



2021-2022

College Catalog

Revised August 1, 2021

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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.

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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 path 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 healthcare 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 healthcare. 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 healthcare 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
Vice President of Southside College of Health Sciences



Accreditations 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
804.225.2600

The College is institutionally accredited by:

The Accrediting Bureau of Health
Education Schools (ABHES)
7777 Leesburg Pike, Suite 314
North Falls Church, Virginia 22043
703.917.9503

The Nursing Program is approved by:

The Virginia Board of Nursing
Perimeter Center
9960 Mayland Drive, Suite 300
Richmond, Virginia 23230-1712
804.367.4515

The Nursing Program is accredited by:

Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road NE, Suite 850
Atlanta, Georgia 30326
404.975.5000
www.acennursing.org

The Radiology 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

The Diagnostic Medical Sonography Program is accredited by:

Commission of Accreditation of Allied Health
Education Programs (CAAHEP) via the Joint
Review Committee on Education in Diagnostic
Medical Sonography (JRC-DMS).
CAAHEP (Commission of Accreditation of Allied
Health Education Programs)
25400 US Highway 19 N, Suite 158
Clearwater, Florida 33763
Phone 727.210.2350/ Fax 727.210.2354
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

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

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
 - Radiation Sciences/Radiologic Technology
 - Diagnostic Medical Sonography

Southside College of Health Sciences (SCHS) is owned by Bon Secours Mercy Health Richmond, LLC. The President of Southside Medical Center is responsible for the day-to-day operations of the hospital, which includes the College.

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 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 in the building. These labs have two (2) radiography machines and are set up to resemble a hospital imaging lab. A portable x-ray machine is available for instruction also. 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 integrates hospital designed stretchers, gel warmers, and ultrasound units at each workstation. In addition, the laboratory is well-appointed with phantoms 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 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. 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 a locked file cabinet.

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

Radiation Sciences/Radiologic Technology Program

The demand for Radiation 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 of 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 healthcare 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

Healthcare 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 healthcare 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 healthcare 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 healthcare 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 healthcare needs of the public.
- Teach sound healthcare 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 healthcare 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 healthcare positions.
- Prepare graduates to apply to take the licensing or certification examination required for practice in the chosen healthcare 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.

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, Vice President, Southside College of Health Sciences, 430 Clairmont Court, Suite 200, Colonial Heights, VA.

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 Vice President.



SCHS Academic Calendar 2021-2022

August 2021

August 2	Nursing and DMS application deadline – Spring 2022
August 2-4	Final exams
August 5	Final grades due 12:00 p.m.
August 9	New Student Orientation – Fall 2021 (Nursing) Fall semester validation – tuition/fees due New Student Orientation – Fall 2021 (RAD)
August 12	Summer Pinning and Commencement (Nursing)
August 30	Fall 2021 classes begin

September 2021

September 6	Labor Day – no classes
September 8	Last day to drop with 100% refund
September 17	Constitution Day

October 2021

October 7	Honor Society Induction Ceremony– all programs
October 14-15	Fall break for students – no classes
October 28	Fall Festival
October 30	Last day to withdraw without academic penalty

November 2021

November 17	New Student Orientation – Spring 2022 (Nursing & DMS)
November 24-26	Thanksgiving break for students – no classes

December 2021

December 10	Last day of fall classes
December 13-16	Final exams
December 13	Spring semester validation – tuition/fees due
December 17	Final grades due by 12:00 p.m.
December 24-25	Christmas break for students – no classes
December 31	New Year's Eve – no classes

January 2022

January 10	Spring 2022 classes begin
January 17	Martin Luther King Day – no classes
January 19	Last day to drop with 100% refund

March 2022

March 1	March 16-18
March 3	
March 12	

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ociety Induction Ceremony – all programsLast
day to withdraw without academic penalty Spring
Break for students – no classes

April 2022

April 7	Spring Fling
April 22	Last day of spring classes
April 25	Final exams for graduating seniors
April 26-28	Final exams
April 29	Final grades due by 12:00 p.m.

May 2022

May 5	Summer semester validation – tuition/fees due
May 9	Summer 2022 classes begin
May 12	Spring Pinning and Commencement for all programs
May 18	Last day to drop with 100% refund
May 30	Memorial Day – no classes

July 2022

July 4-5	Independence Day/summer break for students – no classes
July 10	Last day to withdraw without academic penalty

August 2022

August 1	Nursing and DMS application deadline - Spring 2023
August 4	New Student Orientation – Fall 2022 (Nursing & RAD)
August 12	Last day of summer classes
August 15	Final exams for graduating seniors
August 16-18	Final exams
August 19	Final grades due by 12:00 p.m.
August 24	Summer Pinning and Commencement (Nursing)
August 25	Fall semester validation – tuition/fees due
August 29	Fall 2022 classes begin

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:

GRADING SCALE			
Letter Grade	NURS DMS/RAD Class/Lab THEORY	NURS CLINICAL	DMS & RAD CLINICAL
A	93-100	Sat	93-100
B	86-92	Unsat	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:

A	4 points per credit
B	3 points per credit
C	2 points per credit
D	1 point per credit
F	0 points per credit
I	(Incomplete) 0 points per credit
AU	(Audit) 0 points per credit
W	(Withdrawal) 0 points per credit
WA	(Administrative Withdrawal) 0 points per credit
MG	(Missing grade) 0 points per credit

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

GPA Calculation

The College uses the grading system described above. To calculate the number of points earned in a course, multiply the points for the final grade by the number of credit hours for that course. For example, if a student receives a grade of B in a 10-credit hour course, the total number of points earned equals 3 points multiplied by 10 course credit hours for a total of 30 points. A student's GPA is calculated by dividing the total number of points earned by the number of credit hours for which grades of A, B, C, D, F, I, AU, W, WA are received.

The following is a sample of a grade point calculation:

COURSE	GRADE	GRADE POINTS	CREDIT HOURS	POINTS
DMS 261	B	3	* 3	= 9 points
DMS 271	A	4	* 5	= 20 points
DMS 250	B	3	* 4	= 12 points
TOTAL			12	41

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 Student Services.

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 Student Services 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 College 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)

In extenuating circumstances, e.g., a serious medical or mental health issue, death of a close family relative (parent, grandparent, sibling or spouse), etc., the Vice President, Program Director or designee may administratively withdraw (WA) a student from enrollment during a semester. A grade of WA for every course in that semester will be recorded and will have no impact on GPA calculation. The VP/Program Director/designee may request documentation from the student and/or healthcare provider briefly explaining the circumstances for the administrative withdrawal. The VP/Program Director/designee will inform the Director of Student Services/Registrar concerning the awarding of WA grades. Students are responsible for contacting the Office of Financial Aid to see how their course withdrawal may impact their financial aid status. For more information, reference Policy ADM 3.08 Add Drop Withdrawal from a Course.

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 Student Services 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.

Requests for Accommodations

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 1972 and the Americans with Disabilities Act (ADA) of 1990, as amended. For additional information, reference Policy ADM 3.03 Student Access and Accommodation Services.

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. SCHS seeks to reinforce a sense of personal responsibility, respect for others, mature behavior and foster 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 and accountability. For additional information, reference Policy ADM 3.05 Student Conduct – Rights and Responsibilities.

