail to meet SAP for Title IV Financial Aid eligibility and continue in “good standing” according to academic progression standards.

SAP is calculated within the SIS consistently for all students for all periods of enrollment at the end of every semester. SAP measures academic progress towards the completion of the academic program in both qualitative and quantitative components.

## Qualitative Progress — Cumulative Minimum GPA

Students must maintain a Cumulative Minimum GPA of 2.0, equivalent to a “C”.

## Quantitative Progress (Maximum Time Frame)

Students are required to complete their academic program within a reasonable time frame based upon the published program length.

- **Maximum Time Frame** — Students must complete the academic program within 150% of the published program length, as measured in credit hours. SCHS's Maximum Time Frame per academic program is listed in the table below. The Maximum Time Frame allowable is reached when (1) the maximum number of Credits Attempted is equal to the Maximum Timeframe (as measured in credit hours) or (2) when it becomes mathematically impossible to complete the program within 150% of the Maximum Time Frame, whichever is sooner.

	TOTAL PROGRAM CREDIT HOURS	X 150%	MAXIMUM TIMEFRAME AS MEASURED IN CREDIT HOURS
Nursing	72 credits	150%	108 credits
Radiation Science	83 credits	150%	124 credits
Diagnostic Medical Imaging	67 credits	150%	100 credits

- **Pace of Completion** — represents the rate of progress (pace) at which students must advance through their academic program to ensure program completion within the Maximum Time Frame. Students must maintain a percentage of no less than 67% when dividing cumulative Credits Earned by cumulative Credits Attempted during all terms of enrollment. For the purposes of calculating SAP, all Credits Attempted are included, regardless of Title IV Financial Aid utilization during the term of enrollment.

## Impacts to SAP

The table below identifies how certain credits, course work and/or grades impact the student's Cumulative GPA (Qualitative Progress) and Maximum Time Frame (Quantitative Progress). Related policies as outlined in the Appendix of this Section should be referenced in conjunction with the table below. In the event a grade change is effectuated within the SIS after the SAP calculation is performed for the applicable semester, SAP will be recalculated.

SAP IMPACT	GPA	CREDITS EARNED	CREDITS ATTEMPTED
Transfer Credit	Not included	Included	Included
Incomplete Grade ("I")	Not included*	Not included*	Included
Failing Grades ("D" or "F")	Included	Not included	Included
Other Non-Punitive Grades ("W", "WA")	Not included	Not included	Included
Repeated/Remedial Course Work	Included	Included**	Included
Proficiency Credit (NLN, CLEP, etc.)	Not included	Included	Included
Non-Credit Course Work (audit)	Not included	Not included	Not included
Readmission	Included	Included	Included

\* Not included until completion grade is received. Then SAP is recalculated.

\*\* Included upon receiving a grade of "C" or better.

## Failure to Meet SAP Requirements

Students who fail to meet SAP requirements, either Quantitative or Qualitative Progress, will be notified electronically via the SIS. In such an event, the communication will include Financial Aid Status and any impact to Title IV Financial Aid eligibility.

### Financial Aid Statuses

- **Financial Aid Warning** — is assigned to students who fail to meet SAP requirements upon completion of a Semester for the subsequent Semester, not to exceed one term of enrollment. Students placed on Financial Aid Warning will continue to be eligible for Title IV Financial Aid during this one (1) Semester.
- **Financial Aid Suspension** — is assigned to students who have been placed on Financial Aid Warning and fail to meet SAP requirements in the subsequent Semester, thus failure to meet SAP requirements for two consecutive terms of enrollment. Students placed on Financial Aid Suspension are no longer eligible to receive Title IV Financial Aid. However, students regain Title IV Financial Aid eligibility once SAP requirements are achieved.
- **Financial Aid Probation** — is assigned to students who have submitted a Financial Aid Appeal and the Student Financial Aid Appeal Committee has rendered a decision to approve the appeal and reinstate the student's Title IV Financial Aid eligibility for one (1) Semester.

## Financial Aid Appeal

Students who are placed on Financial Aid Suspension due to failure to meet SAP requirements and who have extenuating circumstances affecting their ability to meet such requirements may appeal their Financial Aid Status one (1) time during the Semester in which the student is (or remains) on Financial Aid Suspension. Procedures, timelines and documentation requirements for submitting a Financial Aid Appeal are contained in Section E of ADM 2.06 Satisfactory Academic Progress policy.

- **Appeal Denied** — If the Financial Aid Appeal is denied, the student remains on Financial Aid Suspension and is not eligible to receive Title IV Financial Aid until SAP requirements are achieved.
- **Appeal Approved** — If the Financial Aid Appeal is approved, the student is placed on Financial Aid Probation status and is eligible to receive Title IV Financial Aid for the remainder of the Semester. Upon completion of the Semester, the student must meet SAP requirements to be eligible to receive Title IV Financial Aid. If, upon completion of the Semester, the student does not meet SAP requirements, the student is placed on Financial Aid Suspension until SAP requirements are met or a successful Financial Aid Appeal decision is rendered.

# Financial Refunds

SCHS provides Financial Refunds to students, which occur in a variety of scenarios. Most Financial Refunds are processed within forty-five (45) calendar days of the occurrence, except for certain Title IV financial aid scenarios, which may occur sooner. The full scope of Financial Refund scenarios and information is contained in ADM 5.01 Financial Refund policy.

## Enrollment Cancellation

In accordance with § 23.1-215 B of the Code of Virginia, an applicant who provides written notice of cancellation of enrollment within three (3) business days, excluding weekends and holidays, of executing the Enrollment Agreement is entitled to a Financial Refund of all monies paid, less the non-refundable \$70 application fee.

A request for enrollment cancellation more than three (3) business days after executing the Enrollment Agreement and making an initial payment, but prior to the first day of semester in which the student is enrolled will result in a Financial Refund of all monies paid, less a maximum fee of 15% of charges indicated on the Registration Bill or \$100, whichever is less.

## Student Overpayment

In the event a student remits payment (self-pay) in excess of charges of Tuition and Fees in a specific semester, a Financial Refund will be processed unless the student authorizes SCCHS to hold the credit balance and apply it to future charges in a subsequent semester.

## Withdrawal or Permanent Resignation

In the event that a student withdraws from a (or all) course(s), is approved for a Standard Period of Non-Enrollment (SPN) or permanently resigns from SCCHS after completion of the Add/Drop Period, but prior to sixty (60) percent completion of the semester, a Financial Refund of SCCHS Tuition and Fees (Charges) will be made in accordance with the SCCHS Charges Refund Schedule, as outlined below.

The percentage of semester completed is calculated by taking the number of completed calendar days up to and including the Date of Determination (DOD) divided by the total number of calendar days in the semester, less any scheduled breaks of five (5) or more consecutive days. In such events, students must comply with the requirements of ADM 3.07 Leave of Absence or Permanent Resignation from the College and/ or ADM 3.08 Add/Drop/Withdrawal from a Course policies.

# SCCHS Charges Refund Schedule

PROPORTION OF SEMESTER COMPLETED AS OF THE DATE OF DETERMINATION ("DOD")	% OF TUITION AND FEES TO REFUND
Less than 10%	90% refund
10% up to but not including 20%	80% refund
20% up to but not including 30%	60% refund
30% up to but not including 40%	40% refund
40% up to but not including 60%	20% refund
More than 60%	No refund

## Title IV Financial Aid

### Title IV Credit Balances

Title IV Credit Balances are created when a student receives Title IV Financial Aid in excess of SCCHS Charges, thus creating a negative student account balance. A refund of Title IV Credit Balance, typically referred to as a Stipend, is processed as payment back to the student (or parent) within fourteen (14) calendar days of occurrence (i.e. the date that the Title IV financial aid funds were disbursed to the student account and applied to posted charges), in accordance with Federal Regulations. A student (or parent) may authorize SCCHS to retain a Title IV Credit Balance and apply the credit balance to a future semester within the same academic year. In such cases, a Title IV Credit Balance Authorization form must be submitted to the Bursar / Business Office prior to the start of each semester, as applicable.

A parent is the borrower under the Federal Direct Parent PLUS Loan program. As such any Title IV Credit Balance from a Federal Direct Parent PLUS Loan will be remitted to the parent, unless the parent authorizes SCCHS to apply the credit balance to a future semester within the same academic year or authorizes SCCHS to remit payment to the student. In either situation, a Title IV Credit Balance Authorization form must be submitted to the Business Office prior to the start of each semester, as applicable. The Title IV Credit Balance Authorization form is published on the SCCHS website under Financial Aid.

### Return of Title IV ("R2T4")

In certain cases of withdraw, if the student is eligible to receive, or has received, Title IV Financial Aid, a Return to Title IV ("R2T4") calculation must be performed in accordance with Federal Regulations to determine the amount of Title IV Financial Aid the student has earned and when applicable, the amount of Title IV Financial Aid that must be returned to the Department of Education ("ED"). Title IV funds are earned in direct proportion to the length of time that a student remains enrolled. Up through the 60% point during the period of enrollment (Semester) a pro-rata schedule is used to determine the amount of Title IV Financial Aid that the student has earned. Once 60% of the period of enrollment (Semester) is complete, 100% of Title IV Financial Aid is earned by the student and is not required

to be returned. Within thirty (30) calendar days of the Date of Determination, the Financial Aid Director is required to complete the Treatment of Title IV Funds When a Student Withdraws from a Credit-Hour Program (“R2T4 Calculation”) worksheet, which identifies any Title IV funds that SCHS and/or the student is responsible for returning to the ED. In the event that Title IV funds are required to be returned, the R2T4 will be processed within forty-five (45) calendar days of the Date of Determination.

R2T4 Refunds are made in the following order

- Federal Direct Unsubsidized Loans
- Federal Direct Subsidized Loans
- Federal Direct Parent PLUS Loans
- Federal Pell Grant

## Third Party Payors

In the event that SCHS has a written agreement with a Third Party Payor in which SCHS invoices the Third Party Payor directly on behalf of the student and the student subsequently withdraws from a course(s) or permanently resigns from SCHS, SCHS will process any related Financial Refunds to the Third Party Payor by the terms contained in the agreement.

## 1098-T Tuition Statement

The Form 1098-T is a statement that colleges and universities are required to issue to students who have reportable transactions within a calendar year. Students use the information contained in the 1098-T Tuition Statements to determine eligibility for certain Education Credits when preparing their annual tax return. Form 1098-T statements will be available to students electronically through the Campus Nexus-Student Portal, or mailed, no later than January 31 each year. For questions regarding Form 1098-T statements, please contact the Business Office or CFO.

### Timeline of Events

1st Semester in the Program (New Students)	
Schedule a Financial Aid Counseling session with the Financial Aid Specialist	60 days prior to start of semester
BSMH Associates only participating in BSMH Tuition Benefits program, apply for Sponsorship Letter on BSMH Guild Education platform	45 days prior to start of semester
BSMH Associates only participating in BSMH Tuition Benefits program, submit Sponsorship Letter to the Bursar/Business Office	30 days prior to start of semester
Submit W-9 and Direct Deposit Form to Bursar/Business Office	30 days prior to start of semester
Submit FERPA Release (if required)	30 days prior to start of semester
Each Semester in the Program	
BSMH Associates only participating in BSMH Tuition Benefits program, apply for Sponsorship Letter on BSMH Guild Education platform	45 days prior to start of Semester
BSMH Associates only participating in BSMH Tuition Benefits program, submit Sponsorship Letter to the Bursar/Business Office	30–45 days prior to start of the Semester
Submit Third Party Payor information to Bursar/Business Office (if applicable)	30 days prior to start of semester
Review Registration Bill — charges and anticipated Financial Aid	30 days prior to start of semester
Submit Title IV Credit Balance Authorization form (if applicable)	30 days prior to start of semester
Student Payment Due	12:00pm Friday prior to first day of semester
Charges are posted to Student Account (from pending)	11 days after start of semester
Students are “dropped” from course(s) due to lack of attendance or past due student account balance	5:01pm last day of Add/Drop
Third Party Payors are invoiced by Bursar/Business Office	11–14 days after start of semester
Title IV Financial Aid is posted to student account	14–21 days after start of semester
Stipend/Refund processing	14 days after Title IV Financial Aid disbursement to student ledger card

## Student Checklist

### First Semester Only (New Students)

Schedule Financial Aid Counseling session

Complete Master Promissory Note and Entrance Counseling (for those borrowing Federal Direct Loans)

W9 submission to Bursar / Business Office

Direct Deposit form submission to Bursar / Business Office

BSMH Associates Only

- apply for Sponsorship Letter on BSMH Guild Education platform (if participating in BSMH Tuition Benefits program)

- submit Sponsorship Letter to Bursar / Business Office (if participating in BSMH Tuition Benefits program)

### Each Semester (Continuing Students)

BSMH Associates Only

- apply for Sponsorship Letter on BSMH Guild Education platform (if participating in BSMH Tuition Benefits program)

- submit Sponsorship Letter to Bursar / Business Office (if participating in BSMH Tuition Benefits program)

FAFSA submission to Department of Education

Request to Borrow Less Than Maximum Federal Student Loans Form

Accept Financial Aid awards

Title IV Credit Balance Authorization form (if applicable)

Third Party Payor information submitted to Bursar / Business Office (vouchers)

Verify contact information including name, address and phone number in Campus Nexus

## SCHS Finance Team

The SCSHS Finance team is available to assist students through the financial aid and student accounts process. Students are encouraged to contact the Financial Aid Office for financial aid counseling sessions.

### Contact Information:

#### **Amy Pozza, Chief Financial Officer (CFO)**

Cell: (804) 873-3511

Email: amy\_pozza@bshsi.org

#### **Financial Aid Office**

Email: bsr-confinancial@bshsi.org

#### **Kelley Florian, Director of Financial Aid**

Phone: (804) 627-5350

Email: kelley\_florian@bshsi.org

#### **Helen (Page) Robbins, Financial Aid Specialist**

Phone: (804) 765-6746

Email: helenpage\_robbins@bshsi.org

#### **Business Office**

SCHSBilling@bshsi.org

#### **Faith Taylor, Director of Finance**

Email: Faith\_Taylor@bshsi.org

#### **Margaret McCarter, Bursar**

Phone: (804) 765-5801

Email: Margaret\_Mccarter@bshsi.org

# Definitions

**Academic Year** — the period of time, generally measured as the start of the Fall Semester through the last date of final exams during the Spring Semester.

**Add/Drop Period** — the period of time, generally measured as the start of each semester through 11:59 p.m. on the tenth (10th) calendar day of each semester in which students have the capability to add, or drop, courses from enrollment without financial penalty.

**Book Advance** — is a financial resource (advance payment) provided to eligible students in order to obtain or purchase books and supplies required by the academic program in advance of the applicable semester and prior to disbursement of Title IV Financial Aid. Further information can be obtained in ADM 4.06 Book Advance policy.

**Central Processing System (CPS)** — is the Department of Education's application data processing center. CPS uses student information from the FAFSA processors to calculate the student's official EFC. CPS returns the student's eligibility information to the student via the SAR and to the institution (SCHS) via the ISIR.

