



2014-2015 Catalog

Revised January 2015

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www.srmconline.com

This catalog is intended for information purposes only. Southside Regional Medical Center Professional Schools 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. Southside Regional Medical Center Professional Schools reserves the right to revise any part or section as may be required. Students will be informed of such changes through various methods including SONIS and/or their school email accounts. In any case, erroneous catalog statements do not take precedence over properly adopted policies. Southside Regional Medical Center Professional Schools reserves the right to deny admission to any applicant when it is determined to be in the best interest of the School.

This catalog provides the programs of study and course descriptions that are available at SRMCPS and includes information about admission to the School, enrollment, degrees and academic policies. You are encouraged to use this catalog throughout your academic career at the School. The catalog for the term in which a student enters Southside Regional Medical Center is the governing document for requirements for graduation. If a student leaves SRMCPS 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 Professional Schools. 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.

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Welcome to Southside Regional Medical Center Professional Schools

Welcome to Southside Regional Medical Center Professional Schools. Whether you are a student who is returning to SRMCPS 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.

SRMCPS 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 health care. Our small class size, outstanding faculty and support staff combined with the relationship and assistance of the medical center continue to make SRMCPS the first choice in healthcare education in the Tri-Cities and beyond.

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

Cynthia Parsons, RN, MSN

Vice President Professional Schools

General Information

Accreditation & Approvals

Southside Regional Medical Center is accredited by:

The Joint Commission
One Renaissance Boulevard
Oakbrook Terrace, IL 60181
Phone: 630.792.5000
Fax: 630.792.5005

The Professional Schools is certified to operate by:

The State Council of Higher Education for Virginia (SCHEV)
James Monroe Building
101 North Fourteenth Street
Richmond, Virginia 23219

The Professional Schools is institutionally accredited by:

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

The Nursing Program is provisionally approved by:

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

The Nursing Program is accredited by:

Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road NE, Suite 500
Atlanta, GA 30326
404.975.5000

The Radiology Program is accredited by:

The Joint Review Committee on Education in Radiologic Technology (JRCERT)
20 N. Wacker Drive, Suite 900
Chicago, IL 60606-2901
312.704.5300

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)
1361 Park Street
Clearwater, FL 33756
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, MD 21043
Phone: 443.973.3251/Fax: 866.738.3444
www.jrcdms.org

Southside Regional Medical Center Professional Schools is a Member of:

Virginia Associate of Collegiate Registrars and Admissions Officers (VACROA)
Lynchburg College
1501 Lakeside Drive
Lynchburg, VA 24501
Phone: 434.544.8219
www.vacroa.org

National League for Nursing (NLN)
61 Broadway, 33rd Floor
New York, NY 10006
Phone: 800.669.1656
Fax: 212.812.0393

The Professional Schools has approved programs for Veterans' Benefits:

Department of Veterans Affairs
Office of Public Affairs
810 Vermont Avenue, NW
Washington, DC 20420
800.827.1000

Hospital & Professional Schools 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 Regional Medical Center. In the summer of 2003, Southside Regional 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 Regional Medical Center

Southside Regional Medical Center has been serving the community for over 100 years. Southside Regional 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 Regional Medical Center are Cardiology, Orthopedics, and Surgery. In addition, Southside Regional 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
- Professional Schools
- 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 Regional Medical Center Professional Schools

The Professional Schools is the pre-licensure, pre-certification education component of Southside Regional Medical Center. The School is comprised of the following academic departments and the Medical Library:

- Professional Nursing
- Medical Imaging Technology
 - Radiation Sciences/Radiologic Technology
 - Diagnostic Medical Sonography

SRMC Professional Schools is owned by Petersburg Hospital Company, LLC, d/b/a Southside Regional Medical Center Professional Schools. The Chief Executive Officer of Southside Regional Medical Center is responsible for the day-to-day operations of the hospital, which includes the Professional Schools.

The Campus

The Professional Schools 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 SmartBoards, large screen televisions, bulletin boards and lecterns. WiFi is available throughout the building.

The clinical laboratories at SRMCPS 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 Titmus Clinical Learning Center, named in honor of a former benefactor of the school, holds eight new patient beds with scales (hospital grade) where the three (3) new simulation mannequins are used. There is space for five (5) other mannequins in the

remaining beds. A large screen television is located on the back wall and cameras are mounted on the pillar in the room to allow observation of participants during simulation exercises. A storage room in the clinical learning lab will provide storage for equipment and supplies used in demonstration/return demonstration of student skills.

There are two Radiography Labs in the building. These labs will have two (2) new radiography machines and will be set up to resemble a hospital imaging lab. A portable x-ray machine will be available for instruction also. A large screen television will be in each lab along with wall mounted view boxes.

The Sonography lab holds four stretchers and has two new sonography machines for student use. The lab has gel warmers beside each station and a large screen television.

A 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, a microwave, a refrigerator and sink and a large screen television. Students are able to 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 conference rooms, a faculty/staff break room, a secure file room, and the student health nurse office. 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 was closed and the members of the graduating class 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.

In the late 1960's, Richard Bland College (RBC) of the College of William and Mary, the Junior College of the Commonwealth, and the School of Nursing entered into an agreement for RBC to provide the general education courses for the nursing students who were enrolled in the nursing program. This arrangement continues today and SRMCPS students may receive an Associate of Science degree from RBC as well as an Associate of Applied Science degree from SRMCPS by completing additional general education courses per RBC's degree requirements. For more information on RBC's degree options, visit www.rbc.edu.

History of the Medical Imaging Programs

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.

Over the last fifty years, more than 300 radiologic technologists have graduated from the program. The program has been accredited by The Joint Review Committee on Education in Radiologic Technology (JRCERT) since 1970.

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. 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 (JSC-DMS). Medical Imaging students at the Professional Schools may receive an Associate of Science degree from RBC as well as an Associate of Applied Science degree from SRMCPS by completing additional general education courses per RBC's degree requirements. For more information on RBC's degree options, visit www.rbc.edu.

Institutional Mission & Philosophy

Purpose

The Professional Schools 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, SRMCPS is committed to educating skilled, compassionate healthcare professionals and expanding clinical knowledge and practice.