Academic Integrity

SCHS believes that integrity is essential to practice in a health professions career as well as in the pursuit of education. Each student must assume responsibility for acting honorably in all situations and upholding the policies and expectation of SCHS. Upon acceptance of admission into a program at SCHS, students will be required to sign the Academic Integrity Pledge. This pledge will be placed in the student's academic file. For additional information, reference Policy ADM 3.13 - Academic Integrity which outlines the Academic Integrity Pledge, violations, and process for addressing violations.

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.

Non-Academic Student Grievances

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. For additional information, reference Policy ADM 1.05 Appeal Process for Non-Academic Student Grievances.

Academic Student Grievances

A formal process for which a student can appeal through his/her course faculty and the College's Administrative Leadership, the student's final grade in a course. For additional information, reference Policy ACA 1.06 Appeal Process for Academic Student Grievances.

Family Educational Rights and Privacy Act of 1974 (Buckley Amendment)

Under the Family Educational Rights and Privacy Act (FERPA) of 1974, the rights of the student and the responsibilities of the institution concerning the various types of student records maintained by the institution were established. In keeping with and in support of this legislation, SCHS has established guidelines to ensure compliance. Failure to comply with these prescribed standards could jeopardize federal funding received by the institution and its students.

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) and its subsequent amendments, SCHS students have the right to review, inspect and challenge the accuracy of certain information kept in their education records unless the student waives this right. Education records are those which contain information which is directly related to a student and are maintained by an educational agency or institution or by a party acting for the agency or institution. For additional information, reference Policy ADM 3.01 Family Educational Rights and Privacy Act.

Confidentiality

Maintaining confidentiality is an important aspect of professional behavior, and includes concepts related to ethics and law. It is essential that the healthcare 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 healthcare 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 healthcare 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.

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.

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 in order to safely and effectively meet the responsibilities of a SCHS student.

CORE PERFORMANCE	STANDARD	EXAMPLES OF ACTIVITIES (<u>NOT</u> ALL INCLUSIVE)
Critical Thinking	Critical thinking ability sufficient for appropriate clinical judgment.	Identify cause-effect relationships in clinical situations: NURS- Synthesize knowledge, recognize problems, problem-solve, and prioritize. DMS- Perform ultrasound procedures and utilize proper instrumentation. RAD- Adjust procedural positioning and technical exposure factors as needed.
Communication in English	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.
Interpersonal	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, healthcare professionals and family members.
Mobility	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. RAD-Be able to reach up to six feet from the floor to manipulate radiographic equipment. Be able to transport and manipulate mobile imaging equipment.
Motor Skills	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.
Hearing	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.
Visual	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. RAD-Accurately withdraw proper amounts of contrast media.
Tactile	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).
Weight-bearing	Ability to lift/manipulate/move at least 45-50 pounds.	Transfer patients/clients to chairs, stretcher, imaging tables, and move/manipulate equipment.

Cognitive Abilities	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. RAD- Assess image quality and implement corrective actions.
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) Code of Ethics of Imaging Professionals, (www.asrt.org) (www.arrrt.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.

Student Immunization and Health History

All students are required to register with the compliance system. Required health documents must be completed and/or uploaded into the compliance system by **12:00 p.m. on validation Day**. Students who fail to provide this information will lose their admission or continued enrollment. Records are maintained in the compliance system and students have indefinite access to their medical records. For additional information, reference Policy ACA 1.03 Student Compliance Requirements.

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 his or her 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 his or her goals, and that he or she is 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 his or her 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.

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.

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.

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.

Leave of Absence 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.

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 Student Services. 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 Student Services. 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 withdrawals are not counted in the maximum number of withdrawals noted above. For additional information, reference Policy ADM 3.08 Add/Drop/Withdrawal from a course.

Pre-requisite and Co-requisite Course Completion

Admission to SCHS programs may be contingent upon the completion of pre-requisite courses. Program-specific pre-requisite requirements can be found online at 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 healthcare 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 Director of Student Services to evaluate pre-requisite courses. Transfer credits will be evaluated and accepted only on evidence that the course content and instruction meet the requirements. Credits from foreign universities/colleges/schools must be evaluated as equivalent by an approved international consulting agency at the applicant's expense. Each program specifies the minimum grade required in prerequisite 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 Office of Student Services on or before validation day by 12 noon. If not received by validation day, then the student will be unregistered from their semester course(s). Reference academic calendar for semester validation dates and program curriculum for sequence of co-requisites. The transfer course listing is available on the college website at 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.

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 Student Services 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	3	BIO 101/101L	4
Chemistry	3	CHM 101/101L	4
Computer Science A	3	CSCI 211	3
English Language & Composition	3	ENGL 101	3
European History	3	HIST 101/102	6
U.S. History	3	HIST 201/202	6
Physics B	3	PHYS 101	3
Psychology	3	PSY 201	3
Statistics	3	MTH 217	3

Time Commitment Necessary to Earn Course Credit

SCHS subscribes to a philosophy commonly held by institutions across higher education: achievement of success with college-level study will necessitate that the student devotes both scheduled 'in-class' time as well as significant 'out-of-class' time to meeting course outcomes. In order to successfully achieve all outcomes for a 3-credit hour course, it is expected that each student will participate in the scheduled 'in-class' lecture and dedicate an approximate total of 90 hours during the session for class preparation and work time. Out-of-class time will be necessary for completing textbook readings and related assignments, preparing for midterm and final exams/ final project.

Example: Tasks and Time Allocation for a 3-Credit Hour Course Based on a 15 Week Semester:

Tasks	Approximate Time*	Hours
Participation in a 3-credit lecture class	45 hours per semester	
Completion of textbook readings, non-graded and graded assignments	Minimum of 5 hours per week	60
Preparation for midterm exams (estimate 2 exams)	Minimum of 10 hours per exam	20
Preparation for the final project/ final exam	Minimum of 10 hours per semester	10
Minimum Hours per Semester		90

****Special Note:** This is intended to be a time management tool. The approximate times listed above are for planning purposes. Time must be allocated appropriately to achieve maximum results during your time in class. Failure to plan may yield less than desirable outcomes. **

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's 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)
- Withdrawing from the same course more than once
- Withdrawing in more than two semesters
- 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.

Appeal Process

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.

Non-Academic Student Grievances

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. For additional information, refer to Policy ADM 1.05 Appeal Process for Non-Academic Student Grievances.

Academic Student Grievances

A formal process for which a student can appeal through his/her course faculty and the College's Administrative Leadership, the student's final grade in a course. For additional information refer to Policy ACA 1.06 Appeal Process for Academic Student Grievances.

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 and only cords and stoles issued by the college are permitted. All students should reference Policy ADM 3.12 Degree and Commencement Requirements for additional information.

SCHS Finance

The Dean of Finance is responsible for management and oversight of Student Finance which includes the Business Office and Financial Aid Office (Financial Aid Director and Financial Aid Specialist), 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 a.m.–4:30 p.m. by face to-face on-campus appointment, video conference, email, or phone. All finance staff contact information is provided at the end of Section 4.

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 Account policy which is located on the SCHS website under Students — Policies. The finance staff will (primarily) communicate with students electronically through Campus Nexus, 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 Campus Nexus — 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, Financial Aid and Payments.

- Charges includes Tuition and Fees and other charges assessed by SCHS.
- 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 typically 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 Campus Nexus — Student Portal prior to the start of each semester to ensure that all anticipated Financial Aid is scheduled. The "How to Review my Registration Bill" document can be located on the SCHS website under Financial Aid — Registration Bill section. The Registration Bill is 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.