**Cost of Attendance (COA)** — is the anticipated cost that a student may incur during an Academic Year to attend SCHS. COA is required by Title IV Regulations and is used to determine a student's eligibility for Title IV Financial Aid. COA typically includes costs for Tuition and Fees, room and board, books, supplies, travel and personal costs. Room and board expenses refer to off-campus living expenses and is based on certain criteria determined by the ISIR, such as if the student lives at home with parents or relatives. Travel expenses refer to vehicle maintenance, insurance, gas, etc. Personal expenses refer to clothing, food, entertainment, and in some cases, dependent care. COA does not reflect the actual Charges that a student will incur. In certain circumstances, Professional Judgement may be exercised in adjusting COA; however, these instances are rare and require additional documentation. 2022-23 COA schedules are published on the SCHS website.

**Credits Attempted** — is the number of credits related to a course for which the student remains enrolled after the Add/Drop period has ended, regardless of completion or success within the course.

**Credits Earned** — is the number of credits related to a course for which the student remained enrolled after the Add/Drop period and completed with a passing grade of "C", "P" or higher.

**Cumulative Grade Point Average (GPA)** — refers to overall GPA which includes dividing the number of quality points earned by Credits Attempted, as further defined in ACA 3.06 College Grading System.

**Enrollment Status** — is indicative of how many credits a student is enrolled in during a semester and is used in calculating Financial Aid awards (when applicable). Full-Time (12+ credits), Three-Quarter Time (9-11 credits), Half-Time (6-8 credits) and Less Than Half-Time (1-5 credits).

**Expected Family Contribution (EFC)** — The student's EFC is calculated by the Central Processing System (CPS) and is located on the student's SAR and SCHS ISIR. EFC is a critical part of determining the student's eligibility for financial aid packaging. EFC is not the amount of money that a family will pay, nor is it the amount of financial aid that a student will receive.

**Federal Direct Loan Program** — offers financial assistance in the form of loans, which must be repaid with interest, to students who meet certain eligibility requirements. The Federal Direct Loan Program is comprised of Federal Direct Subsidized Loans, Federal Direct Unsubsidized Loans and Federal Direct Parent PLUS Loans.

**Federal Direct Parent PLUS Loan** — Parents of dependent students may apply for a Federal Direct Parent PLUS Loan to help pay their child's education expenses as long as certain eligibility requirements are met. Eligibility requirements for Federal Direct Parent PLUS Loans include: (1) the parent borrower must be the student's biological or adoptive parent. In some cases, the student's stepparent may be eligible, (2) the student must be a dependent student who is enrolled at least half-time (6 credit hours per semester), (3) generally a student is considered to be dependent if they are under 24 years of age, has no dependents of their own, is not married, is not a veteran or active duty member of the military, is not a graduate or professional degree student and is not a ward of the court, (4) the parent borrower must not have an adverse credit history (if a parent borrower does not pass the credit check, in certain circumstances additional actions may be taken), (5) student and parent must be U.S. citizens or eligible noncitizens, (6) student and parent must not be in default on any federal education loans, (7) student or parent must not owe an overpayment on a federal education grant and (8) student and parent must meet other general eligibility requirements for the federal student aid programs.

**Federal Direct Subsidized Loan** — is a Need-based loan that provides interest subsidy, in which interest does not accrue on the principal amount of the loan until after the student completes their academic program. The Federal Direct Subsidized Loan is awarded based on Need determined from the ISIR and is subject to grade-level, dependency status, and annual and aggregate loan limit requirements. Students must be enrolled at least half-time (6 credit hours per semester) to be eligible for a Federal Direct Subsidized Loan. Academic Year 2022-23 Annual and Aggregate Federal Direct Subsidized and Unsubsidized Loan Limits are provided in the table below.

**Federal Direct Unsubsidized Loan** — is not based on Need. Interest begins accruing on a Federal Direct Unsubsidized Loan once the loan is disbursed to the student. Federal Direct Unsubsidized Loans are subject to grade-level, dependency status, and annual and aggregate loan limit requirements. Students must be enrolled at least half-time (6 credit hours per semester) to be eligible to receive a Federal Direct Unsubsidized Loan.

**Federal Pell Grant** — is a grant that provides Need-based grants to low-income undergraduate and certain postbaccalaureate students to promote access to postsecondary education. Federal Pell Grants, unlike Federal Direct Loans, do not have to be repaid. Federal Pell Grant award amounts are dependent on the student's EFC, COA, Enrollment Status and whether the student attends for a full academic year or less. The 2022–23 maximum Federal Pell Grant award is \$6,895. Year Round Pell is offered for students who meet eligibility requirements.

**Financial Aid** — any source of financial funding to defer a student's COA. Examples of Financial Aid may include, but are not limited to, Title IV Financial Aid (Federal Pell Grant, Federal Direct Subsidized Loan, Federal Direct Unsubsidized Loan, and Federal Direct Parent PLUS Loan), Scholarships, Third Party Payors, etc.

**Financial Aid Appeal** — is the process by which students who fail to meet any of the SAP requirements and are placed on Financial Aid Suspension may petition the Financial Aid Office for reconsideration of the students' eligibility to access Title IV Financial.

**Financial Aid Probation** — is the status assigned to students who have submitted a Financial Aid Appeal and the Student Financial Aid Appeal Committee has rendered a decision to approve the appeal and reinstate the student's Title IV Financial Aid eligibility for one (1) semester.

**Financial Aid Status** — is a status assigned with respect to students' eligibility to access Title IV Financial Aid. Financial Aid Statuses include Financial Aid Warning, Financial Aid Suspension and Financial Aid Probation.

**Financial Aid Suspension** — is the status assigned to students who have been placed on Financial Aid Warning and fail to meet SAP requirements in the subsequent semester. Students placed on Financial Aid Suspension are not eligible to receive Title IV Financial Aid.

**Financial Aid Warning** — status assigned to a student who does not achieve a cumulative GPA of 2.0 in all coursework or does not complete 67% of all Attempted Credits for a time period not to exceed one semester.

**Financial Refund** — a financial return to students necessitated through a variety of situations. Related policy ADM 5.01 Financial Refund should be reviewed in conjunction with ADM 4.04 Student Accounts.

**Free Application for Federal Student Aid (FAFSA)** — is an application completed by students (and parents) to apply for federal student aid.

**Grade Level** — Grade level is a component of the FAFSA and is directly related to the amount of Federal Direct Subsidized and Unsubsidized Loans that a student can borrow. It is critical that the student submit the correct Grade Level on the FAFSA. Grade levels are based on Academic Classification that includes the number of credit hours completed, including transferred credits. The Academic Classification table is located on pg. 14 of the College Catalog. For Financial Aid purposes a student cannot receive loan awards higher than sophomore grade level.

**Institutional Student Information Record (ISIR)** — is a summary of information from the student's FAFSA submitted to SCHS. ISIRs and SARs contain the same information in different formats.

**Maximum Time Frame** — is the measurement of maximum time, measured in credit hours (credits) that cannot exceed 150% of the published program length. Reference the Maximum Time Frame table included in this section of the College Catalog.

**Need** — Need, sometimes referred to as Financial Need, is determined by Title IV Regulations as a student's COA less EFC. Need is the basis on which many Financial Aid awards are based.

**Semester** — or Payment Period, is the standard measurement of time in higher education used to group weeks of instructional time in the Academic Year. A semester is generally referred to as a period of enrollment and includes fall, spring and summer.

**Student Accounts** — collectively refers to a student specific record of all pending, scheduled or posted financial transactions over the duration of program enrollment. Student Accounts is generally referred to as transactions contained within the Registration Bill (generally pending or anticipated transactions) and Student Ledger Card (posted transactions).

**Student Aid Report (SAR)** — is a federal "output" document sent directly to the student from CPS summarizing a student's application and eligibility status. SARs and ISIRs contain the same information in different formats.

**Student Financial Aid Appeal Committee** — is the committee tasked with reviewing and rendering a decision on a student's Financial Aid Appeal. The committee is comprised of no less than three (3) SCHS (or Richmond Higher Education Institutions) associates, of which no less than two (2) must be SCHS (or Richmond Higher Education Institutions) Financial Aid Office associates. The remaining associates are selected by the Director of Financial Aid.

**Title IV Credit Balance** — is created when the amount of Title IV Financial Aid disbursed to a Student Account exceeds charges for Tuition and Fees (or other allowable charges) during a specific semester.

**Title IV Financial Aid** — is federal financial aid authorized by Title IV of the Higher Education Act of 1965, as amended. Title IV Financial Aid programs that SCHS participates in includes: Federal Pell Grant and Federal Direct Loans (Subsidized, Unsubsidized and Parent PLUS).

**Title IV Regulations** — Title IV Financial Aid is subject to federal regulations contained in Title IV of the Higher Education Act of 1965, as amended. Specific federal regulations to Title IV Financial Aid are generally found in 34 CFR 668-690.

**Tuition and Fees** — charges incurred for academic instruction (Tuition) and other fees related to student learning resources, technology, verification services, campus activities, student benefit funds and graduation activities (Fees).

**Verification** — Verification is a process in which the Department of Education or SCHS can select certain students to complete additional verification of information or certify accuracy of FAFSA information. SCHS’s verification procedures are further defined in ADM 4.03 Financial Aid Verification and Conflicting Data policy.

## Annual Federal Direct Loan Limits

DEPENDENT STUDENTS (EXCLUDING STUDENTS WHOSE PARENTS CANNOT OBTAIN A FEDERAL DIRECT PARENT PLUS LOAN)	ANNUAL BASE AMOUNT MAY BE ALL SUBSIDIZED, ALL UNSUBSIDIZED OR A COMBINATION OF BOTH	ANNUAL UNSUBSIDIZED AMOUNT, ABOVE BASE AMOUNT	ANNUAL LOAN LIMIT
GL 1: Freshman undergraduate (0-29 credits)	\$3,500	\$2,000	\$5,500
GL 2: Sophomore undergraduate (30+ credits)	\$4,500	\$2,000	\$6,500
INDEPENDENT STUDENTS (AND DEPENDENT STUDENTS WHOSE PARENTS CANNOT OBTAIN A FEDERAL DIRECT PARENT PLUS LOAN)	ANNUAL BASE AMOUNT MAY BE ALL SUBSIDIZED, ALL UNSUBSIDIZED OR A COMBINATION OF BOTH	ANNUAL UNSUBSIDIZED AMOUNT, ABOVE BASE AMOUNT	ANNUAL LOAN LIMIT
GL 1: Freshman undergraduate (0-29 credits)	\$3,500	\$6,000	\$9,500
GL 2: Sophomore undergraduate (30+ credits)	\$4,500	\$6,000	\$10,500

## Aggregate Federal Direct Loan Limits

	FEDERAL DIRECT SUBSIDIZED LOANS	FEDERAL DIRECT COMBINED LOANS (SUBSIDIZED & UNSUBSIDIZED)
Dependent Students <i>(excluding students whose parents cannot obtain a Federal Direct Parent PLUS Loan)</i>	\$23,000	\$31,000
Independent Students <i>(and Dependent students whose parents cannot obtain a Federal Direct Parent PLUS Loan)</i>	\$23,000	\$57,500



# Scholarships

## Lettie Pate Whitehead Foundation Scholarship:

The Lettie Pate Whitehead Foundation is a need-based charity dedicated to the support of Christian women in nine southeastern states. Eligible students must be female; embrace a Christian faith and reside in one of the following Southern states: Alabama, Florida, Georgia, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, and Virginia.

## Jeans for Joan:

In honor of Joan Brooker Pollard, Librarian with The Pollard library (formerly known as the Southside Regional Center Medical Library) at Southside College of Health Sciences from 1985 until her passing in 2021.

### Criteria

This scholarship will be awarded twice a year (spring semester graduate and summer semester graduate). The scholarship amount will be based on the amount in the fund at the time of awarding. The scholarship will be awarded to an applicant that meets all the following eligibility requirements.

#### Eligibility Requirements:

1. Applicants must be in their next to last semester of their program for payment towards their last semester (DMS 3rd semester, RAD 4th Semester, NURS 4th Semester).
2. Applicants must complete and provide proof of two community services while enrolled at SCHS.
3. Applicants must complete and submit an essay.
4. Programmatic cumulative grade point average (GPA) will be considered.
5. Recommendations from program director, faculty, and clinical preceptors will be considered.

#### Essay Specifications:

Two pages typed following APA guidelines

The essay must describe the following:

1. What important knowledge have you gained specific to your nursing/radiologic technology/sonography program.
2. A clinical experience that has allowed you to utilize the knowledge you have gained from your program.
3. Community service projects of your choosing, how it relates to your profession and what you gained from it.

## The Virginia Omega Chapter of Lambda Nu Student Scholarship:

may be awarded to an applicant that meets all the following eligibility requirements. This scholarship will go to financial aid to be awarded towards spring semester tuition.

#### Eligibility Requirements:

1. Programmatic cumulative grade point average (GPA) will be considered.
2. Recommendations from program director, faculty, and clinical preceptors will be considered.
3. Applicants must be an active student member of the Virginia Omega Chapter of the National Honor Society of Lambda Nu.
4. Applicants must complete and submit an essay as an email attachment to Mrs. Stacey Shell — Stacey\_Shell@bshsi.org before September 26, 2022.

#### Essay Specifications

Two pages typed, double-spaced, 12 font in Microsoft Word.

The essay must address the following questions:

1. What does it mean to be a member of a national honor society?
2. What important knowledge have you gained specific to radiologic technology/sonography?
3. Provide a clinical experience that allowed you to utilize the knowledge you have gained from this program.

# Chapter 5

## Programs, Academic Policies and Procedures

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# Admission

An applicant who meets all admission requirements is not guaranteed admission to the program. The College retains the right to immediately dismiss an applicant who has falsified their application. Admission may be denied if the drug screen is positive, if the applicant misses any deadlines established by the College, or if the applicant had a prior conviction that would disqualify them from clinical rotations. Applicants with English as a second language may find it beneficial to take the TOEFL, Test of English as a Foreign Language, to assess their English knowledge and take supplemental English as a Second Language (ESL) courses to improve language foundation.

# Readmission

Readmission to the programs offered at SCHS is not guaranteed, regardless of the reason for dismissal. Students are admitted on a space-available basis for each course. Any student who desires to be readmitted must request readmission by contacting the Admissions Office.

# Admissions

The intent of SCHS is to offer educational opportunities in the health science field to anyone who has the interest, desire, and ability to pursue a health care program offered by the College. The College asks for a wide range of information to evaluate applicants. The College seeks applicants for its programs who demonstrate qualities of scholarship, responsibility, accountability, motivation, and commitment to academic and personal growth. Specific entrance requirements vary for individual programs.

Admission is competitive with specific standards for each program of study. SCHS reserves the right to deny admission or readmission to any applicant if their admission is not considered in the best interest of the applicant or College. The College does not offer developmental courses for remedial studies. All materials submitted for the application process become the property of SCHS and cannot be returned or forwarded.

It is incumbent upon the applicant to provide accurate and truthful information. Falsification of an application or communicating any false information at any point during the admissions process will result in acceptance being rescinded or the student being dismissed if already admitted. Application may be made for the next class offering and a new application fee will be charged. Equal opportunity for admission is offered to applicants without regard to age, race, religion, ancestry, gender, sexual orientation, physical ability, national origin, or legally protected classifications.