Mission

The mission of the Professional Schools is to provide quality health education programs to individuals in communities we serve. The Professional Schools offers individuals the opportunity to acquire knowledge, skills, and competencies necessary for entry into practice in their chosen health discipline. The Professional Schools 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 SRMCPS are committed to providing a high quality environment which fosters student success through institutional integrity, ethical practices 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 Professional Schools 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 Professional Schools 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 Professional Schools will:

1. Provide active learning experiences to promote critical thinking and applications of theory to clinical practice to meet the health care needs of the public in a variety of settings throughout the life cycle.
2. Facilitate the student's development and application of a caring, compassionate attitude in meeting the health care needs of the public.
3. Teach sound health care management principles appropriate to a collaborative, multicultural,

- interdisciplinary environment.
4. Instill an awareness of ethical issues in a pluralistic environment and legal boundaries within the practice of the student's chosen healthcare profession.
 5. Encourage the development of therapeutic and collaborative communication skills.
 6. Stimulate development of autonomous, self-directed, life-long learning skills.
 7. Provide quality instruction and clinical experiences that prepare graduates to function in entry-level healthcare positions.
 8. Prepare graduates to apply to take the licensing or certification examination required for practice in the chosen healthcare profession.

Nondiscrimination Statement

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

SRMCPS 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 SRMCPS believing he or she has been discriminated against or desiring more information concerning these provisions should contact: Irene Buskey, Director of Human Resources Southside Regional Medical Center, and/or Cynthia Parsons, Vice President Professional Schools/Director, School of Nursing.

Student Right to Know

In accordance with the Student Right to Know Act, Southside Regional Medical Center Professional Schools (SRMCPS) is required to make readily available information regarding graduation rates and campus safety information.

Campus Crime Reporting

Data on crime and security violations is collected annually and can be viewed at <http://ope.ed.gov/security> in accordance with the Jeanne Cleary Disclosure of the Crime Awareness and Campus Security Act of 1990. Students will be notified annually by email when the report is updated and inform them that a paper copy is available upon request. The updated report will also be posted in SONIS. Comments, review or inquiry about the crime report can be made by contacting the Director, Enrollment Management at 804.765.5787 or email Yuri_Providence@srmcps.edu.

Educational Effectiveness

SRMC Professional Schools is committed to the continuous evaluation and improvement of our educational programs. This continuing process allows the School and its programs to assess institutional and/or program effectiveness and quality. A vital part of that effort is the component dealing with student learning outcomes and satisfaction. During the time students are enrolled at SRMCPS 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 Director, Enrollment Management, 804.765.5787.

SRMCPS Academic Calendar 2014-2015

August 2014

| | |
|----------------|---|
| August 1 | CLEP Testing – 8-10 a.m. & 10:30-12:30 pm (SRMCPS) |
| August 2 | CLEP Testing – 8-10 a.m. & 10:30-12:30 pm (SRMCPS) |
| August 12 & 13 | CPR Training 8:00 a.m. (Basement -Ions Hall) |
| August 15 | CLEP Testing – 8-10 a.m. & 10:30-12:30 pm (SRMCPS) |
| August 21 | Faculty/Staff Development Day Prospective Student Information Session 3:00 p.m. (SRMC) |
| August 20 | Fall 2014 Tuition/Fees due by 4:00 p.m. |
| August 25 | Fall Classes begin for SRMCPS |

September 2014

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| September 1 | Labor Day- School Closed |
| September 2 | Application Deadline 4:30 p.m. for Spring 2014 Admission (Nursing/DMS) Annual Campus Security & Fire & Safety Report available (RES100) |
| September 12 | CLEP Testing – 8-10 a.m. & 10:30-12:30 pm (SRMCPS) |
| September 17 | Constitution Day Activities |
| September 18 | Prospective Student Information Session 3:00 p.m.(SRMC) |
| September 19 | CLEP Testing – 8-10 a.m. & 10:30-12:30 pm (SRMCPS) |
| September 20 | CLEP Testing – 8-10 a.m. & 10:30-12:30 pm (SRMCPS) |

October 2014

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| National Sonographer Awareness Month | |
| October 3 | CLEP Testing – 8-10 a.m. & 10:30-12:30 pm (SRMCPS) |
| October 4 | CLEP Testing – 8-10 a.m. & 10:30-12:30 pm (SRMCPS) |
| October 7 | Dedication Ceremony (NURS 110) |
| October 9-10 | (Thursday and Friday) Fall Recess |
| October 10 | CLEP Testing – 8-10 a.m. & 10:30-12:30 pm (SRMCPS) |
| October 15 | Deadline for Spring Admission Notifications to be mailed/emailed New Student Meet & Greet 3:30-5:00 p.m. (SRMC) |
| October 16 | Honor Society Induction for all programs Prospective Student Information Session 3:00 p.m.(SRMC) |
| October 17 | Last day to withdraw from SRMCPS without academic penalty |
| October 25 | Clinical Instructor/Staff Seminar (SRMC) |
| October 29 | Fall Festival 11:00 a.m.-1:00 p.m. (Tentative) |

November 2014

| | |
|----------------|---|
| November 2-8 | National Radiologic Technology Week |
| November 7 | Summer Recognition for Radiation Sciences CLEP Testing – 8-10 a.m. & 10:30-12:30 pm (SRMCPS) |
| November 11 | Veteran's Day Recognition |
| November 14 | CLEP Testing – 8-10 a.m. & 10:30-12:30 pm (SRMCPS) |
| November 15 | CLEP Testing – 8-10 a.m. & 10:30-12:30 pm (SRMCPS) |
| November 19 | Book Fair (SRMC) |
| November 20 | Prospective Student Information Session 3:00 p.m. (SRMC) |
| November 26-28 | Thanksgiving Recess |
| November 27-28 | Thanksgiving- School Closed |

December 2014

| | |
|---------------|--|
| December 4 | Portfolios due for review |
| December 5 | CLEP Testing – 8-10 a.m. & 10:30-12:30 pm (SRMCPS) |
| December 8-12 | Final Exams |
| December 12 | CLEP Testing – 8-10 a.m. & 10:30-12:30 pm (SRMCPS) |
| December 13 | CLEP Testing – 8-10 a.m. & 10:30-12:30 pm (SRMCPS) |

| | |
|-------------|--|
| December 15 | Final Grades Due 2:00 p.m. |
| December 18 | Prospective Student Information Session 3:00 p.m. (SRMC) |
| December 25 | Christmas Day- School Closed |

January 2015

| | |
|------------|--|
| January 1 | New Year's Day- School Closed |
| January 14 | Deadline for Tuition/Fees due by 4:00 p.m. |
| January 19 | Martin Luther King Day- School Closed |
| January 20 | Classes Begin for SRMCPS |

February 2015

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|-------------|--|
| February 24 | Dedication Ceremony (NURS 110) |
| February 25 | Meet & Greet 3:30 – 5:00 p.m. (New Spring 2015 Students- SRMC) |