2021-22 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 Technology Requirements policy*

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 Business Office via drop box located on the SCHS campus or mailed to SCHS

Attn: 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 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 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 Campus Nexus – Student Portal for acceptance, denial, or revisions by the student.

FAFSA

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 SCHS school code 012744. The FAFSA may be completed online at <http://fafsa.ed.gov> or by downloading the MyStudentAid app to their mobile device. For the 2021-22 Academic Year, the FAFSA may be submitted beginning October 1, 2020. 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 do not require 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. 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 this chapter. 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 Programs. Additionally, students have responsibilities to participate in Title IV programs. To participate in Title IV programs, students are required to complete and submit the Free Application for Federal Student Aid (FAFSA) annually.

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 becoming 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. It is the student's responsibility to contact the 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. SAA office investigates complaints of GI Bill beneficiaries. While most complaints should initially follow the college grievance policy, if the situation cannot be resolved the beneficiary should contact their office via email 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 Program policy.

2021–22 Book Advance Program 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 Chapter 4: Appendix 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.

1. 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 10% of charges indicated on the Registration Bill or \$100, whichever is less.

2. 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 SCHS to hold the credit balance and apply it to future charges in a subsequent semester.

3. 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 SCHS after completion of the Add/Drop Period, but prior to sixty (60) percent completion of the semester, a Financial Refund of SCHS Tuition and Fees (Charges) will be made in accordance with the SCHS 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 and/ or ADM 3.08 Add/Drop/Withdrawal from a Course policies.

SCHS Charges Refund Schedule

PROPORTION OF SEMESTER COMPLETED AS OF THE DATE OF DETERMINATION ("DOD")	% OF TUITION AND FEES
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

4. 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 SCHS 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 SCHS 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 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 SCHS to apply the credit balance to a future semester within the same academic year or authorizes SCHS 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 SCHS 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

5. 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 Dean of Finance.

Timeline of Events

1 st Semester in the Program (New Students)	
Schedule a Financial Aid Counseling session with the Financial Aid Specialist	60 days prior to start of semester
Submit W-9 and Direct Deposit Form to Business Office	30 days prior to start of semester
BSMH Associates only - contact BSMH HR Service Now to apply for Tuition Benefits program (Part-Time & Full-Time associates only)	30 days prior to start of semester
Submit FERPA Release (if required)	30 days prior to start of semester
Each Semester in the Program	
Approve Financial Aid package/award letter	30-45 days prior to start of semester/academic year
BSMH Associates only - contact BSMH HR Service Now to inquire about the Direct Billing Program (Part-Time & Full-Time associates only)	30 days prior to start of semester
Submit Third Party Payor information to 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 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 Business Office
Direct Deposit form submission to Business Office
BSMH Associates Only
-contact BSMH HR Service Now to apply for Tuition Benefits program (Part-Time and Full-Time BSMH associates only)

Each Semester (Continuing Students)
FAFSA submission to Department of Education
Master Scholarship Application submission
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 Business Office (vouchers)

SCHS Finance Team

The SCHS 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, Dean of Finance

Phone: (804) 264-7315

Email: amy_pozza@bshsi.org

Financial Aid Office

Email: bsr-confinancial@bshsi.org

Kelley Florian, Director of Financial Aid

Phone: (804) 627-5350

Email: kelly_florian@bshsi.org

Page Robbins, Financial Aid Specialist

Phone: (804) 765-6746

Email: helenpage_robbins@bshsi.org

Business Office

Margaret McCarter, Director of Business Operations

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. 2021-22 COA schedules are published on the SCHS website under Financial Aid.

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 s/he is 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 his/her 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 2021–22 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 2021–22 maximum Federal Pell Grant award is \$6,495. 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 prior page of the College Catalog.

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

SCHS currently offers Associate Degree programs, which are anticipated to be completed in 2 years or less; therefore, SCHS does not offer Federal Direct Loans above Grade Level 2.

Aggregate Federal Direct Loan Limits

	FEDERAL DIRECT SUBSIDIZED LOANS	FEDERAL DIRECT COMBINED LOANS (SUBSIDIZED & UNSUBSIDIZED)
Dependent Students (excluding students whose parents cannot obtain a Federal Direct Parent PLUS Loan)	\$23,000	\$31,000
Independent Students (and Dependent students whose parents cannot obtain a Federal Direct Parent PLUS Loan)	\$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: Applicants must be in there next to last semester of their program for payment towards their last semester (DMS 3rd semester, RAD 4th Semester, NURS 4th Semester).

1. Applicants must complete and provide proof of two community services while enrolled at SCHS.
2. Applicants must complete and submit an essay.

3. Programmatic cumulative grade point average (GPA) will be considered.
4. 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/radiography/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. Ashley Pate at Ashley_Pate@bshsi.org.

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 radiography/sonography?
3. Provide a clinical experience that allowed you to utilize the knowledge you have gained from this program.

Academic Programs

For specific programmatic regulations please refer to individual student handbooks located on the Learning Management System.

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 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) from the Virginia Board of Nursing. 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 School of Nursing 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.

I. Admission Criteria*:

- A. Graduate of an accredited high school or GED (General Equivalency Diploma).
- B. 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 test 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.
- C. Attend an SCHS Information Session
- D. 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.
- E. Negative complete criminal history and child protective screens; and
- F. Negative drug screen.

II. Admission Process:

- A. Application Review
 - 1. Completed application.
 - 2. A non-refundable \$70 application fee.
 - 3. Official transcripts from high school or GED documentation.
 - 4. Official transcripts from all post-secondary education (colleges/universities).
 - 5. Registration and completion of pre-admission test, ATI TEAS. (fee applicable)
 - 6. In person interview
- B. 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 acceptance in August, a completed application (application, fee, and all transcripts) must be received by **March 1st**. To be considered for 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 of

any required or prerequisite course work. Admission is offered to qualified applicants on a space available basis.

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 deadline established by the College, or if the applicant has 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.**

Curriculum Plan for 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
	15	165	75	90
Semester II				
Nursing 120: Adults I	8	75	30	90
Anatomy & Physiology II	4	45	45	0
Developmental Psychology	3	45	0	0
	15	165	75	90
Semester III				
Nursing 130: Women's Health/Mental Health	7	60	0	135
Microbiology	4	45	45	0
English Elective	3	45	0	0
	14	150	45	135
Semester IV				
Nursing 210: Adults II/Pediatrics	9	75	0	180
English Elective II	3	45	0	0
Elective	3	45	0	0
	15	165	0	180
Semester V				
Nursing 220: Adults III	10	90	0	180
Elective	3	45	0	0
	13	135	0	180
Totals	72	780	195	675

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 cr.

Nursing courses 42 cr.

Total credits 72 cr.



Radiation Sciences/Radiologic Technology

The Radiation Sciences 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 Radiation Sciences 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 Radiological Sciences 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 Radiological Sciences degree is a terminal degree. This means that it is the highest academic degree needed to secure employment in the field. The AAS Radiological Sciences 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 Radiographic Technologists' National exam (ARRT) 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 Radiation Sciences Program does not guarantee employability.

Admission & Prerequisites

The School of Radiation Sciences 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 Radiation Sciences.