# Admission Deadlines

## Nursing

Fall Semester (August start)	March 1
Spring Semester (January start)	August 1

## Radiologic Technology

Fall Semester (August start)	March 1
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## Diagnostic Medical Sonography

Spring Semester (January start)	August 1
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Completion of all admission requirements is not a guarantee of acceptance into a program. Applicants not accepted for their semester of choice may submit the Request for Application Review Form and submit it to the Admissions Manager by the next immediate program application deadline. All applicants are responsible for ensuring the Admissions Office has the most current applicant information, transcripts, etc. All applications resulting in non-admission are purged from College files one year from date of receipt and a new application and fee must be submitted.

# General Admission Requirements

1. Must be 18 years of age or older by the first day of class
2. Submit the application with the application fee
3. Submit official transcripts for all high school/GED and college courses. Transcripts MUST be in English and bear the official school stamp/seal
4. Each program has additional admission requirements. Please see the program sections included in this catalog.

# Entrance Testing

Programs at SCHS may require entrance testing as part of the admission requirements. These standardized tests are basic skill level assessments which compare candidates' Reading, Math, Science and English and Language Usage scores against national averages. The programmatic admission criteria in this section state whether testing is required. An entrance test may be taken twice per admission cycle.

# Pre-requisite and Co-requisite Course Completion

Admission to SCHS programs is contingent upon the completion of pre-requisite courses. Program-specific pre-requisite requirements can be found online at [www.schs.edu](http://www.schs.edu). The application for admission may be submitted before the pre-requisite courses are completed; however, applicants must successfully complete pre-requisite courses PRIOR to final acceptance into the designated program. Grade point average (GPA) calculation for selection purposes will be based on the highest grade achieved by the admission deadline.

Pre-requisites and co-requisites (general education courses) appear on SCHS transcripts as transfer courses. Pre-requisite College courses and courses considered for transfer credit must appear on transcripts from colleges and universities whose accreditation is recognized by the United States Department of Education or the Council for Higher Education Accreditation (CHEA). Transfer credits are not included in the computation of a student's SCHS grade point average (GPA). The College does not accept credit for experiential learning unless it has resulted in recognized health care licensure or certification. Pass/fail courses will meet the admission requirement and will be recorded with no value in the GPA. Developmental courses will not meet transfer credit requirements.

In addition to official transcripts, course descriptions and/or syllabi may be requested by the Admissions Manager to evaluate pre-requisite courses. Transfer credits will be evaluated and accepted only on evidence that the course content and instruction meet the requirements. The College requires that any non-US transcript or documentation issued be evaluated formally by a National Association of Credential Evaluation Services (NACES) agency. A list of NACES approved international transcript evaluation agencies can be found at [www.naces.org](http://www.naces.org). Each program specifies the minimum grade required in pre-requisite and co-requisite courses for admission.

Curriculum co-requisites must be completed by the end of the enrolled semester that the course is required. An official transcript must be submitted to the Registrar on or before validation day. If not received by validation day, then the student will be unregistered from their semester course(s). The academic calendar should be referenced for semester validation dates and the catalog for program curriculum for sequence of co-requisites. The transfer course listing is available on the College website at [www.schs.edu](http://www.schs.edu). The courses listed are most frequently transferred from other post-secondary institutions, but it is not a comprehensive listing. For additional information, reference Policy ACA 3.01 Pre-requisites and Co-requisites.

## Course Descriptions

Course pre-requisites and co-requisites affirm requirements for student entry into courses and reflect necessary preparation for attempting courses. Course pre-requisites are those requirements which must be completed prior to taking a course or enrolling in the program. Course co-requisites are those requirements which must be completed prior to or during the same semester as the course with which it is identified as a co-requisite.

# Core Performance Standards for Admission and Progression

All students who are applying (and are accepted) to SCHS are expected to possess the following competencies and be able to demonstrate them in order to safely and effectively meet the responsibilities of a SCHS student.

CORE PERFORMANCE	STANDARD	EXAMPLES OF ACTIVITIES (NOT ALL INCLUSIVE)
<b>Critical Thinking</b>	Critical thinking ability sufficient for appropriate clinical judgment.	Identify cause-effect relationships in clinical situations; Synthesize knowledge, recognize problems, problem-solve, and prioritize.
<b>Communication in English</b>	Communication abilities sufficient for interaction with others in verbal, non-verbal and written form	Able to follow written and verbal instructions; explain procedure, interact with interdisciplinary team members, document clinical findings, provide patient/client education, and engage in conflict resolution.
<b>Interpersonal</b>	Interpersonal abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	Maintain professionalism and establish rapport with patients/client, peers, colleagues, health care professionals and family members.
<b>Mobility</b>	Physical abilities sufficient to move from room to room and maneuver in small spaces, standing and walking for extended periods of time, bending, and range of motion in extremities.	Frequent trips from workstation to patient/client procedure room and administer cardiopulmonary procedures. Move and manipulate equipment.
<b>Motor Skills</b>	Gross and fine motor abilities to provide safe and effective patient/client care.	Write and enter information on a client's record. Calibrate and use equipment; position patients/clients. Position and move patients/clients, administer cardiopulmonary procedures, and perform skilled procedures; able to ambulate client safely.
<b>Hearing</b>	Auditory ability sufficient for observation and assessment necessary to monitor and assess patient/client health and equipment safety and needs.	Hear monitor alarms, emergency signals, auscultator sounds, and cries for help.
<b>Visual</b>	Visual ability sufficient for monitoring and assessing health care needs of patients/clients.	Observe patients/client responses. Able to read charts, monitors; assess subtle changes in skin color, recognize colors, and able to work in dim lit conditions.
<b>Tactile</b>	Tactile ability sufficient for positioning of patient/client.	Perform palpation, functions of physical examination, and/or those related to therapeutic intervention (such as insertion of a catheter, enema tips, manipulation of syringes, and taking pulses).
<b>Weight-bearing</b>	Ability to lift/manipulate/move at least 45-50 pounds.	Transfer patients/clients to chairs, stretcher, imaging tables, and move/manipulate equipment.
<b>Cognitive Abilities</b>	Ability to be oriented to time, place, and person; organize responsibilities, make decisions, and make accurate mathematical calculations.	Assess patient/client complaints, provide prioritized care, and implement appropriate plans according to standard procedures and policies. Assess quality of actions and implement corrections.

**Occupational Exposure**

Ability to protect self and others by implementing appropriate precautions due to possible exposure to communicable disease and/or body fluids, toxic substances.

May be required to perform procedures and/or come in contact with patients/clients with communicable diseases. Provide total care using standard precautions.

**Personal Behavior**

Emotional health sufficient for full utilization of intellectual abilities, effective functioning during stressful situations, ability to adhere to professional boundaries and medical ethical conduct in accordance with; the Code of Ethics for Diagnostic Medical Sonography ([www.sdms.org](http://www.sdms.org)) Code of Ethics of Imaging Professionals, ([www.asrt.org](http://www.asrt.org)) ([www.arrt.org](http://www.arrt.org)), Code of Ethics for Nursing-American Nurses Association

Demonstrate honesty, integrity, and accountability. Adapt to changing patient/client care situations, respect patient/client rights and avoid criminal behaviors such as chemical dependency and abuse. Maintain professional boundaries.

Clinical experience is **NOT** observational. The list of necessary activities is a sampling and not all inclusive. There may be more stringent requirements for clinical agencies that may preclude the student's progression in the program.

## Attendance

In order to meet course objectives and achieve academic success, regular attendance is necessary. Absences can affect course grades and academic standing or progress. However, it is recognized that occasional absences may be necessary. The student is responsible for all material presented during the absence, which includes examinations. Make-up for clinical/lab competencies is per the individual program's policy. Students should refer to their programmatic student handbook on the policy regarding clinical/lab absences.

The instructor will notify the Registrar Specialist of students who have not attended at least once during the first week of class. The student will be dropped from their course(s) and will be reported as "never attended". Thereafter, if the student is not academically engaged in the enrolled course during the first ten (10) consecutive days of the semester, the student will be dropped from the course. The last date of attendance will be considered to be the last time/date that a student had an academically related activity (projects, clinical, examinations, etc.). Attendance will be documented in the student information system. Instructors have the option of imposing additional restrictions regarding attendance or setting additional expectations of the student in the classroom and/or lab. For additional information, reference Policy ADM 2.09 College Attendance Policy.

## Enrollment Agreement

Following acceptance into the program of choice, each student will sign an SCHS Enrollment Agreement through the student information system. The enrollment information includes, but is not limited to; fees charged, refund policies, student cancellation of enrollment, withdrawal, dismissal or termination of students, and length of program. A new enrollment agreement must be completed in the event the student delays their start, changes the program of enrollment, or drops from the program and re-enrolls at a later date.

## Clinical Compliance

SCHS contracts with clinical agencies for practicum courses and many require the College to provide various student documentation before they will allow students access to the clinical setting. Students must submit all documentation requirements in a timely manner, as specified by the College. Some requirements require annual/biennial updates. The information provided to the College may be shared with the clinical agencies in which the student has been assigned practicum experience. In addition, students must adhere to clinical agencies' policies and procedures that govern practice to protect patient safety. For additional information, reference Policy ACA 1.03 Student Compliance Requirements.

# Confidentiality

Maintaining confidentiality is an important aspect of professional behavior, and includes concepts related to ethics and law. It is essential that the health care professional carefully protects information of a sensitive and private nature. Students will have access to health information of patients encountered during clinical experiences. This privilege requires that students maintain the privacy and confidentiality of all patients. The Health Insurance Portability and Accountability Act (HIPAA) mandates regulations designed to ensure patient privacy that all health care providers must follow. Students must comply with HIPAA regulations and all procedures developed for its implementation. Violation of HIPAA will result in disciplinary action, up to and including dismissal from the program and College.

- All medical information/records/reports regarding a client are confidential. This information will not be given to other individuals unless proper authorization is obtained.
- It is not appropriate to discuss or reveal any client's treatment and care in public places or with individuals who have not been directly involved in the care of the client or who have no reason to know.
- Information gained in the course of a professional relationship is not to be used for personal gain or disclosed to competitors, suppliers, contractors, family members or other associates.
- All computer system access codes and passwords that have been assigned are confidential. Access codes are not to be disclosed to anyone. The IT department should be contacted immediately if there is a reason to suspect the confidentiality of an access code has been compromised.
- All clients, associates and/or organizational, financial, or clinical information retrieved from any and all computer system(s) is strictly confidential. Any records used by students must have the identifying information obscured. Records may not be reproduced, transmitted, transcribed, or removed from the premises in any form.
- Students must adhere to institution policy concerning confidentiality, especially in relation to information given over the phone about the client and in speaking to reporters or other news media.
- Student must adhere to the specified guidelines while practicing in an area of health care where special mandates concerning confidentiality exist (i.e. psychiatric nursing).
- Students are prohibited from printing electronic patient health information (PHI). Violations of HIPAA regulations, including the printing of PHI, will result in disciplinary action, up to and including immediate dismissal from the program and the College.

The above list should not be considered as all-inclusive. It is understood that the specific hospital policy will be enforced in-regards to confidentiality and breaches thereof.

The College and faculty do not assume responsibility for violations committed by students. Students will be required to read and submit a Confidentiality Agreement prior to participating in clinical rotations. Refusal to sign this agreement will constitute dismissal from SCHS.

## Dress Code

All Southside College of Health Sciences' students are expected to follow the dress code policy when they are in any College educational setting. For additional information, reference Policy ACA 1.04 Student Dress Code.

## Academic Progression

A student who is enrolled at SCHS is in good academic standing until such time as the student is placed on academic warning or dismissed from the College. A student is placed on academic warning when the student's cumulative GPA falls below 2.0 at the conclusion in any semester of attendance. A student remains on academic warning for one semester of attendance, at the end of which time the student must obtain a minimum cumulative GPA of 2.0. Failure to achieve this GPA results in academic dismissal.

A student is academically dismissed from the College for any of the following reasons:

- Failure to achieve a 2.0 cumulative GPA while on academic warning
- Two course failures (grade D or F)
- Any two course withdrawals (grade W)
  - Imaging Programs: Withdrawing from all courses within a semester will be counted as one withdrawal on student academic record
- Any one course failure and any one course withdrawal
- Failure to complete the enrolled program within the maximum timeframe

A student who is academically dismissed is not eligible for readmission to the program. For additional information, reference Policy ACA 2.02 Academic Progression.

# Diagnostic Medical Sonography

The Diagnostic Medical Sonography Program combines didactic and clinical study that enables the graduate to function in the medical community as a Diagnostic Medical Sonographer. The goal of the program is to prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Sonographers perform medical imaging using sophisticated ultrasound instrumentation. Coursework in the Associate of Applied Science in Diagnostic Medical Sonography degree program includes effective communication and patient care skills combined with knowledge of physics, human anatomy, physiology, and pathology; all of which are essential skills in obtaining high quality sonography images. Graduates find employment in hospitals, physician's offices, mobile services, and private clinics. For more information about careers in diagnostic medical sonography, visit the O\*NET database of occupational information at <http://www.onetonline.org/link/summary/29-2032.00>.

Classes are admitted annually in January (Spring Semester). The admission deadlines are noted in the Admissions section of this catalog. An Associate of Applied Science in Diagnostic Medical Sonography degree is awarded to those students who have successfully completed 67 credit hours of coursework. This includes 17 hours of general education credits and 50 sonography credits. The program is a four-semester program of full-time study.

## Professional Credentials

Registered Diagnostic Medical Sonographer (RDMS) (subject to passing national certification exam). Upon successful completion of the program, students will be eligible to take the American Registry of Diagnostic Medical Sonographers (ARDMS) examinations in the areas of:

- Sonography Principles & Instrumentation (SPI)
- Abdomen (AB)
- Obstetrics and Gynecology (OB/GYN)

To obtain the RDMS credential, an individual must pass the Sonography Principles and Instrumentation Examination in addition to at least one other specialty exam. For additional information on sonography credentials, please visit the web site for American Registry of Diagnostic Medical Sonographers at [www.ardms.org](http://www.ardms.org).

The ARDMS may deny an application for certification based on previous criminal or disciplinary matters. If an applicant has questions concerning their eligibility for certification, a Compliance Pre-Application (PDA) is available through the ARDMS. Information obtained from criminal background checks and drug screenings could jeopardize the student's ability to participate in clinical experiences and would result in the inability of the student to complete the program.

**Please visit the following link to learn more about the PDA: <https://www.ardms.org/compliance-predetermination-application/>**

SCHS College is not responsible for gainful employment of its graduates. It is the graduate's responsibility to seek employment opportunities. Graduation from the SCHS Diagnostic Medical Sonography Program does not guarantee employability.

## Admission & Prerequisites

The School of Diagnostic Medical Sonography provides educational opportunities without regard to race, color, religion, sex, age, disability, national origin, veteran status, sexual orientation, or any other status or condition protected by applicable laws, provided that an individual's qualifications meet the criteria established for admission to the School of Diagnostic Medical Sonography.