March 2015

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|------------|---|
| March 1 | FASFA Due |
| March 5 | Spring National Honor Society Induction Ceremony |
| March 6 | Last day to withdraw from SRMCPS without academic penalty |
| March 9-13 | Spring Break |

April 2015

| | |
|----------|---|
| April 1 | Spring Fling 11:00 a.m.-1:00 p.m. (Tentative) |
| April 15 | Grad Prep Day |
| April 24 | Portfolios due for review |

May 2015

| | |
|----------|---|
| May 1 | Application deadline 4:30 p.m. for Fall 2015 (Nursing and Radiation Sciences) |
| May 4-8 | Final Exams |
| May 6-12 | National Nurses Week |
| May 8 | Last day of Spring Classes |
| May 11 | Final Grades Due 2:00 p.m. |
| May 12 | Summer 2015 Tuition/Fees due by 4:00 p.m. |
| May 13 | Pinning Ceremonies for all programs |
| May 16 | SRMCPS Commencement |
| May 18 | Classes Begin for SRMCPS |
| May 25 | Memorial Day- School Closed |

June 2015

| | |
|---------|--|
| June 15 | Deadline for Fall Admission Notifications to be mailed/emailed |
| June 20 | Last Day to Withdraw from SRMCPS without Academic Penalty |

July 2015

| | |
|---------|---------------------------------|
| July 4 | Independence Day- School Closed |
| July 18 | Portfolios due for review |

August 2015

| | |
|--------------|---|
| August 7 | Last Day of Summer Semester Classes |
| August 10 | Final Grades Due 2:00 p.m. |
| August 12 | Pinning Ceremony- Nursing |
| August 20-21 | Faculty/Staff Development Days (mandatory attendance) |

Admissions

The intent of SRMCPS 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 Schools. The Professional Schools asks for a wide range of information in order to evaluate applicants. The Professional Schools 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. SRMCPS 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 School. The School does not offer development courses for remedial studies.

All materials submitted for the application process become the property of the School 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)..... May 1
Spring Semester (January start)..... September 1

Radiation Sciences

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

Diagnostic Medical Sonography

Spring Semester (January start)..... September 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 a letter of intent in order to be reviewed for admission in the consecutive semester and update their applications as required. Applicants desiring to be reviewed for a non-consecutive semester must reapply. Information regarding the reapplication process may be obtained from Student Services. All applications resulting in non-admission are purged from school files one year from date of receipt. A new application and fee must be submitted.

General Admission Requirements

1. Must be 18 years of age or older by the admission deadline
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. The transcript must 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 SRMCPS 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 & Language Usage scores against national averages. The programmatic admission criteria in this section state whether testing is required. Information on standardized testing, score interpretation and study aids can be obtained from www.atitesting.com. Registration for the entrance test may be completed after submitting the application for admission. An entrance test may be taken once per admission cycle. Only scores attained at SRMCPS will be accepted. Payment for entrance testing can be in the form of cash, money order, or debit/credit card and is payable at the time of testing.

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 you the same amount of credit that you'd get if you took and passed a college course covering the same material.

CLEP offers 33 exams in five subject areas, covering material taught in courses that you may generally take in your first two years of college. By passing a CLEP exam, you can earn 3 to 12 college credits. Each institution determines the exams for which it awards credits, the minimum qualifying score required to get credit, and the amount of credits that will be granted per exam.

Southside Regional Medical Center Professional Schools (SRMC-PS) awards college credit to students who score satisfactorily on the College Level Examination Program (CLEP).

The maximum number of semester credit awarded to a student for CLEP General Examinations are as follows: twenty-one for nursing, thirty-six credits for radiation science, and nine credits for sonography. These hours are transfer credits and will not be computed in the student's SRMC-PS grade point average.

Students seeking locations for taking CLEP tests may contact SRMC-PS Admissions Office at 804.765.5214 or visit www.collegeboard.org/clep

It is the responsibility of the student to request official transcripts from the College Level Examination Program to be sent to the Admissions Office at SRMC-PS to be evaluated by the school officials.

SRMC-PS will allow credit for scores on the CLEP general examinations as follows:

| Examination Title | Minimum Score | SRMC-PS Equivalent | Hours Awarded |
|---|----------------------|---------------------------|----------------------|
| Biology | 50 | BIO 101/102 | 3 |
| Chemistry | 50 | CHM 101/102 | 3 |
| College Composition Modular | 50 | ENGL 101-102 | 6 |
| 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)

To recognize the Advanced Placement (AP) of the College Entrance Examination Board as 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 SRMC-PS to be evaluated by the school officials. These hours are transfer credits and will not be computed in the student's SRMC-PS grade point average.

SRMC-PS will allow credit for scores on the AP general examinations as follows:

| Examination Title | Minimum Score | SRMC-PS 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 |

Pre-requisite & Co-requisite Course Completion

Admission to SRMCPS programs may be contingent upon the completion of prerequisite courses. Program-specific prerequisite requirements can be found in the Academic Programs section of this catalog, obtained online at www.srmconline.com, or from Student Services. The application for admission may be submitted before the prerequisite courses are completed; however, applicants must successfully complete prerequisite courses prior to final acceptance into the designated program. GPA calculation for selection purposes will be based on the highest grade achieved by the admission deadline.

Prerequisites and co-requisites (general education courses) appear on SRMCPS transcripts as transfer courses. Prerequisite 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 SRMCPS grade point average (GPA). The Professional Schools 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 prerequisite or transfer credit requirements.**

In addition to official transcripts, course descriptions and/or syllabi may be requested by the Admissions Committee or Director of Enrollment Management to evaluate pre-requisite courses. Transfer credits will be evaluated and accepted only on evidence that the course content and instruction meets 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.

Transfer Course Examples

| RBC Course Number | Course Name | Credits | JTCC Course Number | SVCC Course Number | JSRCC Course Number |
|---------------------|----------------------------------|---------|--------------------|----------------------|----------------------|
| BIO 205 | Human Anatomy and Physiology I* | 4 | BIO 141 | NAS 161** BIO 231 | NAS 161** BIO 231 |
| BIO 206 | Human Anatomy and Physiology II* | 4 | BIO 142 | NAS 162** BIO 232 | NAS 162** BIO 232 |
| ENGL 101 | Writing & Research | 3 | ENG 111 | ENG 111 | ENG 111 |
| PSY 210, 201 or 202 | Survey of General Psychology | 3 | PSY 201, 202 | PSY 200, 201, 202 | PSY 201, 202 |
| MTH 101 | College Algebra | 3 | MTH 158 | MTH 163 | MTH 163 |
| BIO 111 | Medical Terminology | 2 | HLT 143 | HLT 143 | HLT 143 |
| CSCI 110 | Computer Concepts | 3 | ITE 115 | ITE 115 | ITE 115 |

* Courses need to have been taken within the past 10 years.