I. Admission Criteria*:

- A. Graduate of an accredited high school or GED (General Equivalency Diploma).
- B. 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.
- C. Successful completion of the following college courses from an accredited institution with a "C" or better:
 - 1. English Composition or Literature – 3 semester credit
 - 2. Algebra, Statistics, or Pre-calculus – 3 semester credits
 - 3. Psychology (general, survey, developmental) – 3 semester credits
 - 4. Human Anatomy & Physiology I & II - 8 semester creditsThis is a total of 5 courses equaling 17 semester college credits.
- D. Prerequisite college courses above with at least a combined 2.5 GPA (Grade Point Average).
- E. Evidence of successful completion of Medical Terminology.

- F. 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.
- G. Negative complete criminal history and child protective screens; and
- H. Negative drug screen.
- I. Attend a SCHS information session.

II. Admission Process:

A. Application Review

1. Completed application.
2. A non-refundable \$70 application fee.
3. Official transcripts from high school or GED documentation.
4. Official transcripts from all post-secondary education (colleges, universities); if applicable.
5. Successful completion of or registration in prerequisite high school and college courses (1 through 4 in the above admission criteria); and
6. In- person interview

- B. 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 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. 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 deadline established by the College, or if the applicant has 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.**

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 the Office of Student Services at 804.765.5800.



Curriculum Plan for AAS in Radiation Sciences

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
	13	135	30	135
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
	14	135	30	180
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
	12	99	12	225
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
	14	135	0	225
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
	13	120	0	225
Prerequisite Courses				
Human Anatomy & Physiology I	4	45	45	0
Human Anatomy & Physiology II	4	45	45	0
College Algebra or Statistics	3	45	0	0
English I	3	45	0	0
General Psychology	3	45	0	0
Totals	83	849	162	990

*Required co-requisite electives:

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

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.

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.

I. Admission Criteria*:

- A. Graduate of an accredited high school or GED (General Equivalency Diploma).
- B. Completion of a human health career program.
- C. Successful completion of the following coursework from an accredited institution with a "C" or better:
 1. Algebra or Statistics**
 2. Physics or Radiation Physics**
 3. Human Anatomy & Physiology (completed within 10 years) **
 4. English Composition**

5. General or Developmental Psychology **

** Denotes coursework completed at the college level.

- D. Prerequisite coursework above with a combined 2.5 GPA or better.
- E. 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.
- F. Attend an SCHS Information Session
- G. Negative complete criminal history and child protective screens; and
- H. Negative drug screen.

II. Admission Process:

- A. Application Review
 - 1. Completed application.
 - 2. A non-refundable \$70 application fee.
 - 3. Official transcripts from high school or GED documentation.
 - 4. Official transcripts from all post-secondary education (colleges, universities); and
- B. 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).

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.

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 the Office of Student Services at 804.765.5800.



Curriculum Plan for 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
	12	150	60	0
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
	12	90	60	180
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
	16	105	30	360
Semester IV				
DMS 291: Seminar II	2	30	0	0
DMS 254: Clinical III	8	0	0	360
	10	30	0	360
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
Totals	67	600	240	900

Course Descriptions

Course prerequisites or co-requisites state requirements for student entry into courses and reflect necessary preparation for attempting courses. Course prerequisites 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.

Diagnostic Medical Sonography (DMS)

DMS 200: Introduction to Sonography

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 (30 class hours = 2 credits). Prerequisite: Admission to the program. Co-requisite: DMS 220, DMS 260, DMS 273.

DMS 220: Cross Sectional Anatomy

Studies sectional anatomy in the transverse, longitudinal and coronal planes, with emphasis on the organs of sonographic interest within the abdominal-pelvic cavity (30 class hours = 2 credits). Prerequisite: Admission to the program. Co-requisite: DMS 200, DMS 260, DMS 273.

DMS 240: Advanced Imaging

Introduces the fundamentals of biopsies and transplantations, neonatal neuro-sonography, and rare and interesting ultrasonic case presentations (45 class hours = 3 credits) Prerequisite: DMS 271. Co-requisite: DMS 253, DMS 272, DMS 290.

DMS 250: Clinical Education I

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 (180 clinical hours = 4 credits). Prerequisite: DMS 273. Co-requisite: DMS 271, DMS 261.

DMS 253: Clinical Education II

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 (360 clinical hours = 8 credits). Prerequisite: DMS 250. Co-requisite: DMS 240, DMS 272, DMS 290.

DMS 254: Clinical Education III

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 (360 clinical hours = 8 credits). Prerequisite: DMS 253. Co-requisite: DMS 291.

DMS 260: Ultrasound Instrumentation I

Discusses and solves mathematical problems associated with human tissue, basic instrumentation and scanning technology (45 class hours = 3 credits). Prerequisite: Admission to the program. Co-requisite: DMS 200, DMS 220, DMS 273.

DMS 261: Ultrasound Instrumentation II

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 (45 class hours = 3 credits) Prerequisite: DMS 260. Co-requisite: DMS 271, DMS 250.

DMS 271: OB/GYN Imaging

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 (45 class hours, 60 lab hours = 5 credits). Prerequisite: DMS 273. Co-requisite: DMS 261, DMS 250.

DMS 272: Introduction to Vascular Sonography

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 (30 class hours, 30 lab hours = 3 credits). Prerequisite: DMS 271. Co-requisite: DMS 290, DMS 240, DMS 253.

DMS 273: Abdominal and Small Parts Imaging

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 (45 class hours; 60 lab hours = 5 credits). Prerequisite: Admission to the program. Co-requisite: DMS 200, DMS 220, DMS 260.

DMS 290: Ultrasound Seminar I

Reviews material covered throughout the sonography program to prepare the student for the ultrasound registry examination (30 class hours = 2 credits). Prerequisites: DMS 261, DMS 271. Co-requisite: DMS 240, DMS 272, DMS 253.

DMS 291: Ultrasound Seminar II

Reviews all material covered throughout the sonography program. Ultrasound knowledge and critical thinking skills are applied to prepare the student for the sonography registry (30 class hours = 2 credits) Prerequisite: DMS 290. Co-requisite: DMS 254.

Nursing – (NURS)

NURS 110: Fundamentals of Nursing

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. (75 class hours; 30 lab hours, 90 clinical hours = 8 credits). Prerequisite: Admission to the program. Co-requisites: Nutrition and Anatomy & Physiology I.

NURS 120: Nursing of Adults I

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. (75 class hours; 30 lab hours, 90 clinical hours = 8 credits). Prerequisites: NURS 110, Nutrition, and Anatomy & Physiology I. Co-requisites: Developmental Psychology and Anatomy & Physiology II.

NURS 130: Women's Health & Mental Health Nursing

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. (60 class hours, 135 clinical hours = 7 credits). Prerequisites: NURS 120, Developmental Psychology, and Anatomy & Physiology II. Co-requisites: Microbiology and English Elective I.

NURS 210: Nursing of Adults II & Pediatric Nursing

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. (75 class hours, 180 clinical hours = 9 credits). Prerequisites: NURS 130, Microbiology, and English Elective I. Co-requisites: English Elective II and Elective I.

NURS 220: Nursing of Adults III

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. (90 class hours, 180 clinical hours = 10 credits). Prerequisites: NURS 210, English Elective II, and Elective I. Co-requisite: Elective II.