### Admission Criteria:

- Graduate of an accredited high school or GED (General Equivalency Diploma)
- Completion of a human health career program in one of the following disciplines: Radiologic Technology, Nursing, Certified Nursing Aide, Certified Medical Assistant, Emergency Medical Technician, Nuclear Medicine, Physical Therapy, Respiratory Therapy, or Surgical Technology.  
**Additional healthcare professions with direct patient care will be evaluated on an individual basis.**
- Successful completion of the following coursework from an accredited institution with a "C" or better:
  - Algebra or Statistics\*\*
  - College Physics or Radiologic Physics\*\*
  - Human Anatomy & Physiology\*\* (completed within 10 years)
  - English Composition\*\*
  - General or Developmental Psychology \*\*
  - Prerequisite coursework above with a combined 2.5 GPA or better
  - Applicants who are not a U.S. citizen by birth must provide immigration or citizenship documentation. The College does not participate in the SEVIS program.



- Attend an SCHS Information Session
- Negative complete criminal history and child protective screens
- Negative drug screen

*\*\* Denotes coursework completed at the college level.*

### **Admission Process:**

- Application Review
  - Completed application
  - A non-refundable \$70 application fee
  - Official transcripts from high school or GED documentation
  - Official transcripts from all post-secondary education (colleges, universities)
- Following acceptance, applicants must complete a health history, provide evidence of immunizations and/or appropriate titers for measles, mumps, rubella (MMR), and Varicella, and verify compliance with technical standards required for the College.

To be considered for the spring acceptance in January, a completed application (application, fee, and all transcripts) must be received by August 1st. Acceptance to the program is based on previous academic history, results of pre-admission testing, and performance in any required or prerequisite course work. Admission is offered to qualified applicants on a space available basis.

Prerequisite courses must be successfully completed prior to final acceptance into the Diagnostic Medical Sonography program. Prerequisite courses must be evaluated as equivalent to program requirements in order to be accepted. These courses can be taken at any accredited institution. Acceptance to the program is based on previous academic history and prerequisite grade point average (GPA).

### **Transfer of Program Credits**

Credits from other Diagnostic Medical Sonography programs may be accepted. The transferability of coursework, degrees and credits earned at SCHS is not guaranteed to outside institutions. It is left to the discretion of the receiving institution. For further information about SCHS programs and course offerings, please contact 804.765.5800.

### **Clinical Education Requirements**

- Students will be completing their clinical experiences at several clinical sites within a 50-90 miles radius of SCHS.
- All students are required to rotate through all clinical sites.
- Students are responsible for making sure they have reliable transportation to and from each site.
- Clinical experience will start in the second semester and the student will be required to be in clinical for 8 hours. Depending on the clinical site hours of operation, the shift can start as early as 7:00 am.
- Students will be required to submit health documents and records, CPR course completion, urine drug screen, and criminal background check. Mandatory vaccination (COVID-19/Influenza).
- All information regarding clinical hours, locations or days is subject to change. The student will be notified in advance.

# DMS Curriculum Plan

AAS IN DIAGNOSTIC MEDICAL SONOGRAPHY				
SEMESTER I	TOTAL CREDIT HOURS	THEORY HOURS	LAB HOURS	CLINICAL HOURS
DMS 200: Introduction to Sonography	2	30	0	0
DMS 220: Cross Sectional Anatomy	2	30	0	0
DMS 260: Instrumentation I	3	45	0	0
DMS 273: Abdominal & Small Parts Imaging	5	45	60	0
	<b>12</b>	<b>150</b>	<b>60</b>	<b>0</b>
SEMESTER II				
DMS 250: Clinical I	4	0	0	180
DMS 261: Instrumentation II	3	45	0	0
DMS 271: OB/GYN Imaging	5	45	60	0
	<b>12</b>	<b>90</b>	<b>60</b>	<b>180</b>
SEMESTER III				
DMS 272: Introduction to Vascular Sonography	3	30	30	0
DMS 290: Seminar I	2	30	0	0
DMS 240: Advanced Imaging	3	45	0	0
DMS 253: Clinical II	8	0	0	360
	<b>16</b>	<b>105</b>	<b>30</b>	<b>360</b>
SEMESTER IV				
DMS 291: Seminar II	2	30	0	0
DMS 254: Clinical III	8	0	0	360
	<b>10</b>	<b>30</b>	<b>0</b>	<b>360</b>
PREREQUISITE COURSES				
Human Anatomy & Physiology	4	45	45	0
College Algebra or Statistics	3	45	0	0
English Composition	3	45	0	0
College or Radiologic Physics	4	45	45	0
General or Developmental Psychology	3	45	0	0
<b>Totals</b>	<b>67</b>	<b>600</b>	<b>240</b>	<b>900</b>

## Diagnostic Medical Sonography (DMS) Course Descriptions

### DMS 200: Introduction to Sonography (30 class hours = 2 credits)

Introduces the diagnostic foundations of diagnostic medical sonography, including terminology, scan plane orientations, anatomical relationships, departmental administrative operations, hospital organization, ethical issues, and basic patient care principles.

**Prerequisite:** Admission to the program.

**Co-requisite:** DMS 220, DMS 260, DMS 273.

### DMS 220: Cross Sectional Anatomy (30 class hours = 2 credits)

Studies sectional anatomy in the transverse, longitudinal and coronal planes, with emphasis on the organs of sonographic interest within the abdominal-pelvic cavity.

**Prerequisite:** Admission to the program.

**Co-requisite:** DMS 200, DMS 260, DMS 273.

### **DMS 240: Advanced Imaging**

**(45 class hours = 3 credits)**

Introduces the fundamentals of biopsies and transplantations, neonatal neuro-sonography, and rare and interesting ultrasonic case presentations.

**Prerequisite:** DMS 271.

**Co-requisite:** DMS 253, DMS 272, DMS 290.

### **DMS 250: Clinical Education I**

**(180 clinical hours = 4 credits)**

Develops the student's ultrasonic skills in a diagnostic environment; may include on-campus laboratories, private office settings, as well as hospital rotations. Includes experience in abdominal, pelvic and obstetrical and small parts scanning.

**Prerequisite:** DMS 273. **Co-requisite:** DMS 271, DMS 261.

### **DMS 253: Clinical Education II**

**(360 clinical hours = 8 credits)**

Supervised off-campus experience and practice in multidisciplinary areas in diagnostic medical Sonography. Continuous development of ultrasound scanning skills and techniques. Students are required to demonstrate a continuing ability to show progression in the clinical setting.

**Prerequisite:** DMS 250.

**Co-requisite:** DMS 240, DMS 272, DMS 290.

### **DMS 254: Clinical Education III**

**(360 clinical hours = 8 credits)**

Continue to develop the student's ultrasonic skills in a diagnostic environment. The students' knowledge and skills will build upon their final clinical experiences. Refines skills necessary to become a competent sonographer.

**Prerequisite:** DMS 253.

**Co-requisite:** DMS 291.

### **DMS 260: Ultrasound Instrumentation I**

**(45 class hours = 3 credits)**

Discusses and solves mathematical problems associated with human tissue, basic instrumentation and scanning technology.

**Prerequisite:** Admission to the program.

**Co-requisite:** DMS 200, DMS 220, DMS 273.

### **DMS 261: Ultrasound Instrumentation II**

**(45 class hours = 3 credits)**

Focuses on areas of ultrasonic instrumentation, image artifacts, biologic effects, quality control, as well as Doppler principles and applications, and basic types of equipment through lecture.

**Prerequisite:** DMS 260.

**Co-requisite:** DMS 271, DMS 250.

### **DMS 271: OB/GYN Imaging**

**(45 class hours, 60 lab hours = 5 credits)**

Presents the clinical applications within the sonographic specialties of obstetrics and gynecology. Includes topics of discussion on normal and abnormal sonographic patterns, related clinical systems and associated laboratory tests. Includes laboratory sessions on basic scanning techniques.

**Prerequisite:** DMS 273.

**Co-requisite:** DMS 261, DMS 250.

### **DMS 272: Introduction to Vascular Sonography**

**(30 class hours, 30 lab hours = 3 credits)**

Discusses the principles of vascular ultrasound, the related anatomy and more common pathologies detected as well as the physiology and hemodynamics detected and evaluated with ultrasound. Includes laboratory sessions on basic scanning techniques.

**Prerequisite:** DMS 271.

**Co-requisite:** DMS 290, DMS 240, DMS 253.

### **DMS 273: Abdominal and Small Parts Imaging**

**(45 class hours; 60 lab hours = 5 credits)**

Examines the clinical applications within the specialty of abdominal sonography including interpretation of normal and abnormal sonographic patterns, pathology, related clinical signs and symptoms, normal variants, and clinical laboratory tests. Includes laboratory sessions on basis scanning techniques and protocols.

**Prerequisite:** Admission to the program.

**Co-requisite:** DMS 200, DMS 220, DMS 260.

### **DMS 290: Ultrasound Seminar I**

**(30 class hours = 2 credits)**

Reviews material covered throughout the sonography program to prepare the student for the ultrasound registry examination.

**Prerequisites:** DMS 261, DMS 271.

**Co-requisite:** DMS 240, DMS 272, DMS 253.

### **DMS 291: Ultrasound Seminar II**

**(30 class hours = 2 credits)**

Reviews all material covered throughout the sonography program. Ultrasound knowledge and critical thinking skills are applied to prepare the student for the sonography registry.

**Prerequisite:** DMS 290.

**Co-requisite:** DMS 254.

# Nursing

The Nursing Program at SCHS provides individuals with the knowledge and skills necessary to provide nursing care to individuals and groups of individuals throughout the lifespan in a variety of settings.

Courses required for the Associate of Applied Science (AAS) in Nursing degree include content related to the physical and social sciences, the role of the nurse as provider and manager of care, as well as a member within the discipline of nursing. Employment opportunities include hospitals, long term care facilities, industry, community agencies and physician's offices. For more information about careers in registered nursing, visit the O\*NET database of occupational information at <http://www.onetonline.org/link/summary/29-1111.00>.

As part of its mission, the Nursing Program is dedicated to providing those resources that create opportunities for success. Incorporating the most current educational technologies for instruction is part of the mission of SCHS. Classes are admitted twice per year in August (Fall Semester) and January (Spring Semester). Application deadlines are noted in the Admissions section of this catalog.

An AAS Nursing degree will be awarded to students who enter the Nursing Program and successfully complete the required 72 credit hours of coursework. This includes 30 general education credits and 42 nursing credits. The degree program is designed to be completed in a five semester, 18-month timeframe.

The AAS Nursing degree is a terminal degree. This means that it is the highest academic degree needed to secure employment in the field. The AAS Nursing degree does not guarantee full assimilation into a Bachelor of Science in Nursing (BSN) program. Additional credits, outside of the AAS, may be required to meet the admission criteria of the receiving institution.

Following graduation from the Nursing Program and verification by the SCHS Nursing Program that education requirements have been met, students are eligible to apply to take the National Council Licensure Examination – Registered Nurse (NCLEX-RN®). Graduates who meet board requirements and pass the exam will be conferred the legal title of Registered Nurse (RN). Graduation from the SCHS Nursing Program does not guarantee employment and SCHS is not responsible for gainful employment of its graduates. It is the graduate's responsibility to seek employment opportunities.

# Admission

The Nursing Program provides educational opportunities without regard to race, color, religion, sex, age, disability, national origin, veteran status, sexual orientation, or any other status or condition protected by applicable laws, provided that an individual's qualifications meet the criteria established for admission to the School of Nursing.

## Admission Criteria:

- Graduate of an accredited high school or GED (General Equivalency Diploma)
- Pre-admission testing (ATI TEAS) meeting a minimum score of 66% to be considered a viable candidate for admission. Applicants may attempt to take the ATI TEAS twice per admission cycle while allowing 15 days between attempts for remediation. The test will be administered remotely, and the fee will be paid directly to ATI.
- Attend an SCHS Information Session
- Applicants who are not a U.S. citizen by birth must provide immigration or citizenship documentation. The College does not participate in the SEVIS program.
- Negative complete criminal history and child protective screens
- Negative drug screen

## Admission Process:

- Application Review
  - Completed application
  - A non-refundable \$70 application fee
  - Official transcripts from high school or GED documentation
  - Official transcripts from all post-secondary education (colleges/universities)
  - Interview
- Following acceptance, applicants must complete a health history, provide evidence of immunizations and/or appropriate titers for measles, mumps, rubella (MMR), and varicella, and verify compliance with technical standards required for the College.

To be considered for the fall semester, a completed application (application, fee, and all transcripts) must be received by March 1st. To be considered for the spring semester, a completed application (application, fee, and all transcripts) must be received by August 1st. Acceptance to the program is based on previous academic history and performance of any required or prerequisite course work. Admission is offered to qualified applicants on a space available basis.

# Nursing Curriculum Plan

AAS IN NURSING				
SEMESTER I	TOTAL CREDIT HOURS	THEORY HOURS	LAB HOURS	CLINICAL HOURS
Nursing 110: Fundamentals of Nursing	8	75	30	90
Nutrition	3	45	0	0
Anatomy & Physiology I	4	45	45	0
	<b>15</b>	<b>165</b>	<b>75</b>	<b>90</b>
SEMESTER II				
Nursing 120: Adults I	8	75	30	90
Anatomy & Physiology II	4	45	45	0
Developmental Psychology	3	45	0	0
	<b>15</b>	<b>165</b>	<b>75</b>	<b>90</b>
SEMESTER III				
Nursing 130: Women's Health/Mental Health	7	60	0	135
Microbiology	4	45	45	0
English Elective	3	45	0	0
	<b>14</b>	<b>150</b>	<b>45</b>	<b>135</b>
SEMESTER IV				
Nursing 210: Adults II/Pediatrics	9	75	0	180
English Elective II	3	45	0	0
Elective	3	45	0	0
	<b>15</b>	<b>165</b>	<b>0</b>	<b>180</b>
SEMESTER V				
Nursing 220: Adults III	10	90	0	180
Elective	3	45	0	0
	<b>13</b>	<b>135</b>	<b>0</b>	<b>180</b>
<b>Totals</b>	<b>72</b>	<b>780</b>	<b>195</b>	<b>675</b>

**ALL COURSES MUST BE COMPLETED PRIOR TO THE NEXT TERM**

## Electives:

Please see the list of approved general education electives in the areas of humanities/fine arts, health, music, personal wellness, philosophy, religion, and social/behavioral sciences. Prior to enrolling in courses on this list, students should check the course descriptions to ensure that they meet any prerequisites or co-requisites. To avoid transfer problems, students should carefully select courses to fulfill elective requirements with the assistance of their Student Services advisors and upon an investigation of the transfer requirements of the institution to which transfer is contemplated.

Concurrent Courses	30 credits
Nursing Courses	42 credits
Total credits	72 credits

## Nursing (NURS) Course Descriptions

### NURS 110: Fundamentals of Nursing

**(75 class hours; 30 lab hours, 90 clinical hours = 8 credits)**

This course introduces concepts basic to beginning nursing practice. Emphasis is placed on introducing the nurse's role as a provider of care, manager of care, and member within the discipline of nursing. Upon completion, students will be able to participate in the delivery of nursing care for clients with common alterations in health. Concepts studied include nursing as a profession, the nursing process, health and wellness, human needs theory, and skills basic to the nursing practice. Principles of pharmacology will be introduced.

