

Policy Title	Program Admission
Policy Number:	ACA 2.01
Department:	SCHS
Functional Area:	Academic Affairs
Contributing Department	
Approved by:	RHEI Leadership Team
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Manual	To be entered by Compliance360 System administrators or N/A if not in C360
Section	ACA 2

I. Mission, Vision and Values

This policy reflects our commitment to human dignity, integrity, compassion, stewardship, and service by guiding decisions and actions that uphold respect for all individuals and promote excellence in our work.

This policy aligns with our mission of extending the compassionate ministry of Jesus by improving the health and well-being of our communities and providing good help to those in need, especially the poor, dying, and underserved by ensuring that our practices support ethical, effective, and accountable service across all areas of the organization.

II. Policy

Program Admission

III. Purpose

This policy describes the admission requirements for prospective students to be admitted to Bon Secours Southside College of Health Science (SCHS).

IV. Scope

This policy applies to prospective students seeking admission to SCHS.

V. Policy Details

Policy Statement:

To be eligible for admission to SCHS in any published year, the application and all required materials must be received by the published deadlines.

- Admission to the Diagnostic Medical Sonography program occurs once a year, in the spring semester.
- Admission to the Nursing program occurs five times a year.
- Admission to the Radiologic Technology program occurs once a year, in the fall semester.

The Office of Admissions submits all completed applications to the Program Directors for decision and approval.

All students must adhere to the College Admissions/ Readmission Policy (ADM 3.11).

Admission into SCHS is competitive. An applicant who meets all requirements is not guaranteed acceptance to the program.

Diagnostic Medical Sonography Program Admission Requirements

- Graduation from an accredited high school or General Educational Development (GED) certificate. The admission office will confirm all students' transcripts arrive from a high school with a College Entrance Examination Board (CEEB) code, as well as the high school seal and/or signature. If a transcript is from a high school that lacks a CEEB code or seal/signature, the admission office will investigate to confirm the school is recognized by the state department of education or home school association (see link below). If a diploma is determined invalid, a GED may be required for admission consideration.

To search the U.S. Department of Education's Database of Schools, visit the following link below:

<https://www.nacacnet.org/knowledge-center/professional-standards/compliance-center/verification-of-high-school-completion/>

- Completion of a human health career program in one of the following disciplines: Radiologic Technology, Nursing, Certified Nursing Aide, Certified Medical Assistant, Emergency Medical Technician, Nuclear Medicine, Physical Therapy, Phlebotomy, Occupational Therapy, Dental Assistant, or Surgical Technology. Additional healthcare professions with direct patient care will be evaluated on an individual basis.
- Completion of 17 general education credits toward the AAS degree. For transfer credit guidelines refer to policy ADM 3.10.
 - College Math or Statistics (3 credits)
 - Physics or Radiologic Physics (4 credits)
 - General or Developmental Psychology (3 credits)
 - Anatomy & Physiology I (completed within the last 10 years) (4 credits)
 - English I (3 credits)
- Achievement of a cumulative grade point average of 2.5 or greater in the general education course requirements.
- Provision of official transcripts from high school, high school diploma or GED program certificate and all post-secondary schools/colleges/universities attended. A transcript evaluation must be submitted for any foreign institutions attended.

- Notice to SCHS of any convictions or present indictment for any felony or misdemeanor offense other than traffic violations that have not been expunged.
- Attend a SCHS DMS Information Session.
- Interview

Once a student is offered admission to the program, the following are other requirements that must be completed before a student will be allowed to attend classes:

- Attend "New Student Orientation".
- Submit clinical compliance requirements as stated in policy ACA 1.03.

Nursing Program Admission Requirements - AASN and LPN-RN Track

- Nursing applicants must attest to possessing the following Essential Skills and Competencies for Distance Education courses:
 - Basic computer skills including, but not limited to:
 - Ability to communicate following rules of netiquette.
 - Ability to conduct web searches.
 - Ability to download/upload files.
 - Ability to communicate and collaborate asynchronously
 - Basic reading and writing skills
 - Time management and goal setting skills dedicated to prioritizing course work
 - Ability to learn from text and multimedia
 - Problem solving skills
 - Willingness to seek support
- Graduation from an accredited high school or General Educational Development (GED) certificate. The admissions office will confirm all students' transcripts arrive from a high school with a College Entrance Examination Board (CEEB) code, as well as the high school seal and/or signature. If a transcript is from a high school that lacks a CEEB code or seal/signature, the admission office will investigate to confirm the school is recognized by the state department of education or home school association (see link below). If a diploma is determined invalid, a GED may be required for admission consideration.

To search the U.S. Department of Education's Database of Schools, visit the following link below:

<https://www.nacacnet.org/knowledge-center/professional-standards/compliance-center/verification-of-high-school-completion/>

- Achievement of a cumulative grade point average of 2.0 or greater in the general education course requirements.
- Provision of official transcripts from high school, high school diploma or GED program certificate and all post-secondary schools/colleges/universities attended.
- Any applicant who has previously enrolled in or is currently enrolled in a nursing program is required to provide a letter from the director of the program verifying academic standing and clinical competence.