Radiation Sciences/Radiologic Technology (RAD)

RAD 110: Introduction to Patient Care & Pharmacology

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. (45 class hours = 3 credits). Pre-requisite: Admission to the program. Co-requisites: RAD 120, RAD 150.

RAD 120: Radiographic Anatomy & Procedures I

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 (45 class hours, 30 hours lab = 4 credits). Pre-requisite: Admission to the program. Co-requisites: RAD 110, RAD 150.

RAD 121: Radiographic Anatomy & Procedures II

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 (45 class hours, 30 hours lab = 4 credits). Prerequisites: RAD 110, RAD 120, RAD 150. Co-requisites: RAD 151, RAD 160

RAD 150: Clinical Radiography I

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. (135 clinical hours= 3 credits). Pre-requisite: Admission to the program. Co-requisites: RAD 110, RAD 120.

RAD 151: Clinical Radiography II

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. (180 clinical hours = 4 credits). Pre-requisites: RAD 110, RAD 120, RAD 150. Co-requisites: RAD 121, RAD 160.

RAD 160: Medical Imaging I

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 (45 class hours = 3 credits). Pre-requisites: RAD 110, RAD 120, RAD 150. Co-requisites: RAD 121, RAD 151.

RAD 220: Radiographic Anatomy & Procedures III

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. (24 class hours, 12 lab hours = 2 credits). Pre-requisites: RAD 121, RAD 151, RAD 160. Co-requisites: RAD 250, RAD 270

RAD 230: Radiographic Pathology

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 (30 class hours = 2 credits). Pre-requisites: RAD 220, RAD 250, RAD 270. Co-requisites: RAD 251, RAD 271, RAD 280.

RAD 250: Clinical Radiography III

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. (225 clinical hours = 5 credits). Pre-requisites: RAD 121, RAD 151, RAD 160. Co-requisites: RAD 220, RAD 270.

RAD 251: Clinical Radiography IV

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. (225 clinical hours = 5 credits). Pre-requisites: RAD 220, RAD 250, RAD 270. Co-requisites: RAD 230, RAD 271, RAD 280.

RAD 252: Clinical Radiography V

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. (225 clinical hours = 5 credits). Pre-requisites: RAD 230, RAD 251, RAD 271, RAD 280. Co-requisites: RAD 260, RAD 272.

RAD 260: Radiation Biology & Protection

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. (30 class hours = 2 credits). Pre-requisites: RAD 230, RAD 251, RAD 271, RAD 280. Co-requisites: RAD 252, RAD 272.

RAD 270: Medical Imaging II

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. (30 class hours = 2 credits). Pre-requisites: RAD 121, RAD 151, RAD 160. Co-requisites: RAD 220, RAD 250.

RAD 271: Medical Imaging III

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. (45 class hours = 3 credits). Pre-requisites: RAD 220, RAD 250, RAD 270. Co-requisites: RAD 230, RAD 251, RAD 280.

RAD 272: Medical Imaging IV

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. (45 class hours = 3 credits). Pre-requisites: RAD 230, RAD 251, RAD 271, RAD 280. Co-requisites: RAD 252, RAD 260.

RAD 280: Independent Research Project

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.

(15 class hours = 1 credit). Pre-requisites: RAD 220, RAD 250, RAD 270. Co-requisites: RAD 230, RAD 251, RAD 271.

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 Vice President of the College 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.

Readmission

Readmission to programs offered at SCHS is **not** guaranteed, regardless of the reason for or dismissal. Students are admitted on a space-available basis for each course. Any student who desires to be readmitted must request readmission by submitting a "Letter of Intent to Return" to the Director of Student Services per the individual program policy. More information on readmission can be found in the Program Student Handbooks.

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 Director of Student Services 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 his/her start, changes the program of enrollment, or drops from the program and re-enrolls at a later date.

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.

Lost and Found

Missing items should be reported to the receptionist. The receptionist will accept articles found on campus and store them for 60 days. Articles that are not claimed within the timeframe will be given to a local non-profit organization. Students are responsible for the security of their personal items. The College and Southside Medical Center will not assume responsibility for students' personal items.

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. No food or beverages are permitted in the classrooms, clinical laboratories, computer labs or library.

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.

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. – 4:00 p.m. except for the College closings and major holidays noted on the Academic Calendar. Security and environmental services will be provided by the hospital. Students who have filed a restraining or protective order and listed SCHS as a protected area must notify the Vice President of the College and the Director of Security at Southside Medical Center 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 Catalog
- New Student Orientation
- Learning Management System
- Campus TV's and bulletin boards, student newsletter

Information data on crime and security violations is collected annually. Results of the data will be reported and available for distribution to interested parties. Individuals seeking information about crime and security on campus may go online to <http://ope.ed.gov/security/>. Individuals seeking information about registered sex offenders in the region may go online to <http://sex-offender.vsp.virginia.gov/sor/>

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** and report alarm sounding and follow Steps 3 and 4.

Infectious/Communicable Diseases

SCHS recognizes that students with communicable illnesses or diseases may wish to engage in as many of their normal activities as their condition might allow, including educational and work goals. Furthermore, the College is aware of the complexity of the medical, legal, and social problems that can be associated with chronic illnesses and diseases. Students who have a communicable disease will not be excluded from enrollment or have restricted access to College services or facilities unless the student's health status poses a direct threat to the health and safety of the student and/or others.

During the performance of clinical practice students may come in contact with patients who have AIDS/HIV, Tuberculosis (Tb), Hepatitis B and other types of infections. Such contact may expose

students to infectious agents that could place them at risk for contracting a communicable disease, and/or unknowingly transmit disease to others. During pregnancy, the fetus may also be at risk. Illness, injury, or exposure to a disease may require diagnostic procedures, prophylactic intervention, follow-up treatment, counseling, or a combination of the same. **The College is not liable for health care costs incurred or associated with the student's illness or injury resulting from clinical activities.** Students enrolled at SCHS must comply with the infectious/communicable disease policies and procedures of the facility in which they are assigned for clinical. In addition, students must adhere to SCHS policies, and all state and federal regulations, statutes, and mandates regarding same. For additional information, reference Policies ADM 9.11, ACA 1.02, and ACA 1.03.

Student refusal to care for patients with an infectious/communicable disease: Refusal to care for patients with an infectious or communicable disease is not in keeping with the core values and competency expectations for students at SCHS. It is expected that students will provide the same standard of care to individuals with a known or suspected communicable disease as they would for any other patient to whom they are assigned. In cases when clinical practice presents more than a minimal risk to the student, such as students who are immuno-compromised, the student may be temporarily reassigned. However, it should be noted that this would be a temporary reassignment, rather than one continued for the duration of their enrollment at the College.

Smoking/Vaping

SCHS, in conjunction with Southside Medical Center, is committed to providing a safe and healthy healing environment and for promoting the health and well-being of its 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 SMC owned and leased properties and any properties adjacent to property owned by SMC.

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
- Visit www.studentlifeservices.com using BSMHSTUDENT as the password

Inclement Weather

The decision to close the College will rest with the Vice President or designee. **Decisions about canceling classes or clinical or closing of the College will not be influenced by the public college system closing. Therefore, it is imperative that individuals with children make alternate plans for those occasions when public schools are closed, but SCHS is open.** The decision to drive in inclement weather conditions is a personal one. As with any position in a healthcare profession, the College cannot accept responsibility for that decision. Faculty and students are expected to use their judgment in traveling to and from clinical or class. Weather conditions are likely to vary from one region of the service area to another. Faculty members should work with students who are unable to attend due to hazardous road conditions.