**Prerequisite:** Admission to the program.

**Co-requisites:** Nutrition and Anatomy & Physiology I.

### NURS 120: Nursing of Adults I

**(75 class hours; 30 lab hours, 90 clinical hours = 8 credits)**

This course provides an expanded knowledge base for delivering nursing care to client systems. Emphasis is placed on developing the nurse's role as a provider of care, manager of care, and member within the discipline of nursing. Upon completion, students will be able to demonstrate beginning competence in caring for client systems with common alterations in health. The focus of this course is utilizing the nursing process to meet the needs of client systems adapting to alterations in health related to surgery and cardiovascular, integumentary, sensorineural, hematological, homeostasis, and respiratory function.

**Prerequisites:** NURS 110, Nutrition, and Anatomy & Physiology I.

**Co-requisites:** Developmental Psychology and Anatomy & Physiology II.

### NURS 130: Women's Health & Mental Health Nursing

**(60 class hours, 135 clinical hours = 7 credits)**

This course provides an expanded knowledge base for delivering nursing care to client systems. Emphasis is placed on expanding the nurse's role as a provider of care, manager of care, and member within the discipline of nursing. Upon completion, students will be able to utilize the nursing process to meet the unique needs of clients adapting to alterations in women's health and mental health. Clinical experiences unique to the two settings will be utilized.

**Prerequisite:** NURS 120, Developmental Psychology, and Anatomy & Physiology II.

**Co-requisites:** Microbiology and English Elective I.

### NURS 210: Nursing of Adults II & Pediatric Nursing

**(75 class hours, 180 clinical hours = 9 credits)**

This course provides an expanded knowledge base for delivering nursing care to client systems. Emphasis is placed on using collaboration as a provider of care, manager of care, and member within the discipline of nursing. Upon completion, students will be able to modify nursing care for client systems with common alterations in health in the adult and pediatric settings. This course will focus on utilizing the nursing process to meet the unique needs of pediatric clients. This course will also focus on utilizing the nursing process to meet the needs of adult clients adapting to alterations in health related to gastrointestinal, genitourinary, neurological, hepatic, and renal function.

**Prerequisites:** NURS 130, Microbiology, and English Elective I.

**Co-requisites:** English Elective II and Elective I.

### NURS 220: Nursing of Adults III

**(90 class hours, 180 clinical hours = 10 credits)**

This course provides an expanded knowledge base for delivering nursing care to complex client systems. Emphasis is placed on the nurse's role as an independent provider and manager of care for groups of client systems as well as the nurse's role as a participating member of the multidisciplinary team. Upon completion, students will be able to apply previously learned concepts to provide comprehensive nursing care to groups of client systems with complex health alternations. This course will focus on utilizing the nursing process to meet the needs of clients adapting to alterations in health related to cardiovascular, immune, neurological, endocrine, respiratory, oncology, and integumentary function.

**Prerequisites:** NURS 210, English Elective II, and Elective I.

**Co-requisite:** Elective II.

# Radiologic Technology

The Radiologic Technology Program prepares the student to be a radiographer: a skilled healthcare professional that uses radiation to produce images of the human body. Coursework in the Associate of Applied Science in Radiologic Technology degree program includes clinical rotations to area healthcare facilities, radiographic procedures, radiographic exposure, pathology, physics, patient care and management, radiation protection, quality assurance, anatomy and physiology, and radiobiology.

Graduates of the program are employed in hospitals, clinics, physician's offices, medical laboratories, government agencies and industry. For more information about careers in radiation technology, visit the O\*NET database of occupational information at <http://www.onetonline.org/link/summary/29-2034.01>.

Classes are admitted annually in August (fall semester). The application deadline is noted in the Admissions section of this catalog.

An Associate of Applied Science in Radiologic Technology degree will be awarded to students who have successfully completed 83 credit hours of coursework. This includes 32 hours of general education credits and 51 radiography credits. The degree program is designed to be completed in a five semester, 20-month timeframe of full-time study.

The AAS Radiologic Technology degree is a terminal degree. This means that it is the highest academic degree needed to secure employment in the field. The program degree does not guarantee full assimilation into a Bachelor of Science in Radiography, Health Sciences or a like field. Additional credits, outside of the AAS, may be required to meet the admission criteria of the receiving institution. Graduates of the program are eligible to apply to take the American Registry of Radiologic Technologists (ARRT) national exam for certification and registration.

SCHS is not responsible for gainful employment of its graduates. It is the graduate's responsibility to seek employment opportunities. Graduation from the SCHS Radiologic Technology Program does not guarantee employability.

## Admission & Prerequisites

The Radiologic Technology program provides educational opportunities without regard to race, color, religion, sex, age, disability, national origin, veteran status, sexual orientation, or any other status or condition protected by applicable laws, provided that an individual's qualifications meet the criteria established for admission to the Radiologic Technology program.

### Admission Criteria:

- Graduate of an accredited high school or GED (General Equivalency Diploma).
- Successful completion (C or better) of high school or college developmental courses in Algebra I, Biology, and either Algebra II or Geometry. This is a total of 3 courses.
- Successful completion of the following college courses from an accredited institution with a "C" or better:
  - English Composition or Literature — 3 semester credits
  - Algebra, Statistics, or Pre-calculus — 3 semester credits
  - Psychology (general, survey, or developmental) — 3 semester credits
  - Human Anatomy & Physiology I & II — 8 semester credits
  - This is a total of 5 courses equaling 17 semester college credits.
- Prerequisite college courses above with at least a combined 2.5 GPA (grade point average).
- Evidence of successful completion of Medical Terminology.
- Applicants who are not a U.S. citizen by birth must provide immigration or Citizenship documentation. The College does not participate in the SEVIS program.
- Negative complete criminal history and child protective screens.
- Negative drug screen.
- Attend a SCHS information session.

### Admission Process

- Application Review
  - Completed application
  - A non-refundable \$70 application fee
  - Official transcripts from high school or GED documentation
  - Official transcripts from all post-secondary education (colleges, universities); if applicable
  - Successful completion of or registration in prerequisite high school and college courses (see above admission criteria)
  - Interview
- Following acceptance, applicants must complete a health history, provide evidence of immunizations, and verify compliance with technical standards required for the College.

To be considered for the fall acceptance in August, a completed application (application, fee, and all transcripts) must be received by March 1st. Admission is offered to qualified applicants on a space available basis.

## Transfer of Program Credits

Credits from other Radiography programs may be accepted. Credits must be no more than three years old and all transfers will be considered on an individual basis. The transferability of coursework, degrees and credits earned at SCHS is not guaranteed to outside institutions. It is left to the discretion of the receiving institution. A student must complete a minimum of 30% of their coursework at SCHS in order to be granted a degree. For further information about SCHS programs and course offerings, please contact 804.765.5800.

## Radiologic Technology Curriculum Plan

AAS IN RADIOLOGIC TECHNOLOGY				
SEMESTER I	TOTAL CREDIT HOURS	THEORY HOURS	LAB HOURS	CLINICAL HOURS
RAD 120: Radiographic Anatomy & Procedures I	4	45	30	0
RAD 110: Introduction to Patient Care & Pharmacology	3	45	0	0
RAD 150: Clinical Radiography I	3	0	0	135
*Elective	3	45	0	0
	<b>13</b>	<b>135</b>	<b>30</b>	<b>135</b>
SEMESTER II				
RAD 121: Radiographic Anatomy & Procedures II	4	45	30	0
RAD 160: Medical Imaging I	3	45	0	0
RAD 151: Clinical Radiography II	4	0	0	180
*Elective	3	45	0	0
	<b>14</b>	<b>135</b>	<b>30</b>	<b>180</b>
SEMESTER III				
RAD 220: Radiographic Anatomy & Procedures III	2	24	12	0
RAD 270: Medical Imaging II	2	30	0	0
RAD 250: Clinical Radiography III	5	0	0	225
*Ethics	3	45	0	0
	<b>12</b>	<b>99</b>	<b>12</b>	<b>225</b>
SEMESTER IV				
RAD 230: Radiographic Pathology	2	30	0	0
RAD 271: Medical Imaging III	3	45	0	0
RAD 251: Clinical Radiography IV	5	0	0	225
RAD 280: Independent Research Project	1	15	0	0
*Elective	3	45	0	0
	<b>14</b>	<b>135</b>	<b>0</b>	<b>225</b>
SEMESTER V				
RAD 260: Radiation Biology & Protection	2	30	0	0
RAD 272: Medical Imaging IV	3	45	0	0
RAD 252: Clinical Radiography V	5	0	0	225
*Elective	3	45	0	0
	<b>13</b>	<b>120</b>	<b>0</b>	<b>225</b>
<b>Prerequisite Courses</b>				
Human Anatomy & Physiology I	4	45	45	0
Human Anatomy & Physiology II	4	45	45	0
College Algebra, Statistics, or Pre-calculus	3	45	0	0
English I	3	45	0	0
Psychology (general, survey, developmental)	3	45	0	0
<b>Totals</b>	<b>83</b>	<b>849</b>	<b>162</b>	<b>990</b>

\*Required co-requisite electives:

English II, Social Science, History, Humanities (Art, Music or Theater),Philosophy (must be Ethics course)



# Radiologic Technology (RAD) Course Descriptions

## **RAD 110: Introduction to Patient Care & Pharmacology**

**(45 class hours = 3 credits)**

This course discusses professional roles and behaviors and legal, ethical, and cultural issues within the healthcare environment. Presentation includes age-specific care and communication and infection control concepts. This course prepares students to provide general patient care procedures to include vital signs, aseptic and sterile techniques, venipuncture, transfer of patient, care of medical equipment, and contrast media administration. Basic information of drug therapy is discussed.

**Prerequisite:** Admission to the program.

**Co-requisites:** RAD 120, RAD 150.

## **RAD 120: Radiographic Anatomy & Procedures I**

**(45 class hours, 30 hours lab = 4 credits)**

A presentation of radiographic positioning principles and terminology, radiographic anatomy and positioning of the chest, abdomen, upper and lower limbs, shoulder girdle, and other radiographic procedures. Includes laboratory demonstration, practice, and competency-based examinations of material presented in the classroom.

**Prerequisite:** Admission to the program.

**Co-requisites:** RAD 110, RAD 150.

## **RAD 121: Radiographic Anatomy & Procedures II**

**(45 class hours, 30 hours lab = 4 credits)**

A presentation of radiographic positioning principles and terminology, radiographic anatomy and positioning of the femur, pelvic girdle, spine, bony thorax, body tracts and systems, pediatric, trauma, and other radiographic procedures. Includes laboratory demonstration, practice, and competency-based examinations of material presented in the classroom.

**Prerequisites:** RAD 110, RAD 120, RAD 150.

**Co-requisites:** RAD 151, RAD 160.

## **RAD 150: Clinical Radiography I**

**(135 clinical hours = 3 credits)**

This course orients students to medical imaging and clinical settings. Safe radiation practices, magnetic resonance imaging safety, patient care, confidentiality, and professional responsibilities are discussed. Medical imaging equipment and technical factors are reviewed. Clinical policies and procedures, online recordkeeping system, and competency requirements are presented. Clinical site orientation material is completed and visitation to the clinical sites are conducted. Students are introduced to the patient care environment through direct and indirect supervision based on the theories presented in the didactic and laboratory components of the program. There will be emphasis on the care of patients of all ages, different patient conditions, demonstrating,

performing, and evaluating for competency of radiographic procedures, identification and operation of basic and advanced medical imaging equipment, functioning with other medical personnel, and administrative functions for medical imaging.

**Prerequisite:** Admission to the program.

**Co-requisites:** RAD 110, RAD 120.

## **RAD 151: Clinical Radiography II**

**(180 clinical hours = 4 credits)**

The student will continue to demonstrate and be evaluated for competency, continue to improve proficiency, be provided with the opportunity to perform more independently, continue to rotate within diagnostic radiography and other advanced modalities based on availability, and be able to identify pathology through image analysis in basic radiography.

**Prerequisites:** RAD 110, RAD 120, RAD 150.

**Co-requisites:** RAD 121, RAD 160.

## **RAD 160: Medical Imaging I**

**(45 class hours = 3 credits)**

The structure of matter, electrostatics, magnetism, electromagnetism, and rectification are presented. The properties of x-rays, x-ray tubes and equipment, x-ray circuitry, filtration, minimizing patient dose, and the production and interaction of radiation are discussed in detail. Prime factors affecting the x-ray beam are presented including inverse square law, density maintenance formula, and the 15% rule.

**Prerequisites:** RAD 110, RAD 120, RAD 150.

**Co-requisites:** RAD 121, RAD 151.

## **RAD 220: Radiographic Anatomy & Procedures III**

**(24 class hours, 12 lab hours = 2 credits)**

This course is a presentation of radiographic anatomy and positioning of the cranium, paranasal sinuses, facial bones, geriatrics, and special procedures. It includes laboratory demonstration, practice, and competency-based examinations of material presented in the classroom.

**Prerequisites:** RAD 121, RAD 151, RAD 160.

**Co-requisites:** RAD 250, RAD 270.

## **RAD 230: Radiographic Pathology**

**(30 class hours = 2 credits)**

A study of nature and etiology of disease, the changes that occur through disease and injury, and the conditions of illness particular to the various body systems with correlation to radiographic imaging.

**Prerequisites:** RAD 220, RAD 250, RAD 270.

**Co-requisites:** RAD 251, RAD 271, RAD 280.

### **RAD 250: Clinical Radiography III**

**(225 clinical hours = 5 credits)**

The student will continue to demonstrate and be evaluated for competency, continue to improve proficiency, be provided with the opportunity to perform more independently, continue to rotate within diagnostic radiography and other advanced modalities based on availability, and be able to identify pathology through image analysis in basic radiography.

**Prerequisites:** RAD 121, RAD 151, RAD 160.

**Co-requisites:** RAD 220, RAD 270.

### **RAD 251: Clinical Radiography IV**

**(225 clinical hours = 5 credits)**

The student will continue to demonstrate and be evaluated for competency, continue to improve proficiency, be provided with the opportunity to perform more independently, continue to rotate within diagnostic radiography and other advanced modalities based on availability, and be able to identify pathology through image analysis in basic radiography.

**Prerequisites:** RAD 220, RAD 250, RAD 270.

**Co-requisites:** RAD 230, RAD 271, RAD 280.

### **RAD 252: Clinical Radiography V**

**(225 clinical hours = 5 credits)**

The student will continue to demonstrate and be evaluated for competency, continue to improve proficiency, be provided with the opportunity to perform more independently, continue to rotate within diagnostic radiography and other advanced modalities based on availability, and be able to identify pathology through image analysis in basic radiography.

**Prerequisites:** RAD 230, RAD 251, RAD 271, RAD 280.

**Co-requisites:** RAD 260, RAD 272.

### **RAD 260: Radiation Biology & Protection**

**(30 class hours = 2 credits)**

This course studies radiation interaction with matter and the early and late effects seen on living systems as a result of radiation exposure. Radiation protection principles for the patient, personnel, and public are presented. Radiation monitoring and radiation exposure dose limits and regulations are discussed. General radiation safety and protection practices in computed tomography are introduced.

