

Policy Title	Changes of Curricula Courses, Catalog, and/or Schedule
Policy Number:	ADM 2.04
Department:	SCHS
Functional Area:	Dean of Enrollment Management
Contributing Department	
Approved by:	RHEI Leadership Team
Effective Date:	8/1/2025
Version:	1
Status:	Approved
Manual	To be entered by Compliance360 System administrators or N/A if not in C360
Section	ADM 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

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

III. Purpose

The purpose of this policy is to provide students of Southside College of Health Sciences (SCHS) with the guidelines related to changes in curricula, courses, catalog and/or schedule.

IV. Scope

This policy applies to all students of SCHS.

V. Policy Details

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

Academic Calendar:

Academic Calendar for the Nursing (curriculum prior to Fall 2023), Radiologic Technology, and Diagnostic Medical Sonography programs consists of two (2) standard Semesters (fall and spring), which contain fifteen (15) weeks of academic instruction plus one (1) week of final examinations (together 16 weeks total), which when combined defines a thirty-two (32) week Academic Year. In addition, these programs include a summer term. The Academic Calendar for the Nursing curriculum effective Fall 2023 consists of four (4) non-standard, 8-week Terms, which is inclusive of the final examination period, which when combined defines a thirty-two (32) week Academic Year. In addition, this program includes an 8-week summer Term.

VII. Attachments

N/A

VIII. Related Policies

None

IX. Regulatory Notices

Nothing in this policy creates a contractual relationship between Bon Secours Southside College of Health Sciences (SCHS), a department owned and operated by the Bon Secours 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	8/1/2021	N/A	Revised and New Template	N/A	Executive Council
1.1	8/1/2021	N/A	Revised and New Template	1.0	CDDAA
1.2	5/15/2025	5/15/2028	Revisions	1.1	CDDAA
1	5/15/2025	5/15/2028	Version Changed – BSMH Template Adopted/Ownership Change	1.1	Dean of Enrollment Management

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

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

Medical Group LLC and its medical group affiliates.