- No announcement means that SCHS will be open and operate on a normal schedule.
- Students in clinical rotations, field work, etc. must follow individual program policies & guidelines pertaining to inclement weather. All faculty members should implement a call list at the beginning of each semester to use in case of class/lab/clinical cancellation, or delay in the start time (i.e. two-hour delay).
- The College will remain open for faculty and staff if possible. If the nature of the weather conditions is severe enough to force early closure of the building, security, and the Southside Medical Center communications center will be notified by the Vice President or designee. Students will be notified of any college closures by a program representative through the student information system or learning management system. Any cancelled class/lab/clinical activities will be rescheduled at a later date or time.
- Nursing students are not allowed to work on the units without an instructor/preceptor present. Radiology and Sonography students who arrive prior to the clinical instructor/preceptor must check with the department supervisor for assignment.

Student Services

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 in order 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 his or her admission is not considered in the best interest of the applicant or College. The College does not offer development courses for remedial studies. All materials submitted for the application process become the property of the College 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 revoked or the student being dismissed if already admitted. Application may be made for the next class offering. 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

Radiation Sciences

Fall Semester (August start)..... March 1

Diagnostic Medical Sonography

Spring Semester (January start) August 1

Completion of all admission requirements is not a guarantee of acceptance into a program. Applicants not accepted for their semester of choice must submit the [Request for Application Review Form](#) and submit it to the Office of Student Services 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. A new application and fee must be submitted. All online applications not submitted with paid application fee or fee waiver documentation will be deleted 90 days following the application deadline (fall acceptance June 1st and spring acceptance November 1st).

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.

Selection Process

Admission is competitive, offered on a space available basis for the top-ranked candidates. Qualified applicants are placed in rank order according to the following:

Nursing	Radiation Sciences	Sonography
Entrance test scores	Pre-requisite course GPA	Pre-requisite course GPA
Co-requisites completed	Co-requisites completed	Education
Personal interview	Personal interview	Personal interview
Education/healthcare experience	Education/healthcare experience	Healthcare licensure/certification
Essay submission	Essay submission	Essay submission

Meeting all admission requirements is not a guarantee of admission into a program. The College retains the right to immediately dismiss any applicant who has falsified their application. Admission may be denied if the drug screen is positive, if the applicant misses any deadline established by the College, or if the applicant has a prior conviction that would disqualify him or her from clinical rotations. Applicants will be notified of an admission decision within 45 days following the application deadline. Applicants may be provisionally accepted per current enrollment of their pre-requisite courses. Successful completion of pre-requisites and official transcripts are required for formal acceptance.

Academic Advising

Administration, faculty, and staff at SCHS view academic advisement of students as a very important and ongoing activity. The purpose of academic advisement is to allow students to progress smoothly through the sequence of courses. Academic advisement involves information exchange, communication, teaching and guidance. Advisors will aid in development of an academic plan consistent with students stated goals, interests, and abilities and provide accurate information about policies, procedures, and requirements. For additional information, reference Policy ADM 2.05 Academic Advisement and Support Services.

Remediation Services

Remediation services are open to all students enrolled at SCHS. A student may be referred for remediation services by a faculty member or advisor when he or she is deemed to be in jeopardy of failure or the student may elect to make an appointment with the designated faculty member for remediation on his or her own.

Institutional/Programmatic Orientation

Institutional and Programmatic Orientation is required and takes place prior to program entrance. Attendance is a requirement for all programs at SCHS.

Transcripts

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.

Retention of Education Records

Hard copies of education records are maintained by the Director of Student Services for a period of three (3) years from the last date of attendance. After three (3) years these records are archived electronically. All records are kept under double lock and key with access only given to the Director of Student Services. SCHS is required by FERPA regulations to provide students with annual notification of their FERPA rights. For additional information, reference Policy ADM 1.04 Records Management.

Disclosure of Student Education Records

SCHS may disclose information from a student's education records only with the written consent of the student, except:

- To those College officials who have a legitimate educational interest in the records,
- Upon request, to officials of non-SCHS colleges in which a student is enrolled or seeks or intends to enroll, or with which SCHS has an academic or clinical affiliation,
- To the Comptroller of the United States, the Secretary of the U.S. Department of Education, state and local educational authorities or to the Attorney General of the United States, when the

Attorney General of the United States seeks disclosures in connection with the investigation or enforcement of federal legal requirements applicable to federally supported education programs,

- In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or condition of the financial aid or scholarship, or to enforce the terms and conditions of the aid or scholarship,
- If required by a state law requiring disclosure that was adopted before November 19, 1974,
- To organizations conducting certain studies for or on behalf of SCHS,
- To accrediting organizations to carry out their functions,
- At the discretion of College Officials, to parents of an eligible student who claim the student as a dependent for income tax purposes,
- To comply with a judicial order or a lawfully issued subpoena, provided that SCHS makes a reasonable effort to notify the student of the order or subpoena in advance of compliance, when the order or subpoena does not prohibit such notification,
- To appropriate parties in a health or safety emergency,
- To parents of students aged 18-21 who have been determined by SCHS to have violated any SCHS policy governing the use or possession of alcohol or a controlled substance, or who have violated federal, state or local law governing such use or possession,
- To a court, with or without a court order or subpoena, education records that are relevant for SCHS to defend itself in legal action brought by a parent or student, or education records that are relevant for SCHS to proceed with a legal action SCHS initiated against a parent or student,
- To a court when relevant for SCHS to proceed with legal action which involves SCHS and the student as parties.

Record of Requests for Disclosure of Student Education Records

SCHS will maintain a record of all requests for and/or disclosures of information from a student's education records made by individuals not associated with SCHS. The record of requests for education records will indicate the name of the party making the request and the legitimate interest the party had in requesting or obtaining the information. Such listing of those given access to a student's record may be reviewed by the eligible student.

Corrections/Challenges to Content of Student Education Records

1. A student has a right to a hearing to challenge education records which the student believes are inaccurate, incomplete, misleading or otherwise in violation of the privacy or other rights of the student, but a student does not have a right to a hearing on matters of academic judgment.
2. Following are the procedures for the correction of education records:
 - a. The student identifies the part of the education record he/she wants changed and specifies his or her reasons.
 - b. If a satisfactory solution of an issue cannot be reached informally, SCHS must hold a hearing within 60 days after receiving a student's written request for such a hearing. The hearing shall be before an SCHS official who does not have a direct interest in the outcome of the hearing.
 - c. The SCHS official will prepare a written decision based solely on the evidence presented at the hearing within 21 days of such hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
 - d. If SCHS decides that the challenged information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing that the record has been amended.
 - e. If it is determined that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, the student will be notified that he or she has a

right to place in his or her education record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision; the student's statement will be maintained as part of the student's education records as long as the contested portion is maintained. If SCHS discloses the contested portion of the record, it must also disclose the student's statement.

Questions about FERPA and this SCHS policy concerning the release of student information should be directed to the Director of Student Services at 804.765.5800.

Directory Information

Directory information includes the student's name, program of study, full time/part time status, the most recent college attended, dates of enrollment at SCHS, awards received, and the College's assigned email address. Students have the right to withhold disclosure of any directory information by obtaining a Request for Non-Disclosure Form from the Director of Student Services and returning the completed form. The College will assume that a student's failure to file a request for non-disclosure will indicate his or her approval for disclosure of the above information. Please refer to the Family Educational Rights & Privacy Act (FERPA) policy under Academic Policies in this catalog.