**Prerequisites:** RAD 230, RAD 251, RAD 271, RAD 280.

**Co-requisites:** RAD 252, RAD 272.

### **RAD 270: Medical Imaging II**

**(30 class hours = 2 credits)**

Discussion includes the methods of modifying an x-ray beam for radiographic purposes. The adjustment of the prime factors and how each affects radiographic density is presented in classroom and laboratory discussion. The uses of beam limiting devices, patient factors, and grids and how they affect radiographic exposure are presented. The

basic operation of automatic exposure control devices, their components, uses, and problems are presented. The student will be involved in solving radiographic exposure problems and making exposure adjustments to obtain selected radiographic density. The student will be involved in the development of various kinds of exposure charts.

**Prerequisites:** RAD 121, RAD 151, RAD 160.

**Co-requisites:** RAD 220, RAD 250.

### **RAD 271: Medical Imaging III**

**(45 class hours = 3 credits)**

The continued study of how the prime factors of radiographic exposure affect the radiographic image. Discussion will include the prime factors affecting radiographic detail, distortion, density, contrast, and the components of image receptors and digital imaging. Emphasis is on more sophisticated recording media and specialized techniques of image detection and recording including computers such as DSA, DF, and DR. The student is involved in solving exposure problems, making the necessary adjustments to maintain image quality, and the art of image critique. Several modes of imaging systems and image detection principles including fluoroscopy and image intensification are presented in detail. The student will become familiarized with the aspects of Quality Assurance Program and the different tests involved in evaluating the quality performance for various radiographic equipment and accessories. Subject material from various aspects of radiography will be covered.

**Prerequisites:** RAD 220, RAD 250, RAD 270.

**Co-requisites:** RAD 230, RAD 251, RAD 280.

### **RAD 272: Medical Imaging IV**

**(45 class hours = 3 credits)**

Introduction to the sophisticated recording media and specialized techniques of image detection and recording for several modalities including special procedures, cardiac catheterization lab, MRI, PET, mammography, bone densitometry, nuclear medicine, CT, and radiation therapy is discussed. The student will research the education and certification needs and discuss the work environment and job expectations for each modality. Several mock registry examinations are completed.

**Prerequisites:** RAD 230, RAD 251, RAD 271, RAD 280.

**Co-requisites:** RAD 252, RAD 260.

### **RAD 280: Independent Research Project**

**(15 class hours = 1 credit)**

The student has the opportunity to investigate a modality or a medical imaging issue in depth. Methods to research aspects of medical imaging are discussed to assist with a written research paper which will be presented in class. Resume writing, cover letter, and interview skills are presented.

**Prerequisites:** RAD 220, RAD 250, RAD 270.

**Co-requisites:** RAD 230, RAD 251, RAD 271.

# Chapter 6

## Safety and Facility Information

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## Directions

### Arriving by I-95 South from Richmond, Washington, DC. etc.

Follow I-95 South. Take Temple Ave., Colonial Heights exit. Turn right at Temple Avenue and continue to first traffic light (Conduit Rd). Turn left at Conduit Rd. and continue to second traffic light (Ellerslie Ave). Continue on Ellerslie Ave. to the first traffic light (Dunlop Circle Dr.) Turn right on Dunlop Circle Dr. Take the immediate second left on Clairmont Court. Building 430 is straight ahead. The College occupies the second floor.

### Arriving by I-64 from Norfolk (East) or Charlottesville (West)

Take exit for I-95, follow I-95 South. Take Temple Ave., Colonial Heights exit. Turn right at Temple Avenue and continue to first traffic light (Conduit Rd). Turn left at Conduit Rd. and continue to second traffic light (Ellerslie Ave). Continue on Ellerslie Ave. to the first traffic light (Dunlop Circle Dr.) Turn right on Dunlop Circle Dr. Take the immediate second left on Clairmont Court. Building 430 is straight ahead. The College occupies the second floor.

## Arriving by U. S. 460 from Suffolk (East) or Roanoke (West)

Take 1-95 North to Temple Ave., Colonial Heights exit. Turn right at Temple Avenue and continue to first traffic light (Conduit Rd). Turn left at Conduit Rd. and continue to second traffic light (Ellerslie Ave). Continue on Ellerslie Ave. to the first traffic light (Dunlop Circle Dr.) Turn right on Dunlop Circle Dr. Take the immediate second left on Clairmont Court. Building 430 is straight ahead. The College occupies the second floor.

## Arriving by I-85 North or I-95 North from North Carolina

Follow I-85 North to I-95 North. Take Temple Ave., Colonial Heights exit. Turn right at Temple Avenue and continue to first traffic light (Conduit Rd). Turn left at Conduit Rd. and continue to second traffic light (Ellerslie Ave). Continue on Ellerslie Ave. to the first traffic light (Dunlop Circle Dr.) Turn right on Dunlop Circle Dr. Take the immediate second left on Clairmont Court. Building 430 is straight ahead. If you reach the Colonial Heights Fire Department, you have gone too far. The College occupies the second floor.

# Educational Facilities

Building access hours for the academic year are posted on the College website, schs.edu, and are updated regularly.

The College occupies 24,000 square feet of the existing 48,781 square feet contained in the building. The north end of the second-floor houses eight (8) classrooms with storage rooms, three (3) clinical labs with storage, and one (1) computer lab with 31 computers and networked printers. Every classroom is equipped with SMART Boards, large screen televisions, bulletin boards and lecterns. Wi-Fi is available throughout the building. The clinical laboratories at SCHS are environments of care used for individual students and classes that are as closely replicated to actual patient care environments as possible. These laboratories are equipped with mannequins, equipment and supplies that assist students with developing expertise in delivery of “hands-on” competencies. The clinical lab for the nursing program, The Maude H. Titmus Clinical Learning Center, named in honor of a former benefactor of the College, holds eight (8) patient beds with scales (hospital grade) where the six (6) simulation mannequins are used. A large screen television is located on the back wall and cameras are available to allow observation of participants during simulation exercises. A room is set up to mirror an acute care ICU bed and is utilized for high fidelity simulations. A storage room in the clinical learning lab provides storage for equipment and supplies used in demonstration/return demonstration of student skills. There are two Radiography Labs with stationary radiography equipment, a portable

x-ray unit, a c-arm, and a Virtual Reality (VR) station. A large screen television is in each lab. The Sonography laboratory is well equipped and designed to emulate a diagnostic ultrasound room as seen in the hospital and clinical setting. The lab is equipped with 4 stations and 3 sonography machines and integrates hospital designed stretchers, gel warmers, and ultrasound units at each workstation. In addition, the laboratory is well-appointed with phantoms representing various abnormalities to help increase the students’ training skills as well as a television which allows the students to view real-time scanning during laboratory sessions. The SonoSim Ultrasound Training Solution is incorporated within lab activities which provides real patient cases and pathologies. The student center is located in the middle of the second floor between the instruction side (north) and the faculty/staff offices. The center has several tables and chairs, two (2) microwaves, a refrigerator, sink and a large screen television. Students may eat in the area and relax between classes. There is electrical access for students to use a computer or other electronic devices in the area. There is an additional student refrigerator and microwave located on the first floor. The south end of the building contains faculty, staff, and administrative offices, three (3) conference rooms, a faculty/staff break room, a secure file room. Each full-time faculty member has a private office with a computer and locked file cabinet.

# Student Parking

SCHS has two parking areas designated for student parking. A campus map is available on the College LMS for all to review. Parking is on a first-come first-served basis, no spaces are “assigned” in the area designated for students. Each parked vehicle may occupy only one parking space.

AT NO TIME may vehicles be parked in the following areas:

- Fire lanes
- No Parking Zones
- Areas designated as “Faculty/Staff Parking Only”
- Sidewalks, lawn areas, etc.
- Areas where access, traffic or other vehicles are blocked

Faculty and students may have designated parking areas at facilities being used and should park only in those areas they are directed to park in. Students are expected to adhere to parking regulations at the clinical facilities used for clinical rotations. Students will be directed to the designated parking area at the clinical facility on the first day of clinical. Failure to comply with any of the above may result in a parking citation or being towed. Any fines or towing fees incurred by the student due to improper parking will be the responsibility of the individual.

# Housing and Transportation

The College does not provide housing facilities for students and is not responsible for securing housing for students. The College provides no transportation services for students. Buses and other forms of public transportation may be available at various clinical locations; however, students must make their own arrangements, have their own forms of transportation and/or participate in carpools. Students may be required to travel as far as 90 miles one way to clinical.

# Food Services

On campus vending machines, two (2) microwaves and a refrigerator are located in the student center and hallway of the Sycamore Building 2nd floor. An additional refrigerator and microwave are located on the first floor. No food or beverages are permitted in the classrooms, clinical laboratories, computer labs or library.

# Restrooms

SCHS is committed to providing safe and accessible campus restrooms. All restrooms are in compliance with accessibility regulations in accordance with the Americans with Disabilities Act (ADA). Further, all restrooms on campus are designated gender inclusive, thus allowing individuals to utilize the restroom that corresponds with one's gender identity and expression.

# Posting Notices

## Physical Notices:

Physical posters, notices, and/or announcements related to student organization meetings and student activities may be posted on the bulletin boards identified for student use. Such communications should be no larger than 8½ x 11". Additionally, such communications should include the name of the student organization with an official logo (if applicable); the name of the College with the College official logo; date of posting; and contact information such as a phone number and/or an email address of at least one organization member. The College administration reserves the right to remove notices that do not meet the stated criteria. Nothing is to be taped, nailed, tacked, posted, or pinned that may damage the adhered to surface. The College administration also reserves the right to remove notices that are out-of-date or no longer applicable.

If any student or student group desires to post flyers in any other area of the College than bulletin boards designated for

student use, the student (group) must first submit the flyer to the appropriate advisor, if applicable. If the advisor approves the flyer, the student (group) must then forward the flyer to the Director of Student & Alumni Affairs, who will review and approve, as the designee for the Dean of Student Affairs. A request should be sent via email to the Director of Student & Alumni Affairs and the student (group) must state the exact areas of the College where it is desired to post the flyer. The Director of Student & Alumni Affairs will review the request, make a decision, and then communicate the decision with the student (group).

## Electronic Notices:

Electronic posters, notices, and/or announcements related to student organization meetings and student activities posted outside of social media must be approved by the Director of Student & Alumni Affairs. Such communications should include the name of the student organization with an official logo (if applicable); the name of the College with the College official logo; date of posting; and contact information such as a phone number and/or an email address of at least one organization member. A request should be sent via email to the Director of Student & Alumni Affairs, and the student organization must specify where online they intent to post. The Director of Student & Alumni Affairs will review the request, make a decision, and then communicate the decision with the student group. If a student organization wants to post on social media, they must follow the procedures as documented in ADM 3.04 Media Policy: News Outlets and Social Media Platforms, found on the College website.

# Smoking/Vaping

SCHS, in conjunction with Southside Medical Center (SMC), is committed to providing a safe and healthy healing environment and for promoting the health and well-being of its students, patients, staff, visitors, and community. Consistent with this commitment, SCHS/SMC recognizes the mounting scientific evidence of adverse health effects of tobacco products. Therefore, it is the policy of SCHS/SMC to implement and maintain a tobacco and smoke free campus which prohibits the use of any smoking/vaping and other tobacco products on all SCHS/SMC owned and leased properties and any properties adjacent to property owned by SCHS/SMC.

# Crime Awareness and Campus Security

The College strives to provide a safe and secure campus for students, faculty, staff, and visitors. In the event of an emergency that requires an ambulance, fire, or the police, dial 9-911 from any phone in the building. The main entrances

of the Sycamore Building are open to students and accessible Monday–Thursday from 7:00 a.m. to 5:00 p.m. and Friday from 8:00 a.m. to 4:00 p.m. except for the College closings and major holidays noted on the Academic Calendar. Students who have filed a restraining or protective order and listed SCHS as a protected area must notify the Campus Director and Dean of Academic Affairs of the College and provide them with copies of the order. For additional information, reference Policy ADM 9.01–ADM 9.13 Safety Policies.

Information concerning crime awareness and campus security procedures and practices are disseminated to students and employees through the following methods:

- Faculty, staff, and student handouts
- College website
- College Catalog
- New Student Orientation
- Learning Management System
- Campus TV's and bulletin boards, student newsletter

Information on crime and security violations is collected and reported annually in the Annual Security Report which is available on the College's website and upon request.

Emergency assistance may be obtained from the following numbers:

- Emergency Services — 9-911 (Ambulance, Fire, Police) from any SCHS phone
- Colonial Heights Police Department — 804-520-9300 (non-emergency)
- National Suicide Prevention Lifeline — 1-800-273-8255
- National AIDS Hotline — 1-800-533-4184
- Family Violence and Sexual Assault Hotline — 1-800-838-8238

## Evacuation

An evacuation diagram is strategically located on each floor in the hallways of the building indicating the primary emergency exits. Occupants should familiarize themselves with the closest exits in the event of an emergency. SCHS faculty and/or staff will make the necessary provisions for all handicapped persons to be evacuated from the building. In an emergency situation, when the alarm sounds, everyone must exit the building. If possible, students should remove all personal belongings when evacuating the building. A SCHS representative will call 911.

## Fire

In case of fire or smoke in any area of the Sycamore Building (1st and 2nd floor) any student, faculty member, or staff should activate the “RACE” system:

1. Rescue — clear the immediate area.
2. Alarm — pull alarm box and call 911 (or 9-911 from any College phone).
3. Confine/contain — shut all doors and windows.
4. Extinguish/Evacuate — use fire extinguisher to extinguish if possible. Evacuate building through closest fire exit and assemble in faculty-student parking lot adjacent to Sycamore Building.
5. If an alarm sounds and you do not see fire or smoke, call 911 (or 9-911 from any College phone) and report alarm sounding and follow Steps 3 and 4.

## Inclement Weather

The decision to close the College is made by College administration. Such decisions may be made for inclement weather, building utilities failure, or other adverse events. When the College remains open, students are responsible for attending all classes and clinical experiences. During inclement weather and other adverse conditions, students should exercise common sense and good judgment in determining their ability to travel safely. Prevailing conditions in the area where they live and personal risk must be assessed and acted on accordingly. This includes giving notice of any absence to the appropriate instructor(s).

To find out the operating plan in effect during times of threatening weather conditions, utilize the following outlets for announcements:

- College main number (804-765-5800) for a recorded message
- College webpage
- Text message, email, and/or call alerts via Campus Nexus for students and Rave Alert for employees

To ensure that students have the required instruction and/or clinical experience dictated by the program, it may be necessary to develop an alternative schedule or learning activities; therefore, classes and clinical may need to be rescheduled to include either extended class/clinical times and/or utilize evenings or weekends. In collaboration with administration, faculty will develop and clearly communicate in writing with students the alternative plan. This plan should not conflict with other class or clinical expectations.

# Chapter 7

## Student Services

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# Student Services

A broad array of quality services are offered to students. In most cases, students “self-identify” the need for the services and contact the respective offices of their own accord. Faculty or other appropriate individuals at the College may refer students for services. (Student Success advising and New Student Orientation are required of each student.) While the responsibility for success at our College rests with the student, the College is dedicated to offering quality services to assist students in achieving their academic and career goals. All students can access resources and communications through various avenues including email, LMS, phone, Zoom and, in person.

