Bon Secours
Southside College of Health Sciences
POLICY

Policy Name: Changes of Curricula, Courses, Catalog and/or Semester Schedule
Policy Number: ADM 2.04
Title of Policy Owner: Dean of Student Affairs
Approved by: Executive Council
Effective Date: 8/15/2022
Version: 2.0
Policy Status: Review

I.   Policy

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

II.   Purpose

Provide students of Southside College of Health Sciences (SCHS) with the guidelines related to changes in curricula, courses, catalog and/or semester schedule.

III.   Scope

This policy applies to all students of SCHS.

IV.   Definitions

Academic Calendar: The College academic year is defined as three standard terms (Fall and Spring) consisting of 15 weeks plus a final examination week and a Summer term consisting of 14 weeks plus a final examination week. The calendar is subject to change. The latest calendar can be accessed on the College website.

V.   Policy Details

The College reserves the right to make appropriate changes without notice in any information, to include procedures, policies, calendars, requirements,

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programs, courses offerings and schedules, curricula, financial aid and fees, as published in the catalog, website, and in other communications.

The information provided in the catalog, website, and in other communications, is intended for information purposes only and does not constitute a legal obligation of any kind between the College and any person or entity. While every effort is made to provide accurate and timely information, the College cannot and does not guarantee or warranty that the information is correct, complete, or up to date.

The catalog that determines the curricular requirements for a degree is the catalog that is in effect at the time of a student's admission to SCHS. This catalog may be used for a maximum of three (3) years, provided enrollment is not interrupted for two consecutive semesters and/or the student does not fail a course. Students whose enrollment is interrupted for two consecutive regular semesters or who fail a course must use the catalog in effect at the time of re-entry or program change.

The College will make a reasonable effort to honor the statement of curricular requirements in the chosen issue of the catalog. However, because courses and programs are sometimes discontinued and requirements are changed as a result of actions by accrediting associations and other external agencies, the College, having sole discretion, shall make the final determination whether degree requirements are met.

The College reserves the right to cancel or discontinue any courses as a result of low enrollment or for other reasons deemed necessary. In order to assure quality instruction, the College reserves the right to close registration when maximum enrollment has been reached. The College reserves the right to make changes in schedules and/or faculty when necessary.

VI.   Attachments

        None

VII.   Related Policies

None

VIII.   Disclaimers

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

IX.   Version Control

Version	Date	Description	Prepared by
1.0	8/1/2021	Revised and new template	Executive Council
2.0	8/1/2022	Revised	Dean of Student Affairs