It is the responsibility of students to notify the Director of Student Services immediately upon a change of name, mailing address, email address or telephone number. For additional information, reference Policy ADM 1.11 Student Declaration of Current Address, Relocation, and/or Name Change.

Career Advising and Placement Services

Faculty and staff at SCHS are willing to assist students with planning and advisement regarding career opportunities, but SCHS does not guarantee job placement.

Textbooks

Students will be provided a textbook list prior to beginning the program. Textbooks can be purchased at a discounted price utilizing MBS Direct or through any other textbook distributor.

Information Technology Requirements and Resources

The College uses computers for class and clinical assignments. Using a Windows based system, the faculty and staff are connected to the SCHS network, the Southside Medical Center network, and the Internet. The system includes Word, Excel, and PowerPoint, Campus Nexus and CANVAS. All students and faculty must be able to access the internet on a daily basis. Wi-Fi is available for use while on campus. For students who are having technical issues, please contact the Help Desk at 888.510.8035.

The Canvas Help Desk is also available for assistance with technology and course related issues. Technical issues such as removing pop-ups, opening pages or quizzes, inability to view course content can be resolved by this team. The Canvas Support Hotline number is 1-877-230-0448 or use the online support portal at <https://cases.canvaslms.com/liveagentchat?chattype=student>. The College requires students to have access to use computer/laptop/tablet, email, and internet for program success. Students should be proficient using email, the internet, and common desktop productivity software. Please note that some programs may require additional technology requirements.

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 10.15 (or higher) *Chromebooks will not run required software!	
Memory	8 GB RAM	
CPU	Intel Core i3 Apple M1 AMD Ryzen 5	Intel Core i5 Apple M1 AMD Ryzen 7
Storage	192GB (or more) Solid State Drive (SSD)	
Audio/Video	Camera*, Microphone, and Speakers *Camera should be located <u>above</u> (not below) laptop screen.	
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	Recommendation
Backup	Continuous backup of your documents and data to a destination outside your computer.	Windows: Microsoft OneDrive* *Provided by the college Mac: iCloud backup service
Office	Microsoft Office 365 (Provided by College)	
Antivirus	Active/current Antivirus (Already built into Windows and MacOS)	
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.

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 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.

Library Services

The Pollard Library serves the overall healthcare 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. Library hours are posted on the College website and outside the Library. For additional information, reference Policy ADM 7.02 Library Use.

Student Organizations

Alpha Delta Nu – Nursing Honor Society

SCHS School of Nursing is chartered as the *Alpha Epsilon Chapter* of the Organization for Associate Degree Nursing (OADN) Alpha Delta Nu Honor Society. 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. 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 College 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

The National Student Nurses' Association (NSNA) mentors the professional development of future nurses and facilitates their entrance into the profession by providing educational resources, leadership opportunities, and career guidance. NSNA membership is open to nursing students in diploma, associate degree, baccalaureate, generic masters, and generic doctoral programs preparing students for Registered Nurse licensure as well as RNs in BSN completion programs.

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 Vice President of the College, faculty, and staff. Additionally, students have the opportunity to serve on the Advisory Boards of each program. Students interested in serving on a committee should contact the Executive Assistant to the Vice President.

Student Publications

All student publications, printed and electronic, are supervised by the Vice President and Program Directors. Students are invited to submit information to their Program Director for review and possible inclusion in printed program material. All material must adhere to the tenets of responsible journalism, including the avoidance of libel, indecency, vulgarity, slander, and the techniques of harassment and innuendo. The Vice President and Program Directors have the authority to determine responsible journalism and to prohibit the publication of any material considered to be outside the canons of responsible journalism or that would bring the College's good name into question.

Powers, Duties and Responsibilities:

The Governing Board/Owners of the College:

The Bon Secours Richmond Health System (BSRHS) is a combined board that governs and has oversight for the activities of BSRHS, as well as its acute care hospitals, ambulatory facilities, and Bon Secours Richmond Medical Group. Southside College of Health Sciences is a division of Bon Secours Mercy Health Petersburg LLC, d/b/a Southside Regional Medical Center, one of the hospitals in the Richmond Health System. BSRHS Board bylaws are maintained by the Office of Administration for BSRHS and a copy may be available upon request.

2021 Bon Secours Richmond Board of Directors

Jeffery A. Brown, MD

Stuart Bunting

Chandraskhekar D. Challa

Elizabeth H. Crowther

John Daniel, III MD

Laura Ellison

Chris Hairston-White

Birdie H. Jamison

Joyce C. Lanier

Sr. Anne Marie Mack, CBS

Linda Rigsby

Pamela Royal, MD

Sr. Victoria Segura, MD, CBS

Shannon E. Sinclair

Jane G. Watkins (Chair)

The Chief Operating Officer, President, or Director at that Branch in Virginia:

John Emery, President of Bon Secours Mercy Health Petersburg LLC d/b/a Southside Medical Center (SMC)

As stated above, Southside College of Health Sciences is a division of SMC and the Vice President of the College reports to the President of SMC. The President is responsible for the strategic leadership and operational oversight of Southside Medical Center, Southern Virginia Regional Medical Center, and the

College of Health Sciences in accordance with policies, goals, and objectives established by the Bon Secours Richmond Chief Executive Officer. Working closely with the Bon Secours Richmond Market President, Medical staff, the Bon Secours Health System Office staff, and leadership, the CEO lead in the development and implementation of the strategic quality plan to achieve the mission, vision and goals of Bon Secours Health System, Inc. The President is responsible for setting and influencing strategies that will create engagement among employees, patients, and physicians and coordination of those activities across Bon Secours.

The Principle Administrators and their Credentials at that Branch in Virginia:

Vice President: Cynthia M. Swineford, MSN, RN, CNE

The Vice President (VP) has overall executive responsibility for all aspects of the College and serves as the Chief Academic and Administrative Officer. The VP establishes the standard of intellectual commitment and accomplishment for the College in alignment with the mission and values of Bon Secours Mercy Health in collaboration with Bon Secours Richmond Health System and the College's Executive team. The VP provides sagacious vision and operational leadership for all aspects of academic programs offered at the College and seeks to create an inclusive environment that is supportive of faculty, staff, and students. The VP works collaboratively with the BSHSI senior management throughout the system to provide leadership that ensures effective, high-quality programs. Functioning as the public voice for the College, the VP conveys the contributions of the College in local, state, regional and national areas of nursing, healthcare, and health policy. Ms. Swineford has more than 29 years in higher education in both faculty and administrative roles. She became a nurse in 1986 and possesses a Bachelor of Science in Nursing, a master's degree in Nursing with a concentration in adult education and is currently enrolled in a Doctor of Philosophy program in nursing education and is a certified nurse educator. Prior to her role as VP, Ms. Swineford served as the associate degree nursing program director for a large community college in North Carolina, and the Director of Health Sciences for Corporate and Continuing Education at the same college. Ms. Swineford represented nurses on numerous boards in North Carolina and currently serves on the Student Advisory Board for Liberty University and is a member of the Virginia Board of Nursing. She is a member of the American Nurses Association, the National League for Nursing, and the Organization for Associate Degree Nursing. Ms. Swineford is also currently serving as the Interim Director of the Nursing Program.