Services for all students encompass student success advising and support to help students meet their educational goals. The Center for Student Success is comprised of a director, success advisors, and test proctors. Student Success partners with the administration in these efforts of student support.

Student Success oversees academic advising and counseling, student access and accommodation services (SAAS), referrals for personal counseling and needs-based programming (individual and group workshops addressing study skills, test taking strategies, time management, stress management and related topics).

## Academic Counseling

Academic counseling is available to students seeking academic support by meeting with the Center for Student Success where a customized plan for success can be created. Follow up appointments are welcomed. Students routinely seek assistance (individual and groups) with study skills, managing test anxiety, time and stress management strategies, work-life balance resources and other related topics.

## Faculty Academic Support/Interaction

All full-time faculty are to provide a minimum of eight (8) office hours per week that are accessible and available to work with students on their individual academic concerns/inquiries. Anthology (CampusNexus®), student information system (SIS), is a fully unified academic and administrative platform. Administrators, faculty, and advisors leverage a centralized database and automated workflows to speed and improve services to students at every stage and touch point of their academic experience. This system also requires faculty to track and post attendance weekly. Interactions between faculty and students, and among students are essential for optimal learning and the exchange of ideas.

Examples of interactions between faculty and students include, but are not limited to informative dialogue in didactic, lab and clinical courses, demonstrations and return demonstration of skills, formative and summative feedback and grading of coursework in the CANVAS® Learning Management System (LMS), individual meetings and test reviews. Examples of interactions among students include but are not limited to postings to discussion board threads in the LMS, group quality improvement and poster projects, student peer reviews of course work and class debates.

## New Student Orientation

New Student Orientation is offered through the Admissions Office and takes place several weeks prior to the start of the Fall and Spring Semester. On-site orientation is offered to students enrolled in programs at the College.

## Personal Counseling and Support

Personal Counseling and Support is offered through StudentLife/Empathia, a counseling and resource program. Counseling services are offered via telephone, chat, email, and referrals to community resources are often part of this process.

The College offers student support and orientation programming for all students. New students receive welcome, advising and orientation events that are offered both face-to-face and virtually. The Center for Student Success and the Career Advisor provide targeted academic advising, and career programming at designated timeframes from admission to graduation. The goal of these activities is to reinforce student success, career readiness and attend to the holistic development of each student.

## Career Services

Career Services is offered through the Career Advisor or Manager of Career Services. These offerings include resume preparation, interview practice and support in the job search process. Career Services:

- Guides students through the employment application process and job interview
- Co-sponsors hiring events with the health system
- Offers career education via workshops and on-line tools
- Prepares and advises students on goal setting, job offer negotiation and career discernment
- Advocates for students with health care employers
- Advises students and alumni on career advancement and continuing education.

Students are invited to contact career services for support offered through face-to-face or Zoom appointments, phone or email. A range of resources are available and include sample resumes and cover letters, interview guides, and “how to” resources for conducting a job search.

Students typically self-refer to Career Services or are recommended to the office by faculty.

Career Services collects and reports placement data to the appropriate agencies. Southside College of Health Sciences does not guarantee employment upon completion of the Program.

## Academic Advising

Students are assigned their success advisor during the enrollment process and participate in an introductory advising session as a part of the student on-boarding process through new student orientation. Success advisors work individually with students at the start of their nursing education and throughout their entire academic journey.

They assist students in developing skills and strategies which foster independence: active learning, academic success, progression, timely degree completion, and achievement of their education goals. Advisors serve as a vital connection between the student and the College resources available and support relationship building with faculty. The success advisors consult with faculty on the Orientation class for new students each semester. Success advising is required of each student.

## Student Access and Accommodation Services (SAAS)

To provide for equal access, the College 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.

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

## Definitions

### **Core Performance Standards for Admission and Progression**

— the basic duties that a student must be able to perform, with or without reasonable accommodation (see Policy ACA 1.02)

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

**Interactive process** — a formal or informal discussion between the student seeking an accommodation and the staff from 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 functions 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 in light of the institution’s size, financial resources, or represents a fundamental alteration to the curriculum.

The College 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 College 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 College has the right to select among equally effective methods of accommodating a student with a disability. The College also has the right to refuse an accommodation based on undue hardship to the College.

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

# Student Life

## Employment

The faculty and College administration understand and recognize that outside employment by students enrolled in SCHS programs is, in many cases, necessary. It should be understood that outside employment during the time a student is enrolled in a program is strongly discouraged, as it can detract and interfere with their progression in the curriculum. However, the faculty and administration recognize that in many cases this is not possible. It is strongly recommended that the student work the absolute minimum number of hours necessary to accomplish their goals, and that they are able to remain alert and responsible while in class or clinical. Students should not work the night shift prior to a clinical or class day. The student who finds it necessary to maintain employment (either full-time or part-time) will not be allowed early dismissal from class or clinical in order to arrive at their place of employment on time, nor will class assignments or due dates be changed due to work schedules. Employment schedules should not conflict with scheduled class or clinical experiences.

## Health Services

SCHS does not maintain health facilities or medical services. The responsibility for medical services and payment rests with the student. In case of illness or injury on campus, Emergency Medical Services may be called to assist individuals. A first aid kit and AED (Automatic External Defibrillator) is located on the 2nd Floor of the Sycamore Building in the hallway just outside of the women's restroom and the receptionist area.

If a student is injured or becomes ill while on campus a College representative should be contacted. Should the student become ill or injured while in the clinical setting, the clinical instructor/preceptor and clinical coordinator/program director should be notified, and facility protocol implemented.

## Clinical Simulation and Learning Center

The Clinical Simulation and Learning Center (CSLC) consists of a variety of clinical labs and simulation space that mimic actual clinical settings. The goal of the CSLC is to aid students in improving their technical, cognitive, and interpersonal skills. In addition to regularly scheduled lab, classes or simulations, students are encouraged to utilize the CSLC to improve or remediate their clinical skills. The CSLC has open hours for independent practice. Contact your program faculty for information on open lab times. Individual assistance is available by appointment with the CSLC faculty

or your program faculty. Upon admission to your program, you will be given an orientation to the lab, the rules for responsible use of the labs, and appropriate forms that you are expected to sign indicating your understanding and agreement. The Clinical Simulation and Learning Center will be kept locked in the absence of the Clinical Simulation and Learning Center faculty, clinical instructor, or designee.

## Information Technology Requirements and Resources

Some class and clinical assignments will require a computer and students are expected to own a laptop meeting the specifications which follow. Wifi access to the Internet is available throughout campus and students are required to have Internet access at home.

Students should be proficient using email, the internet, and common desktop productivity software. Please note that some programs may require additional technology requirements.

Student technology support is available 24/7 at 888-510-8035.

## Learning Platforms and Student Information System

Southside College of Health Sciences (SCHS) provides a web-based learning platform through CANVAS® for the express purpose of facilitating learning in accordance with the mission and philosophy of SCHS. CANVAS® is utilized for learning activities and communication directly related to course objectives and assignments. Students can access CANVAS® at <https://srmc.instructure.com/login/canvas>.

Campus Nexus® is utilized for College business transactions related to student accounts and academic records. Students can access the student information system at <http://www.schs.edu/portal>.

For additional information refer to Policy ADM 1.12.

# SCHS Technology Requirements

## Hardware Requirements

	Minimum Requirement	Recommended Configuration
Operating System	Windows 10 or Mac OS 10.5 (or higher) <i>Chromebooks will not run the required software!</i>	
Memory	8 GB RAM	
CPU	Intel Core i3 Apple M1 AMD Ryzen 5	Intel Core i5 Apple M1 AMD Ryzen 7
Storage	192 GB (or more) Solid State Drive (SSD)	
Audio/Video	Camera*, Microphone, and Speakers <i>*Camera should be located ABOVE (not below) laptop screen.</i>	
Display	13" (or larger) with 1080 resolution	

Laptops we recommend: Dell XPS 13, Apple MacBook Air 13, Acer Swift 3 (2020 model / 2021 model)

## Software Requirements

	Requirement	Recommended
Backup	Continuous backup of your documents and data to a destination outside your computer	<b>Windows:</b> Microsoft OneDrive* <i>*Provided by the College</i> <b>Mac:</b> iCloud backup service
Office	Microsoft Office 365 (provided by the College)	
Antivirus	Active/Current antivirus (Already built into Windows and Mac OS)	
Browser	Chrome	
Adobe	Acrobat Reader	

## Other Technology Requirements

	Minimum Requirement	Recommended Configuration
Internet Access	5mbps <i>at home</i>	25mbps <i>at home</i>
Printer	Access to a printer <i>at home</i>	

# Trajecsys

Trajecsys is an online clinical management and tracking system for health education programs. Trajecsys will be used by students, clinical instructor/clinical preceptors, and program faculty. This online recordkeeping system will be utilized at SCHS for completing clinical time records, documenting daily lab and clinical activities, assessing student skills utilizing performance evaluations, scheduling clinical experiences, and clinical reporting.

## Student Email

All current SCHS students will be assigned an schs.edu email account. Any email addresses or accounts assigned by SCHS are the property of the College. Email users at SCHS are required to comply with state and federal laws, College policies, and normal standards of professional behavior. Failure to follow appropriate guidelines may lead to the revocation of internet and email access and further disciplinary action. If a student is on a Standard Period of Non-Enrollment (SPN), they will have access to their College email for six (6) months. For additional information, reference Policy ADM 1.12 Student Communication.

## Peer-to-Peer File Sharing Policy

The 2008 Higher Education Opportunity Act requires the College to assist in the effort to combat copyright infringement by taking steps to prevent the use of College technology for illegal peer-to-peer (P2P) file sharing. Peer-to-peer file sharing is the process of sharing files (e.g. e-textbooks, music, movies, software, etc.) from one person to another using technology.

The College supports appropriate file sharing that facilitates legitimate information dissemination and academic collaboration.

However, the College prohibits the use of College systems or technology to distribute, download, upload, stream, scan, store or otherwise share material when:

- The content is copyrighted but distribution to the user has not been authorized by the copyright owner.
- The intended use under the relevant circumstances is specified as illegal by any federal or state law, statute, regulation, proclamation, order, or decree;
- The material is considered by the College to be protected information, and the user is not authorized to access that information for the purpose intended

It is incumbent upon students and College personnel to be aware of what constitutes copyright infringement and how peer-to-peer file sharing may violate this policy.

Individuals who engage in illegal peer-to-peer file sharing can face severe civil and criminal penalties as well as loss of access to College technology.

This policy summary omits some policy details. Please refer to full policy ADM-10.02-Peer-to-Peer-File-Sharing.

## Library Services

The Pollard Library serves the overall health care information needs of the students and associates and supports the curriculum objectives of the College. Students and associates are encouraged to regularly use the services and resources of the library. Print and digital resources, as well as research and other assistance from the College Librarian, are available to both students and associates. During posted office hours, the librarian is available virtually and in person for research assistance and help with the library collection. Library hours are posted on the College website and outside the Library. Electronic library resources are accessible 24/7 through the eLibrary.

- The Honor Code prevails in the College Library. Unauthorized removal of materials, alteration of materials, or disclosing database user names and passwords are considered abuse of library policy and may constitute violations of the College code of conduct (Student Rights and Responsibilities) and the Honor Code. Failure to follow appropriate procedure and adhere to Library timelines for book checkout and return may result in disciplinary action.
- A quiet atmosphere is expected at all times in the library. Groups may not use the common areas of the library to conference or talk. Study rooms are available for individual or group work with the understanding that a quiet atmosphere is expected in these rooms as well.
- Careful handling of library materials is necessary to insure their long life.
- Eating is not permitted in the library. Beverages are permitted only in containers with lids.
- Books may be borrowed for a two-week period. The process for checking out materials is noted near the entrance to the Library. Most items are renewable for an additional two weeks.
- A maximum of three items may be borrowed at one time from the library.
- Items borrowed from the College Library should be returned to the book deposit box directly outside of the library.

- Items damaged beyond reasonable wear or not returned in a timely fashion are charged to the responsible borrower and remain the property of the College Library. When an individual leaves the College for any reason, they must return or replace all borrowed items checked out in their name. Diplomas may be withheld if items are not returned.
- For additional information, see the Library's page on the College website, as well as the ADM 7.02 Library Use policy.
- Copyright Notice is posted in the Learning Commons, and on the Library's page on the College website. Refer to the ADM 7.01 policy for further guidance on copyright issues.
- Individuals desiring to make suggestions for library additions are encouraged to present their suggestions to the librarian.

## TURNITIN®

TURNITIN® is a web-based resource that Southside College of Health Sciences makes available to students and faculty to comprehensively check written work to identify a similarity index for matching text with a database of existing written work, web pages, and electronic journals. TURNITIN® assists students to identify potential plagiarism and supports the student toward academic integrity and originality in order to further develop their scholarly writing skills. Student assignments that are submitted to TURNITIN® generate a TURNITIN® Originality Report that students use to further edit their written work prior to submitting to faculty for feedback and evaluation. The link to TURNITIN® is available in each course in CANVAS®.

## Student Organizations

The Bon Secours Southside College of Health Sciences holds that all students should have access to extra- and co-curricular opportunities to grow professionally, provide service, practice leadership, and engage with the campus community. Student organizations are key providers of such opportunities.

A student organization must be nondiscriminatory and must adhere to the values and mission of Bon Secours Southside College of Health Sciences. Questions regarding student organizations may be directed to the Director of Student and Alumni Affairs.

## Alpha Delta Nu – Nursing Honor Society

The SCHS Nursing program is chartered as the Alpha Epsilon Chapter of Alpha Delta Nu Nursing Honor Society. It functions under the guidance of the Organization for Associate Degree Nursing (OADN). The objective of the Alpha Delta Nu Nursing Honor Society is to recognize the academic excellence of students in the study of Associate Degree Nursing. It is dedicated to enhancing the quality of education, strengthening the professional role, and promoting the future of nursing. In addition, the society encourages the pursuit of advance degrees in the profession of nursing as well as continuing education as a life-long professional responsibility. Further information about the honor society can be obtained by contacting the Program Director.

## Lambda Nu Honor Society

Lambda Nu is the national honor society for the radiological and imaging sciences. The objectives are to foster academic scholarship at the highest academic levels, promote research and investigation in the radiological and imaging sciences, and recognize exemplary scholarship. The chapter at SCHS is the Virginia Omega Chapter. Students who have achieved academic honors are eligible for membership in the honor society. For more information contact your Program Director.

## National Student Nurses' Association

Students in the Nursing Program have the privilege of joining the National Student Nurses' Association (NSNA) that entitles them to membership at the state and national levels. Members from all the participating colleges in Virginia form the Virginia Nursing Student Association (VNSA). By being active in the NSNA, the student nurse has an opportunity to share ideas with other nursing students and to gain experience and knowledge in preparation for participation in the nursing profession and its organizations. Conventions are held at the state and national levels. Students are encouraged to attend, and do not need to join the SCHS-SNA in order to join the NSNA. For more information, visit [nsna.org](http://nsna.org).