** Credits may not transfer to baccalaureate programs.

The above table provides examples of courses that are most frequently transferred from other colleges and universities in the Petersburg area but is not a comprehensive listing.

For more information regarding specific courses, contact Student Services at 804.765.5214.

One credit hour is equivalent to 15 clock hours of lecture, or 30 clock hours of lab, or 45 clock hours of clinical/externship. An academic year is equivalent to a minimum of 900 clock hours and/or 24 semester credit hours and 30 weeks.

Transcripts

Transcripts are required from all colleges/universities attended for programs requiring college prerequisites. Official transcripts must: a) be in English, b) have an embossed seal or signature, c) sent directly from the awarding institution, and be received by the School unopened prior to the matriculation deadline at the address below:

Southside Regional Medical Center Professional Schools
Student Services
430 Clairmont Court, Suite 200
Colonial Heights, VA 23834

Transcripts carried or mailed by the student, or marked "issued to student" are not considered official and will not be accepted. Files will not be considered "complete" until official transcripts are received at the above address.

Transcripts must reflect final grades for all prerequisite courses prior to enrolling in the program of choice. For prerequisite courses that are in progress at the time of application, official transcripts showing successful completion of all prerequisite courses must be received before acceptance is considered final. Failure to submit official transcripts by the first day of class for pre-requisite course work will result in the revocation of acceptance and the student being withdrawn from the program. The student may request re-entry into the program at the next available offering, if space is available.

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

Core Science/Math Courses
Entrance Test Scores
Personal Interview
Previous Medical/Work History

Medical Imaging

Pre-requisite Course GPA
Core Science Course GPA
Personal Interview
Previous Medical/Work History

Sonography

Pre-requisite Course GPA
Core College Course GPA
Personal Interview

Meeting all admission requirements is not a guarantee of admission into a program. The school 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 school, or if the applicant has a prior conviction that would disqualify him or her from clinical rotations.

Acceptance letters will be sent by mail to all qualified candidates within 45 days following the application deadline.

Requirements for Enrollment (as stated in acceptance letter):

1. Return Matriculation form and fee
2. Complete and pay for registration with Certified Background

**A Certified Background registration requires each student to complete a background check (no adverse information found), complete substance testing (no substance abuse found), verify immunization requirements, and verify completion of an American Heart Association Basic Cardiac Life Support healthcare provider CPR course.

Failure to complete these requirements by the deadlines specified on the Certified Background profile may result in the revocation of acceptance to the program. Additional enrollment appointments with Student Services may be applicable (i.e. Financial Aid Department).

Fees associated with compliance of enrollment requirements are the responsibility of the accepted applicant and are non-refundable.

Enrollment Agreement

Following acceptance into the program of choice, each student will sign an Enrollment Understanding with the School. 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. Students will sign a new enrollment agreement with current information during registration of each semester while enrolled in the program.

Criminal Background Checks

In order for clinical sites and affiliates to comply with Joint Commission accreditation standards, students must complete employee prescreening requirements.

Criminal background checks are conducted by Certified Background and child protective screenings are conducted by the Virginia Department of Social Services. The review includes the cities and counties of all known residencies.

Following acceptance into a health science program at SRMCPS, criminal background checks and child protective screenings must be performed prior to enrollment. Southside Regional Medical Center is authorized to perform such checks. The applicant must initiate this process by registering with Certified Background by visiting www.certifiedbackground.com. The student must submit required information for aforementioned checks/screening by the scheduled date. Failure to do so will be interpreted as a refusal and the acceptance will be revoked.

The cost of the child protective screening is included in the student's matriculation fee. It is the student's responsibility to pay the out-of-pocket expense of registration with Certified Background.

The following convictions may disqualify an individual from participation in the clinical rotation:

- A. Felony convictions
- B. Misdemeanor convictions or felony deferred adjudications involving crimes against persons (physical or sexual abuse)
- C. Misdemeanor convictions related to moral turpitude (prostitution, public lewdness/exposure, etc.)
- D. Felony deferred adjudications for the sale, possession, distribution, or transfer of narcotics or controlled substances
- E. Registered sex offenders

The following convictions at any time in the past may constitute the inability to participate in clinical rotations: criminal homicide; kidnapping and unlawful restraint; indecency with a child; sexual assault; aggravated assault; injury to a child; aiding suicide; agreement to abduct from custody; sale or purchase of a child; arson; robbery; aggravated robbery; conviction under the laws of another state, federal law, or the uniform Code of Military Justice for an offense containing elements that are substantially similar to the elements of an offense listed previously; felony conviction for theft which occurred within the previous five years; and any other offense that the facility may impose.

The Vice President, Program Director or their designee will notify the student, either verbally or in writing, if anything in the student's record indicates a conviction barring the student from clinical rotations. If the student is deemed ineligible for clinical rotations at any time during the program due to criminal history record, the student will be required to withdraw from the program and/or related courses as stipulated by the individual health science program.

For more information, see the eligibility for licensure/registry policies in individual program handbooks.

Substance Abuse Testing

Southside Regional Medical Center and SRMCPS are firmly committed to providing environments that are free from the use of substances that may or may not impair performance or cause other adverse effects. As such, substance use/abuse testing may be conducted at the following times:

1. Enrollment
2. Part of the random drug screening process
3. Reasonable suspicion of use

For more information, refer to the Substance Abuse Testing Policy in the Academic Policies section of the catalog.

Student Immunization and Health History

All applicants entering SRMCPS are required to complete a health history form. This includes documentation of immunization history, titer results and health history. This documentation **must be submitted prior to registering for classes**. Acceptable immunization and health history records may be obtained from the following:

- Health Care Provider
- High School Records
- Personal Immunization Records
- Local Health Department
- Military Records
- Employee Health
- Previous College or University

These documents **must** include the applicant's name and official seal of the issuing institution or the health care provider's signature.