- Notice to SCHS of any convictions or present indictment for any felony or misdemeanor offense other than traffic violations that have not been expunged.
- Completion of 17 of the 24 general education credits toward the AAS degree. For transfer credit guidelines refer to policy ADM 3.10.
 - English Composition I (3 credits)
 - College Math (3 credits)
 - Developmental Psychology (3 credits)
 - Anatomy & Physiology I (4 credits)
 - Microbiology (4 credits)
- **LPN-RN Track applicants must hold a valid unrestricted license to practice as a Licensed Practical Nurse in Virginia.**

Graduates with a Bachelor's degree from the Christopher Newport University, College of William and Mary, George Mason University, James Madison University, Longwood University, Mary Washington University, Norfolk State University, Old Dominion University, Radford University, Randolph-Macon College, University of Richmond, University of Virginia, Virginia Commonwealth University, Virginia Polytechnic Institute and State University, Virginia State University, and Virginia Union University or an Associate's degree from Richard Bland College, and any Virginia Community College part of the VCCS with a 2.5 GPA or higher and a B in the required pre-requisite courses will have guaranteed admission based on space availability.

Once a student is offered admission to the program, the following are other requirements that must be completed before a student will be allowed to attend classes:

- Complete "New Student Orientation" online and the Online Readiness module.
- Submit clinical compliance requirements as stated in policy ACA 1.03.

Radiologic Technology Program Admission Requirements

- Graduation from an accredited high school or General Educational Development (GED) certificate. The admission office will confirm all students' transcripts arrive from a high school with a College Entrance Examination Board (CEEB) code, as well as the high school seal and/or signature. If a transcript is from a high school that lacks a CEEB code or seal/signature, the admission office will investigate to confirm the school is recognized by the state department of education or home school association (see link below). If a diploma is determined invalid, a GED may be required for admission consideration.

To search the U.S. Department of Education's Database of Schools, visit the following link below:

<https://www.nacacnet.org/knowledge-center/professional-standards/compliance-center/verification-of-high-school-completion/>

- Provision of official transcripts from high school, high school diploma or GED program certificate and all post-secondary schools/colleges/universities attended. A transcript evaluation must be submitted for any foreign institutions attended.

- Achievement of a cumulative grade point average of 2.5 or greater in the general education course requirements.
- Completion of 17 of the 32 general education credits toward the AAS degree. For transfer credit guidelines refer to policy ADM 3.10.
- English Composition or Literature (3 credits)
- Algebra, Statistics, or Pre-calculus (3 credits)
- Psychology (general, survey, or developmental) (3 credits)
- Human Anatomy & Physiology I & II (completed within the last 10 years) (8 credits)
- Notice to the College of any convictions or present indictment for any felony or misdemeanor offense other than traffic violations that have not been expunged.
- Attend an SCHS RAD Information Session.

Once a student is offered admission to the program, the following are other requirements that must be completed before a student will be allowed to attend classes:

- Complete "New Student Orientation".
- Submit clinical compliance requirements as stated in policy ACA 1.03.

VI. Definitions

None

VII. Attachments

N/A

VIII. Related Policies and Procedures

ACA 1.03 Student Compliance Requirements

ADM 3.10 Transfer Credits

ADM 3.11 College Admissions/Readmissions

IX. Regulatory Notices

Nothing in this policy creates a contractual relationship between Bon Secours Southside College of Health Sciences (SCHS), a department owned and controlled by Bon Secours Mercy Health Petersburg, LLC (d/b/a Southside Medical Center), and any party. SCHS, in its sole discretion, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

X. Version Control

Version	Effective Date	Next Review Date	Description	Supersedes, if applicable	Prepared By
1.0	1/11/2023	N/A	Policy Adopted	N/A	CDDAA
2.0	7/29/2024	7/29/2026	LPN-to-RN Program Included	1.0	CDDAA
1	3/15/2026	3/15/2029	Reviewed/ Version Changed – BSMH Template Adopted	2.0	CDDAA

This policy/procedure/guideline is not intended to establish a standard of clinical or non-clinical care or practice. Rather, this policy/procedure/guideline creates a general tool to help guide decision-making with the understanding that different action(s) may be necessary in response to the totality of the circumstances presented.

Sites revised 05/06/2025- Bon Secours Mercy Health adopts the above policy, procedure, policy & procedure, guideline, manual / reference guide / instructions, or principle / standard / guidance document for all Bon Secours Mercy Health entities including, but not limited to, facilities doing business as Mercy Health – St. Vincent Medical Center, St. Vincent – St. Charles Hospital, St. Vincent – St. Anne Hospital, Mercy Health – Perrysburg Medical Center, Mercy Health – Tiffin Hospital, Mercy Health – Willard Hospital, Mercy Health – Defiance Hospital, Mercy Health Allen Hospital LLC, Mercy Health - Lorain Hospital, Mercy Health St. Elizabeth Youngstown Hospital, Mercy Health St. Joseph Warren Hospital, Mercy Health - St. Elizabeth Boardman Hospital, Mercy Health - St. Rita's Medical Center, Mercy Health – Springfield Regional Medical Center, Mercy Health - Urbana Hospital, Mercy Health - Anderson Hospital, Mercy Health - Clermont Hospital, Mercy Health – Fairfield Hospital, Mercy Health - West Hospital, The Jewish Hospital – Mercy Health, Mercy Health – Kings Mills Hospital, LLC, Mercy Health - Lourdes Hospital LLC, Mercy Health – Marcum and Wallace Hospital, Chesapeake Hospital Corporation DBA Rappahannock General, Maryview Hospital, Bon Secours Richmond Community, Bon Secours Memorial Regional Medical Center, Bon Secours – St. Mary's Hospital, Bon Secours St. Francis Health System, Bon Secours St. Francis Medical Center, Bon Secours Mary Immaculate Hospital, Bon Secours - Southside Medical Center, Bon Secours Mercy Health Franklin, LLC, Southern Virginia Medical Center, and Bon Secours Harbour View Medical Center. This also may apply to Bon Secours Mercy Health Medical Group LLC and its medical group affiliates.