Director of Nursing (Interim) Cynthia M. Swineford

Ms. Swineford is currently serving as the Interim Program Director of the Nursing Program until that vacated position has been filled.

Director, Radiologic Technology Program: Stacey Shell, MSED, R.T. (R)(BD)

Ms. Shell has overall responsibility and accountability for the radiology technology program at the College, which includes on-going program assessment, evaluation and effectiveness and revision of the total program plan and program curricula to achieve full program accreditation and approval. She is responsible for evaluating and assuring clinical education effectiveness, and faculty performance in both class and lab. She has experience in program design, policy development and administration preparation of program and institutional self-studies. Ms. Shell is academically and experientially qualified to fulfill the responsibilities of program director, with more than 18 years' experience in higher education and clinical practice. She holds a master's degree in Education with a major in health promotion, a bachelor's degree in clinical radiation sciences, is a registered radiologic technologist in radiography and bone densitometry. Ms. Shell has been a site visitor for a regional accreditor and has presented at state workshops for radiologic technology students. She is a member of the Radiation Sciences National Honor Society, Lambda Nu chapter, American Society of Radiologic Technologists, Virginia Society of Radiologic Technologists, and the American Registry of Radiologic Technologist.

Director, Diagnostic Medical Sonography Program: Ziffie Thomas, DHSc, MHSA

Dr. Thomas assumes responsibility and accountability for the overall administration of the diagnostic medical sonography program, which includes the organization, development, implementation, evaluation and revision of the program plan and curriculum. Dr. Thomas actively directs recruitment for students and faculty for the program and is responsible for evaluation of full and part-time faculty. She is academically and experientially qualified, has 12 years' experience in higher education and more than 25 years in clinical practice including staff and administration positions. Dr. Thomas has served as a site visitor for programmatic accreditor and has presented at a number of seminars, conferences and health fairs for clinicians and students and authored a scholarly webinar presentation for the Society of Diagnostic Medical Sonographers. She holds certification as a registered diagnostic medical sonographer (RDMS) (AB, BR, OB/GYN) and is a registered radiologic technologist (R.T.) (R) with the American Registry of Radiologic Technologists, with additional certification in mammography (M). She is a member of the Society of Diagnostic Medical Sonography, and the American Institute of Ultrasound Medicine.

Director, Student Services: Susan Jarvis, AS, Paralegal

The Director of Student Services is directly responsible to the Vice President for strategic leadership and administration of student support services, organizations, and resources. Areas of responsibility include admissions, student records, marketing, academic registrar, and student career services. Susan Jarvis provides oversight for the department of student services which includes admissions, marketing, career services, registrar, and general student affairs. She is a member of the College's Executive Council and assists with strategic planning, growth, program and college reputation and relationships and relationships with current students and alumni. Ms. Jarvis holds an associate degree in paralegal studies from J. Sargent Reynolds and has extensive experience in compliance and regulatory issues. She also serves as the Executive Director for the Southside Health Education Foundation.

Director, Business Operations: Margaret McCarter

Ms. McCarter is directly responsible to the Vice president for areas of financial and business affairs, student accounts, and billing. The biller and medical librarian report to Ms. McCarter. She is also responsible for the safe, effective, and efficient operation of College buildings and infrastructure. Ms. McCarter has worked for the College for 7 years in several positions and has extensive background in financial operations while employed at SRMC and prior. She has more than 25 years' experience in corporate sales, purchasing and strategic operations planning. Ms. McCarter was graduated from the Pan American Business School and holds numerous certificates in business.

Faculty, students, staff, and administrators serve on college committees in order to promote sharing of ideas and opinions from a variety of perspectives. Using this shared governance model allows members of the college community to participate in collaborative decision making and consensus building to promote positive change. Students participate in college governance by use of student satisfaction surveys, advisory committees, and student focus groups.

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.

College Executive Team

Swineford, Cynthia

MSN, University of North Carolina, Greensboro
BSN, Lenoir Rhyne University
Certification – Certified Nurse Educator

Vice President

Interim Program Director, Nursing

Florian, Kelley

BA, Liberty University

Director, Financial Aid

Jarvis, Susan

AAS, J. Sargeant Reynolds Community College

Director, Student Services

McCarter, Margaret (Meg)

Director, Business Operations

Shell, Stacey

MSED, Virginia Polytechnic Institute and
State University
BS, Virginia Commonwealth University
Certificate, Radiation Sciences, SRMC
Professional Schools

Program Director, Radiation Sciences

Thomas, Ziffie

DHSc, Nova Southeastern University
MHSA, Strayer University
BS, Old Dominion University
AS/RT(R) (M), Virginia Commonwealth
University
RDMS- The American Registry of Diagnostic
Medical Sonographers

Program Director, Diagnostic Medical
Sonography

Faculty

Bailey, Courtney

MSN, Liberty University

Instructor, Nursing

Bowmaster, Sarah

FNP-BC, Virginia Commonwealth University
BS, Virginia Commonwealth University

Associate Professor, Nursing

Christopher, Katie

BSRT, University of Cincinnati Blue Ash
AAS, Radiation Sciences, SRMC Professional
Schools
AS, Richard Bland College

Instructor, Radiation Sciences

Fisher-Jones, NaToya

MSN, Western Governors University

Instructor, Nursing

Flexon, Geneva

MBA-HCM, Western Governors University
BA, Saint Leo College
Certificate, Petersburg General Schools
of Radiologic Technology

Instructor, Radiation Sciences

Jones, Natasha

MSN, BSN, Old Dominion University
AAS, Southside Virginia Community College

Associate Professor, Nursing

Pate, Ashley

MSHA, Liberty University
BS, Old Dominion University
AS, Richard Bland College
Certificate, Radiation Sciences, SRMC
Professional Schools

Instructor, Radiation Sciences

Phillips, Alison

BSHS, Old Dominion University
AAS, Southside Virginia Community College
AS, Richard Bland College
Certificate, Radiation Sciences, SRMC
Professional Schools
Certificate, Computed Tomography, Edgecombe
Community College

Clinical Coordinator, Radiation Sciences

Quarles, Kimberly

BSN, University of Virginia
MSN, Western Governors University

Associate Professor, Nursing

Shea, Kasey

BS, Liberty University
MSN, University of Phoenix
Certification as Pediatric Nurse CPN

Instructor, Nursing

Yanez, Sharlie

MSN, Western Governors University
BSN, Western Governors University
ADN, Bon Secours Memorial College of Nursing
Certified, Emergency Nurse Medical Surgical
Nursing

CLC Coordinator Instructor, Nursing

Yeager, Kimberly

BBA, American InterContinental University-
Online
AS, American InterContinental University-Online
Certificate, Radiology Technology SRMC
Professional Schools
RDMS, The American Registry of Diagnostic
Medical Sonographers

Clinical Coordinator, Diagnostic Medical
Sonography

College Staff

Archer, Sandra

Arrington, Meghan

MPH, Liberty University
BS, Longwood University

Bogese, Joanne

BA, James Madison University

Davis, Jessica

May, James

BA, Hampden-Sydney

Robbins, Page

MBA, Colorado Technical University

Welsh, Kathy

Student Services

Registrar

Student Engagement Officer

Receptionist

College Librarian

Financial Aid Specialist

Executive Assistant