- A. Proof of the following immunizations and/or titer results are required before entrance to the SRMCPS:
 - 1. 2 MMR's (measles, mumps, rubella) or titer results (Note: only one MMR is required if born before 1957)
 - 2. Varicella (chicken pox) or titer results
 - 3. Hepatitis B series dates or titer, or a signed waiver
 - 4. 2 step Tuberculin Skin Test (TST) within the last 12 months
 - a. students without proof of such are required to obtain a 2 step TST test before School entrance, or
 - b. undergo a chest x-ray, if ineligible for TST testing

- B. Once accepted into the program, it is the student's responsibility to register with Certified Background and upload the required health documentation. Documentation of immunizations, titers and health history must be submitted by the date noted on the student's profile. If documentation is not received by that date, titers must be obtained to establish immunity levels against certain diseases (measles, mumps, rubella, hepatitis and varicella). It is the student's responsibility to pay all fees associated with securing health history documentation. This includes but is not limited to Hepatitis B series, TSTs, immunization, titers and drug screens. If titers do not show immunity, it is the student's responsibility to obtain the appropriate vaccination(s). Proper documentation of these vaccinations must be submitted prior to the first day of class. Students who fail to provide this information will lose their admission to the program.

- C. Students are:
 - 1. required to sign and upload a Statement Assigning Financial Responsibility for Medical Care form to their profile on Certified Background. This waiver indicates they acknowledge responsibility for treatment costs arising from any clinical practice-related health issue. This form is retained indefinitely on the student's Certified Background profile.
 - 2. strongly encouraged to purchase a personal health insurance plan
 - 3. responsible for all charges for services rendered to them by any healthcare provider for injuries or illness
 - 4. responsible for providing copies of all immunizations, titers and health history documentation to the Student Health Nurse via Certified Background. This information will be maintained electronically and indefinitely for each student on a personal Certified Profile with Certified Background.

There may be additional pre-entrance health requirements mandated by individual programs see individual program handbook.

Basic Cardiac Life Support Course

The American Heart Association Basic Cardiac Life Support for the Healthcare Provider is the only CPR course accepted for all SRMCPS students. CPR training is offered during the onboarding process to new students who do not already possess a valid CPR certification. The cost associated with this training is the responsibility of the student. Proof of successful completion of this course must be uploaded to the student's profile on Certified Background.

Academic Programs

Nursing

The Nursing Program at SRMCPS 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 SRMCPS.

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 who 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, 20 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 SRMCPS 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. Should a graduate be unsuccessful on the NCLEX-RN[®], he or she will have the opportunity to repeat the exam at varying intervals.

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

Admission & Prerequisites

For admission to the Nursing Program, applicants must meet the general admission requirements and submit evidence of the following:

1. Graduation from an accredited high school or successful completion of GED (General Equivalency Diploma).
2. Successful completion (C or better) of high school or college developmental courses in Algebra I, Biology, Chemistry and either Algebra II or Geometry.
3. Successful completion of a computer proficiency test or evidence of a computer course.

4. A Personal Interview with a member of the Nursing Admissions Committee. Personal interviews are required for admission into the nursing program. These interviews are scheduled by the admissions office and applicants will be notified of their scheduled time and location during the admissions process.
5. Entrance Test: TEAS V (Test of Essential Academic Skills) which covers reading, mathematics, science, English and language use. Only scores attained at SRMCPS will be accepted. Applicants are strongly encouraged to study for this test and complete the student preparation package which may be purchased at www.atitesting.com.
Applicants are allowed 1 attempt per admission cycle. Information regarding the testing times, dates and registration be found by visiting <http://www.srmconline.com/southside-regional-medical-center/services/southsideregionalmedicalcenter-admissions-1698.aspx>
6. Students with English as a second language must obtain a minimum score of 79 on the internet based version of the Test of English as a Foreign Language (TOEFL[®]), or a minimum score of 550 on the paper based version.
7. Applicants who are not U.S. citizens by birth must provide immigration or citizenship documentation. **The school does not participate in the SEVIS program.**
8. Attendance of mandatory information session.
9. Negative complete criminal history and child protective services screenings.
10. Negative drug screen.

Co-requisite courses can be taken at any accredited institution and will be accepted as noted in the curriculum plans below.

Transfer of Program Credits

SRMCPS School of Nursing 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 SRMCPS program courses. The acceptance of credit for transfer is primarily based on the competencies achieved by the student in previously completed courses and whether the competencies reasonably align with the coursework of the SRMCPS nursing program.

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, nor will it be represented as a requirement of the Accreditation Commission for Education in Nursing (ACEN).

Steps for Requesting Transfer Credit:

1. Applicants requesting transfer of nursing credits into the School of Nursing must meet all general admission criteria. Applicants must submit a course syllabus including objectives and hours of instruction from the previous institution along with an original transcript.
2. Applicants who have successfully completed course work in another registered nursing program may request transfer into the NURS 120 or NURS 130. Advanced placement will not be given beyond NURS 130.
3. Applicants must successfully complete a written exam or standardized test, math competency test, and clinical performance skills in all courses in which transfer of credits is being requested.

4. All fees for the testing and skills competencies must be received prior to taking the tests. The applicant is responsible for contacting the Admissions Office to schedule an appointment to take required tests. Please see the Tuition & Fees Sheet located on www.srmconline.com for details.
5. Applicants requesting transfer of credits will need to schedule an appointment with the Director, School of Nursing or designee for skill competencies. A list of skills will be given to the applicant at the time this appointment is made. The reference book for the procedures will be the program's current fundamentals text. A copy of the text will be available in the Medical Library.
6. Skills observation will be completed by a designated school official. Skills observation competency forms will be kept in the student's permanent file. The Director, School of Nursing will notify the Admissions Office of the course entry level within two weeks of the completed competency demonstration.
7. Criteria for course placement:

| Course placement | Skills Competencies 2 Attempts (each attempt will incur a fee) | Testing Criteria 1 Attempt |
|------------------|---|---|
| NURS 120 | Successful completion of selected NURS 110 competencies (Applicant will be allowed two attempts for each competency) | <ul style="list-style-type: none"> • NURS 110 exam (passing grading per SON grading scale) • Math competency testing (achieve 90%) |
| NURS 130 | Successful completion of selected NURS 110 and NURS 120 competencies (Applicant will be allowed two attempts for each competency) | <ul style="list-style-type: none"> • NURS 110 and 120 exams (passing grading per SON grading scale) • Math competency testing (achieve 90%) |

8. The Admissions Office will notify the applicant of credits accepted and of the course placement.
9. The transferability of coursework, degrees and credits earned at SRMCPS is not guaranteed to outside institutions. It is left to the discretion of the receiving institution.