## Bon Secours Southside College of Health Sciences – Student Nurses Association (SCHS-SNA)

SCHS-SNA is the student chapter of the National Student Nurses Association (NSNA). The mission of the SCHS-SNA is to:

- Promote the development of skills that students will need as responsible and accountable members of the nursing profession.
- Develop nursing students who are prepared to lead the profession in the future
- Advocate for high quality, evidence-based, affordable, and accessible health care

Interested students should direct inquires to the SCHS-SNA president.

## Student Organization of Academic Radiographers

The Student Organization of Academic Radiographers (SOARS) is a student organization composed of all radiation sciences and medical imaging students for the purpose of participating in student government, community activities and class projects. The group works to obtain funds to send students to attend annual student seminars as well.

## Student Participation in Governance

There are a number of methods by which students can participate in the governance of SCHS. The students elect leaders of various clubs and organizations to provide leadership and offer input and recommendations to the College administration. Students have the opportunity to complete confidential evaluations every semester on each course and faculty member they have worked with and attend focus group sessions. The results of these evaluations and/or focus groups are shared with Program Directors, the Dean of Academic Affairs, faculty, and staff. Additionally, students have the opportunity to serve on the Advisory Boards of each program as well as on the Student Affairs Committee. Students interested in serving on a committee should contact the Assistant to the Dean of Academic Affairs.

## Student Publications

All student notices, printed and electronic, are subject to the policy ADM 1.10 Posting Notices. For questions regarding student notices, please contact the Director of Student and Alumni Affairs.

# Chapter 8

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# Non-Academic Appeal Flowchart

## INITIATION OF APPEAL

The student has ten (10) business days from the time that they knew or should have known of the issue that is the subject of the grievance to send a formal letter/email detailing the issue and providing supporting information to the college personnel whose decision they are appealing and the desired outcome of the appeal. The personnel's administrative supervisor should be copied on the communication.

## LEVEL 1

- The college personnel has ten (10) business days from the receipt of the appeal letter to schedule a meeting with the student to discuss the matter.
- Within five (5) business days after the meeting, the college personnel will provide a written letter outlining the decision of the meeting. A copy will be provided to the Dean of Student Affairs.

## LEVEL 2

- The student may choose to appeal the Level I decision within five (5) business days of the decision being communicated by sending a letter outlining the case for the appeal, along with a copy of the Level 1 decision letter, to the college personnel's administrative supervisor.
- Within ten (10) business days from the receipt of the appeal letter, the administrative supervisor will investigate the matter and will schedule a meeting with both parties in an effort to resolve the matter.
- Within ten (10) business days after the meeting, the administrative supervisor will prepare a report of the disposition of the matter providing copies to both parties. A copy will be provided to the Dean of Student Affairs.

## LEVEL 3

- Within five (5) business days of the communication of the Level II decision, the student may file a written appeal to the appropriate RHEI Leadership Team member with copies of the Level I and Level II decisions attached.
- Within ten (10) business days of the receipt of the appeal, the RHEI Leadership Team member will set a hearing date for all parties involved and the Student Grievance Committee. This meeting will occur within thirty (30) business days of the receipt of the appeal.
- Within ten (10) business days of the hearing, an official letter including the final determined outcome will be prepared by the RHEI Leadership Team member and sent to all parties.
- Findings for all Level III grievances are final in all cases.

Students should refer to ADM 1.05 Appeal Process for Non-Academic Grievances for more detailed information regarding non-academic grievances to include guidance on peer observers.

# Student Conduct Flowchart

## LEVEL 1

- Within three (3) business days of becoming aware of the incident, the appropriate faculty or staff member will investigate the matter and will meet with the student(s) suspected to have violated ADM 3.05 Student Conduct – Rights and Responsibilities individually to discuss the matter and possible sanctions.
- Within three (3) business days of the meeting, the staff/faculty member will prepare a report of the matter and send it, with appropriate additional information, to the student(s) and to the Dean of Student Affairs. This will constitute a Written Warning.



## LEVEL 2

- The student(s) may choose to appeal the Level I decision within five (5) business days of the report being communicated by sending a letter, along with Level I written report, to the Dean of Academic Affairs.
- Within five (5) business days of the receipt of the appeal, the Dean of Academic Affairs will review documentation related to the situation, meet with the involved parties, and send a letter of their decision to the student(s) with a copy being sent to the Dean of Student Affairs.



## LEVEL 3

- The student(s) may choose to appeal the decision of the Dean of Academic Affairs and any sanctions applied within five (5) business days of the written letter being communicated by sending a letter, along with Level I written report and the Level II written letter, to the Dean of Student Affairs.
- Within ten (10) business days of the receipt of the appeal, the Dean of Student Affairs will review documentation related to the situation, meet with the involved parties, and send a letter of their decision to the student(s).
- Level III decisions are final and may not be appealed.

Students should refer to ADM 3.05 Student Conduct – Rights and Responsibilities for more detailed information.

# Administrative Offices

## Office of the Dean, Administration

### **Dr. Benjamin Djeukeng, Dean**

The Office of Administration provides oversight in areas of accreditation and regulatory compliance, institutional effectiveness, safety, and physical plant operation. It is the College's point of contact in relationships with accrediting, regulatory, governmental, educational, and professional organizations of importance to the College. The Office of Administration also oversees the development, implementation, and monitoring of a planning and institutional effectiveness program at the College as well as the safe, effective, and efficient operation of College facilities.

## Office of the Dean, Student Affairs

### **Dr. Leslie Winston, Dean**

This office provides oversight for support services and resources for student success. Students with questions regarding the following areas: academic support, career counseling, student access and accommodation services, student conduct, nonacademic grievances, graduation, student organizations, and student welfare, fall under this office.

## Office of Enrollment Services

### **Dr. Carrie Newcomb, Associate Dean**

Enrollment Services strategically works to attract, enroll, and retain high quality students who share the calling to serve, those who consider caring to be a calling and a ministry inclusive of all people. The office is comprised of three departments: Admissions, Marketing and the Registrar.

## Office of Finance

### **Amy Pozza, Chief Financial Officer**

The Office of Finance consists of the areas of financial/business affairs, student accounts and financial aid.

## Center for Student Success

### **Lydia (Dia) Lisner, Director of Student Success**

The mission of the Center for Student Success is to provide academic support, connect students with resources, help meet students' educational goals, and encourage academic achievement and excellence. This office offers support with academic success advising, academic counseling, career counseling, and accommodations.

## College Library

### **James May, Librarian**

The Library is located on the first floor of the 430 Clairmont Court building. It serves the overall health care information needs of our students, faculty and staff, and supports the curriculum objectives of the College.

## Information Technology (IT) Department

### **Jason E. Smith, Director of IT**

The Information Technology department advances the College as a leader in technology for learning, teaching, research and administration. It provides secure and accessible technology and service to students, faculty and staff. The department manages the student information system, the learning management system (CANVAS), the student productivity suite (Office 365) and other systems. It provides on-premise and on-call support for technology issues.

## The Clinical Simulation and Learning Center (CSLC)

### **Holly L. Pugh, Dean, CLSC**

The Clinical Simulation & Learning Center's mission is to provide high quality service and education in a respectful learning environment. The CSLC consists of simulation technicians who provide support, maintenance, and programming of simulation equipment, and simulation faculty dedicated to teaching students utilizing simulation based learning as well as faculty in the development of simulation skills.

# Personnel – Administration and Staff

**ARCHER, SANDRA**

*Test Proctor*

**BENDALL, MARILYN**

*Receptionist/Admissions Assistant*

**BOGESE, JOANNE**

*Student Services Coordinator*

**Degree and Institution:**

BA, James Madison University

**BROCKLEBANK, MAGGIE**

*Registrar Specialist*

**Degree and Institution:**

MEd, Virginia Commonwealth University

**BUTLER, SIDNEY**

*System Support Specialist*

**Degree and Institution:**

BS, Norfolk State University

**CHARLES, SONYA**

*Admissions Assistant*

**CRIST, JARED**

*Director of Student and Alumni Affairs*

**Degree and Institution:**

MEd, Virginia Commonwealth University

**DICICCO, DENISE**

*Program Director, Nursing*

**Degree and Institution:**

DNP, University of Virginia

**DJEUKENG, BENJI**

*Dean of Administration*

**Degree and Institution:**

PhD, The College of William and Mary

**EDWARDS, LINDY**

*Associate Director, Nursing*

**Degree and Institution:**

PhD, Virginia Commonwealth University

**ENSING, RACHEL**

*Director of Admissions*

**Degree and Institution:**

MSHE, University of Miami

**FLORIAN, KELLEY**

*Director, Financial Aid*

**Degree and Institution:**

BA, Liberty University

**GREEN, MELANIE**

*Vice President, Richmond Higher Education Institutions*

**Degree and Institution:**

PhD, Louisiana State University

**HARTKA, BLAKENEY**

*Career Advisor*

**Degree and Institution:**

MEd, James Madison University

**HOWARD, SHAWN**

*Student Success Advisor*

**Degree and Institution:**

MS, National University

**IMLER, ELIA C.**

*Director of Marketing and Communication*

**Degree and Institution:**

MS, Ithaca College

**JARVIS, SUSAN**

*Admissions Manager*

**Degree and Institution:**

AAS, J. Sargeant Reynolds Community College

**KOST, NICHOLAS**

*Manager, Information Technology*

**Degree and Institution:**

BA, St. Leo University

**LISNER, LYDIA (DIA)**

*Director of Student Success*

**Degree and Institution:**

MEd, Virginia Commonwealth University

**MAY, JAMES**

*College Librarian*

**Degree and Institution:**

BA, Hampden-Sydney College

**McCARTER, MARGARET (MEG)**

*Director, Business Operations*

**METZGER, TINA**

*Manager, RHEI Library*

**Degree and Institution:**

MSIS, University of Tennessee, Knoxville

**NEWCOMB, CARRIE**

*Associate Dean of Student Services*

**Degree and Institution:**

EdD, Virginia Commonwealth University

**PETERSON, ALLISON**

*Manager, Career Services*

**Degree and Institution:**

MS Ed, St. Joseph's College

**POZZA, AMY**

*Chief Financial Officer*

**Degree and Institution:**

MBA, University of Virginia

**PUGH, HOLLY**

*Dean of Clinical Simulation Center*

**Degree and Institution:**

MSHA, Virginia Commonwealth University

**ROBBINS, H. PAGE**

*Financial Aid Specialist*

**Degree and Institution:**

MBA, Colorado Technical University

**SCARBERRY, DAYNA**

*Assistant Director, Student Success*

**Degree and Institution:**

MEd, The College of William and Mary

**SHELL, STACEY**

*Program Director, Radiologic Technology*

*Instructor*

**Degree and Institution:**

MSEd, Virginia Polytechnic Institute and State University

**STILES, RYAN**

*Director of Records and Registration*

**Degree and Institution:**

MBA, University of Richmond

**SMITH, JASON E.**

*Director of Information Technology*

**Degree and Institution:**

MS, Boston University

**SWINEFORD, CYNTHIA**

*Campus Director, Dean of Academic Affairs*

**Degree and Institution:**

MSN, University of North Carolina, Greensboro

**TAYLOR, FAITH**

*Director of Finance*

**Degree and Institution:**

BS, University of North Texas

**TERRELL, INGRID**

*Graphic Design Specialist*

**Degree and Institution:**

BA, City College of the City University of New York

**THOMAS, ZIFFIE**

*Program Director, Diagnostic Medical*

*Sonography*

**Degree and Institution:**

DHSc, Nova Southeastern University

**VASQUEZ, MARIA**

*Admissions Recruiter*

**Degree and Institution:**

BS, Liberty University

**WELSH, KATHY**

*Administrative Assistant*

**Degree and Institution:**

AS, Richard Bland College

**WINSTON, LESLIE**

*Dean of Student Affairs*

**Degree and Institution:**

EdD in Leadership — Higher Education Administration, Virginia Commonwealth University

# Faculty

**BAILEY, COURTNEY**

*Instructor, Nursing*

**Degree and Institution:**

MSN, Liberty University

**Area of Teaching Specialty:** Nursing

**BISHOP, MICHELLE**

*Instructor, Nursing*

**Degree and Institution:**

BSN, Western Governors University

**Area of Teaching Specialty:** Nursing

**BOWMASTER, SARAH**

*Associate Professor, Nursing*

**Degree and Institution:**

MS, Virginia Commonwealth University

**Area of Teaching Specialty:** Nursing

**CHRISTOPHER, KATIE**

*Instructor, Radiologic Technology*

**Degree and Institution:**

BSRT, University of Cincinnati Blue Ash

**Area of Teaching Specialty:**

Radiologic Technology

**DICICCO, DENISE**

*Program Director, Nursing*

**Degree and Institution:**

DNP, University of Virginia

**Area of Teaching Specialty:** Nursing

**EDWARDS, LINDY**

*Associate Director, Nursing*

**Degree and Institution:**

PhD, Virginia Commonwealth University

**Area of Teaching Specialty:** Nursing

**FISHER-JONES, NATOYA**

*Instructor, Nursing*

**Degree and Institution:**

MSN-Ed, Western Governors University

**Area of Teaching Specialty:** Nursing

**FLEXON, GENEVA**

*Instructor, Radiologic Technology*

**Degree and Institution:**

MBA-HCM, Western Governors University

**Area of Teaching Specialty:**

Radiologic Technology

**JONES, NATASHA**

*Clinical Coordinator, Nursing*

**Degree and Institution:**

MSN, Old Dominion University

**Area of Teaching Specialty:** Nursing

**MYRICK, BENITA**

*Instructor, Nursing*

**Degree and Institution:**

BS, Hampton University

**Area of Teaching Specialty:** Nursing

**PHILLIPS, ALISON**

*Clinical Coordinator, Radiologic Technology*

**Degree and Institution:**

BSHS, Old Dominion University

**Area of Teaching Specialty:**

Radiologic Technology

**SHEA, KASEY**

*Instructor, Nursing*

**Degree and Institution:**

MSN, University of Phoenix

**Area of Teaching Specialty:** Nursing

**SHELL, STACEY**

*Program Director, Radiologic Technology*

*Instructor*

**Degree and Institution:**

MSEd, Virginia Polytechnic Institute and State University

**Area of Teaching Specialty:**

Radiologic Technology

**SPAGNOULO, STEFANIE**

*Instructor, Nursing*

**Degree and Institution:**

BSN, Bon Secours Memorial College of Nursing

**Area of Teaching Specialty:** Nursing

**SWINEFORD, CYNTHIA**

*Campus Director, Dean of Academic Affairs*

*Instructor, Nursing*

**Degree and Institution:**

MSN, University of North Carolina, Greensboro

**Area of Teaching Specialty:** Nursing

**THOMAS, ZIFFIE**

*Program Director, Diagnostic Medical*

*Sonography*

**Degree and Institution:**

DHSc, Nova Southeastern University

**Area of Teaching Specialty:**

Diagnostic Medical Sonography

**YANEZ, SHARLIE**

*Simulation Faculty*

**Degree and Institution:**

MSN, Western Governors University

**Area of Teaching Specialty:** Simulation

**YEAGER, KIMBERLY**

*Program Coordinator Clinical Education*

*Experience,*

*Diagnostic Medical Sonography*

**Degree and Institution:**

BBA, American InterContinental University – Online

**Area of Teaching Specialty:**

Diagnostic Medical Sonography







# Bon Secours

## Southside College of Health Sciences

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