Contact

For further information about SRMCPS programs and course offerings, please contact the Admission Officer, at 804.765.5214 or Erica.Jackson@srmcps.edu

**Curriculum Plan for AAS in Nursing
(Recruitment beginning January 2013 for August 2013 Admission)**

| Semester I | Total Credit Hours | Theory Hours | Lab Hours | Simulation Hours | Clinical Hours |
|--|--------------------|--------------|------------|------------------|----------------|
| *Nursing 110: Fundamentals of Nursing | 8 | 75 | 30 | 4 | 86 |
| *Nutrition | 3 | 45 | 0 | 0 | 0 |
| *Anatomy & Physiology I | 4 | 45 | 45 | 0 | 0 |
| | 15 | 165 | 75 | 4 | 86 |
| Semester II | | | | | |
| *Nursing 120: Adults I | 8 | 75 | 30 | 4 | 86 |
| *Anatomy & Physiology II | 4 | 45 | 45 | 0 | 0 |
| *Developmental Psychology | 3 | 45 | 0 | 0 | 0 |
| | 15 | 165 | 75 | 4 | 86 |
| Semester III | | | | | |
| *Nursing 130: Women's Health/Mental Health | 7 | 60 | 0 | 8 | 127 |
| *Microbiology | 4 | 45 | 45 | 0 | 0 |
| *English Elective | 3 | 45 | 0 | 0 | 0 |
| | 14 | 150 | 45 | 8 | 127 |
| Semester IV | | | | | |
| *Nursing 210: Adults II/Pediatrics | 9 | 75 | 0 | 8 | 172 |
| *English Elective II | 3 | 45 | 0 | 0 | 0 |
| *Elective | 3 | 45 | 0 | 0 | 0 |
| | 15 | 165 | 0 | 8 | 172 |
| Semester V | | | | | |
| *Nursing 220: Adults III | 10 | 90 | 0 | 12 | 168 |
| *Elective | 3 | 45 | 0 | 0 | 0 |
| | 13 | 135 | 0 | 12 | 168 |
| Totals | 72 | 780 | 195 | 36 | 639 |

*Must be completed prior to the next term.

All of the above courses listed must be successfully completed prior to graduation

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 advisors and upon an investigation of the transfer requirements of the institution to which transfer is contemplated.

15 class hours=1 credit
45 clinical hours=1 credit
45 lab hours= 1 credit

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 the 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.

SRMC Professional Schools is not responsible for gainful employment of its graduates. It is the graduate's responsibility to seek employment opportunities. Graduation from the SRMCPS Radiation Sciences Program does not guarantee employability.

Admission & Prerequisites

For admission to the Radiation Sciences/Radiologic Technology program applicants must meet the general SRMCPS admission requirements and also submit evidence of the following:

1. Graduation from an accredited high school or successful completion of GED (General Equivalency Diploma).
2. Successful completion (C or better) of high school or college developmental courses in Algebra I, Biology and either Algebra II or Geometry.
3. Successful completion (C or better) of the following college courses from an accredited institution:
 - A. English Composition or Literature (3 credits)
 - B. Algebra, Statistics or Pre-calculus (3 credits)
 - C. General, Survey or Developmental Psychology (3 credits)
 - D. Human Anatomy & Physiology I (4 credits)
 - E. Human Anatomy & Physiology II (4 credits)
4. A combined grade point average (GPA) of at least 2.5 in the five prerequisite courses listed above.
5. Successful completion of a medical terminology course or competency.
6. Successful completion of a computer proficiency test or evidence of a computer course.

7. A Personal Interview with a member of the Medical Imaging Admissions Committee.
8. Students with English as a second language must obtain a minimum score of 79 on the internet based version of the Test of English as a Foreign Language (TOEFL[®]), or a minimum score of 550 on the paper based version.
9. Applicants who are not U.S. citizens by birth must provide immigration or citizenship documentation. The school does not participate in the SEVIS program.
10. Negative complete criminal history and child protective screen.
11. Negative drug screen.

Prerequisite courses must be successfully completed prior to final acceptance into the Radiation Sciences program. Prerequisite and co-requisite courses must be evaluated as equivalent to program requirements in order to be accepted. These courses can be taken at any accredited institution.

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 SRMCPS is not guaranteed to outside institutions. It is left to the discretion of the receiving institution.

Professional Development

SRMCPS offers a Mammography course based upon the number of student applications received. This course meets the MQSA and ARRT education requirement for certification and included introduction to breast sonography. The course is offered to Registered Radiographers RT[®] and to second year radiography students. Course content includes instrumentation and quality assurance, patient education and assessment, positioning and interventional procedures, image evaluation and technique, anatomy and physiology, pathology, digital mammography, MQS regulations, ACR accreditation and ARRT requirements.

For further information , including class dates, times, and fees, please contact Pam Martin, Program Director at 804.765.5883 or Pam.Martin@srmcps.edu

Contact

For further information about SRMCPS programs and course offerings, please contact the Admission Officer, at 804.765.5214 or Erica.Jackson@srmcps.edu

Curriculum Plan for AAS in Radiation Science

| 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 |
| *Elective | 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 |
| Medical Terminology | 0 | 0 | 0 | 0 |
| Computer Competency | 0 | 0 | 0 | 0 |
| Totals | 83 | 849 | 162 | 990 |

*Co-requisite electives that are required:

English II
 Social Science
 History
 Art, Music or Theater
 Philosophy- (Ethics)

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. 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 the 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

RDMS: Registered Diagnostic Medical Sonographer (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.

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

Admission & Prerequisites

Applicants must adhere to all admission policies and requirements of SRMCPS. In addition, applicants must show evidence of **all** of the following:

| Stage 1 | Stage 2 | Stage 3 |
|---|--|---|
| Unrestricted human health career license, certificate or registration. | Coursework Completed in a Healthcare Career Education Program | Coursework Completed at the College Level of an Accredited Institution |
| | Radiation Physics or Physics* | |
| | Medical Ethics & Law | Human Anatomy & Physiology |
| | Medical Terminology | General Psychology |
| | General Pathophysiology | Algebra or Statistics |
| Human Patient Care | English Composition | |

* Physics may be completed within a healthcare career course of studies or at the college level.

1. Unrestricted human health career license or certificate; certification or registration required;
2. Completion of a 2-year human health career education program, or completion of a health career education program plus full-time work experience with direct human patient health care equal to a total of at least 20 months; and
3. All coursework completed with a cumulative GPA of 2.5 or higher.
4. A Personal Interview with a sonography faculty member and tour.
5. Students with English as a second language must obtain a minimum score of 79 on the internet based version of the Test of English as a Foreign Language (TOEFL[®]), or a minimum score of 550 on the paper based version.
6. Applicants who are not U.S. citizens by birth must provide immigration or citizenship documentation. The school does not participate in the SEVIS program.
7. Negative complete criminal history and child protective screen.
8. Negative drug screen.

Prerequisite courses must be successfully completed prior to final acceptance into the Diagnostic Medical Sonography program. Prerequisite and co-requisite courses must be evaluated as equivalent to program requirements in order to be accepted. These courses can be taken at any accredited institution.

Acceptance to the program is based on previous academic history and prerequisite grade point average (GPA).

Transfer of Program Credits

No transfers of program credits are accepted from outside institutions. The transferability of coursework, degrees and credits earned at SRMCPS is not guaranteed to outside institutions. It is left to the discretion of the receiving institution.

Contact

For further information about SRMCPS programs and course offerings, please contact the Admission Officer, at 804.765.5214 or Erica_Jackson@srmcps.edu

Curriculum Plan for AAS in Diagnostic Medical Sonography

| Semester I | Total Credit Hours | Theory Hours | Lab Hours | Clinical Hours |
|--|---------------------------|---------------------|------------------|-----------------------|
| DMS 200: Introduction to Ultrasound | 2 | 30 | 0 | 0 |
| DMS 220: Cross Section | 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 Ultrasound | 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 Psychology | 3 | 45 | 0 | 0 |
| Totals | 67 | 600 | 240 | 900 |

Expenses & Financial Information

Pursuing an education in the health science field involves a great deal of time, effort and money. It is an enormous investment and requires careful consideration and evaluation. In order to make the best and most informed choices, students should make every effort to understand the educational program, the requirements, facilities, dropout rates, full cost of attendance, refund policies and financial aid programs.

Changes in federal or state policy could affect the information printed in this catalog. Complete and current information on financial aid is available from the Financial Aid Office upon request.

Full/Part-Time Status

Students taking 12 or more credits per semester at SRMCPS are considered full-time students. Course loads of fewer than 12 credits are considered part-time.

Tuition and Fees

The Professional Schools makes every effort to ensure that opportunities for higher education are available to all who desire them. As such, every effort is made to keep expenses at a minimum and to offer a comprehensive financial aid program for all students enrolled in the School.

- Tuition and fees must be paid by the deadline or enrollment will be subject to cancellation
- Tuition and fees which are not paid on time will be assessed a late fee
- Tuition and fees are subject to change each academic year
- There may be additional fees associated with each program. The following detailed listings represent tuition and fees for Virginia residents. The Financial Aid Department determines state residency based on information shared after acceptance into a program.

Current tuition rates and fees may be obtained on the School website, www.srmconline.com.

Tuition payment in full is due by the due date listed on the student's invoice each semester. Students will not be admitted to class if full payment is not received (unless receiving financial aid funding).

Students should be prepared to finance their own personal needs.

Other Fees & Charges

Students are required to purchase the necessary textbooks and supplies prescribed in the curriculum program they are entering. Students may purchase books and supplies from the school's virtual bookstore (MBS Direct), or they may elect to order from another vendor. The student is responsible for purchasing the correct edition of any required textbooks as outlined in the course syllabi.

The Professional Schools offers educational opportunities at a minimum cost to the student. Co-Requisite courses can be taken at any accredited institution. Affiliation agreements exist with Richard Bland College and Portage Learning to enable students to utilize Financial Aid for payment. Tuition is calculated per credit hour and is set by each institutions governing board and as such SRMCPS has no control over their tuition and fees.

Uniforms, patches, health fees, licensing or certification examination fees are the responsibility of the student. Current pricing can be found on www.srmconline.com.

All checks and money orders must be payable to "Southside Regional Medical Center Professional Schools". **No student will be allowed to graduate, receive transcripts, register for a new semester, or considered for re-admission if there is an unpaid balance on his or her account.**

Failure to meet financial obligations to SRMCPS may cause the School to take action, including but not limited to:

- Late fees

- Deny registration to subsequent courses
- Deny re-admission to the school
- Deny admission to class or clinical
- Withhold grade reports, transcripts
- Deny participation in graduation activities and withhold degree
- Withhold verification of the applicants credential's for licensure or certification

Refund Policy

Students who withdraw from SRMCPS may be refunded tuition upon the following schedule:

Fall and Spring Semester Calculations

| Date on Official Withdrawal Form | Percent of Tuition Refunded* |
|---|------------------------------|
| During the first week of the semester | 100% |
| During the 2 nd - 4 th week of the semester | 50% |
| During the 5 th - 8th week of semester | 25% |
| After 8th week of semester | 0% |

Summer Semester Calculations

| Date on Official Withdrawal Form | Percent of Tuition Refunded* |
|---|------------------------------|
| During the first week of the semester | 100% |
| During the 2 nd – 3rd week of the semester | 50% |
| During the 4 th - 6th week of semester | 25% |
| After 6th week of semester | 0% |

*All refunds will be issued to students within 45 days.

Cancellation Clause:

A student may cancel their decision to attend a program within five (5) business days of signing an enrollment understanding with the School and receive 100% of all monies paid minus service fees. Cancellation must be provided in writing to the Director of Enrollment Management.

Refund of Title IV Financial Aid will be calculated after the Institutional Refund is applied and if the student officially withdraws before the 60% enrollment period. The Professional Schools returns any unearned portion of the financial aid in accordance with federal guidelines.

Title IV funds are awarded to students with the understanding that the student will attend classes for the entire period of time specified when the assistance is awarded. When a student withdraws, he or she may no longer be eligible for the entire amount of Title IV funds he or she was originally scheduled to receive. If the recipient withdraws from school during the semester, then the amount of the grant or loan must be recalculated. Students should be aware that the requirements to return Federal Title IV funds may result in a balance due to SRMCPS. If the amount that was dispersed to the student is greater than the amount earned, then the remainder must be returned. The calculation of and return of the Title IV funds is determined by the date of withdrawal.

Financial Aid

The Professional Schools encourages prospective students who desire to enroll in a program but are experiencing financial difficulties to apply for assistance through the Financial Aid Office. Financial assistance for educational costs may be available in the form of scholarships, grants, loans, or a combination thereof. While there are limited amounts of funds available for these purposes, every effort is made by the institution to assist those students who need financial assistance.

The purpose of financial assistance for students is to provide resources for students who without such resources would not be able to attend SRMCPS. All students who wish to apply for financial aid must complete the Free Application for Federal Student Aid (FAFSA) form. In order to complete and submit the application electronically, go to www.fafsa.ed.gov and use the Professional Schools code **012744**. A "FAFSA on the Web" worksheet is available online to assist you in completing the application. Information provided on the FAFSA and the amount of funds available for distribution determines the award amount. The total cost of the financial aid awarded should never exceed the cost of attending SRMCPS.

Most financial aid is awarded on the basis of need, rather than scholastic aptitude. The amount of an award will vary and depends upon the students demonstrated and verified financial need. Financial aid will only be awarded to students who are in compliance with the state and federal laws and regulations for receiving aid. Students are encouraged to keep in close contact with the Financial Aid Department for financial resource updates and changes.

Financial aid awards from scholarships, grants and loans may be applied to the cost of attending SRMCPS and are generally credited directly to the student's account. Qualifying students are entitled to purchase necessary textbooks at the schools virtual bookstore (MBS Direct) with Financial Aid voucher. Please see Financial Aid Counselor for more details.

Application Procedure

Students in need of financial assistance are requested to follow this application procedure:

1. Apply for a PIN (Personal Identification Number). This is an electronic access code that will serve as your personal identifier and also allow you to complete the Free Application for Federal Student Aid (FAFSA). Go to www.pin.ed.gov.
2. Complete the application for federal and state financial aid and submit electronically using the Professional School code, **012744**. Go to www.fafsa.ed.gov to apply for financial aid.
3. After determination of scholarship and grant award, an award notification letter will be sent to the student. Any student who has not received an award notification within three to four weeks of the date he or she received a SAR (Student Aid Report) should contact the Financial Aid Office. Students that do not meet the criteria for federal or state grant programs will be notified of their non-eligible status.

Retention of Financial Records

Financial records are maintained by the Financial Aid Department for a period of 3 years from the last date of attendance. These records are kept under double lock and key and can be accessed by the department staff upon request.

Satisfactory Academic Progress

All students, which includes eligible financial aid recipients, are required to meet satisfactory academic progress (SAP) according to Federal Regulations and policies set by SRMCPS. The intent of these policies is to make sure that all students are making measurable progress toward completion of an approved degree program in a reasonable period of time and within a reasonable number of credit hours attempted in their program of study.

All students' progress will be measured both quantitatively (time-based) and qualitatively (grade-based). In addition to a student's cumulative grade point average, students are also required to pass a percentage of all attempted coursework, and to complete their program of study within the maximum time frame established by the School, in order to remain in good standing. To reasonably measure a student's satisfactory academic progress, academic records will be evaluated (including credit hours earned at other post-secondary institutions and transferred into the student's program of study at SRMCPS). Satisfactory Academic Progress will be measured at the end of each completed semester.

Standards of Progress

Standards of progress are set by the U. S. Department of Education and SRMCPS. In order to meet the standards and continue to receive federal funding or remain in the program, the student must:

- a. Maintain a cumulative 2.0 grade point average (GPA).
- b. Successfully complete 67% of all classes in which they have registered.
- c. Complete the program for which they have registered within 150% of the program length.

Maximum Timeframe Guidelines

| | |
|---|--|
| Semester I (20% of RN & RAD program requirements must be completed) (25% of DMS program requirements must be completed) | Semester II (40% of RN & RAD program requirements must be completed) (50% of DMS program requirements must be completed) |
| <u>Diagnostic Medical Sonography</u> : 12 core credits <u>Radiation Sciences</u> : 10 core credits & 3 co-requisite credits <u>Registered Nursing</u> : 8 core credits & 7 co-requisite credits | <u>Diagnostic Medical Sonography</u> : 12 core credits <u>Radiation Sciences</u> : 11 core credits & 3 co-requisite credits <u>Registered Nursing</u> : 8 core credits & 7 co-requisite credits |
| Semester III (60% of RN & RAD program requirements must be completed) (75% of DMS program requirements must be completed) | Semester IV (80% of RN & RAD program requirements must be completed) (100% of DMS program requirements must be completed) |
| <u>Diagnostic Medical Sonography</u> : 16 core credits <u>Radiation Sciences</u> : 9 core credits & 3 co-requisite credits <u>Registered Nursing</u> : 7 core credits & 7 co-requisite credits | <u>Diagnostic Medical Sonography</u> : 10 core credits <u>Radiation Sciences</u> : 11 core credits & 3 co-requisite credits <u>Registered Nursing</u> : 9 core credits & 6 co-requisite credits |
| Semester V (100% of RN & RAD program requirements must be completed) | Semester VI and VII (RN & RAD) Semester V and VI (DMS) |
| <u>Radiation Sciences</u> : 10 core credits & 3 co-requisite credits <u>Registered Nursing</u> : 10 core credits & 3 co-requisite credits | **These semesters are only used if the student has failed or withdrawn from previous semesters. The addition of these 2 semesters allows students to complete their program within 150% of the allotted time. ** |

If a student's academic performance drops below the required 2.0 GPA for any semester, he or she will be placed on probation and must develop and implement an academic progress plan in conjunction with his or her academic advisor. The student will be allowed to continue in the program and will be eligible to receive federal funds. Elements of the plan that must be included in order to receive federal funds are: 1) statement of the problem, 2) methods/actions to resolve the problem, 3) a reasonable timeline in which to complete the actions, and 4) expected outcome of the plan. The plan must be approved by the academic advisor, and signed by the student and advisor. Failure to complete the plan will result in loss of federal funds, possible loss of any scholarships, and delayed or denied entry into the School's programs. The academic progress plan will be reviewed prior to the student's re-entry and included as part of the re-application information.

Students who are placed on academic probation will receive a letter from the Financial Aid Office and the Director, Enrollment Management. The Financial Aid Office will send a cancellation letter via Sonis and United States Postal Service to students who are no longer eligible to receive federal funds. Please refer to individual program handbooks for additional academic progression requirements.

Appeals

The right to appeal is available to any student whose financial aid eligibility has been cancelled because of failure to meet progression standards.

Satisfactory Academic Progress - Steps and/or Procedures in Implementation:

1. Students who have registered for classes but do not attend within the first week are reported to the Director, Enrollment Management, by faculty, as "never attended." The Director, Enrollment Management notifies the Financial Aid Office that students will be dropped from class. Financial aid awards, received by students reported as "never attended," will be adjusted appropriately.
2. Only classes required for the students' major are funded by financial aid. Students will not receive financial aid for audited classes or classes not in the student's major.
3. In order to measure a students' satisfactory progress towards a degree requirement, the students' total academic record at SRMCPS must be evaluated whether or not the student received financial aid for the entire period of enrollment.
4. The Financial Aid Office will send a letter to any student who is placed on financial aid probation/conditional status or a cancellation letter to any student who is no longer eligible to receive financial aid.

Scholarships

Southside Regional Medical Center receives financial support for student scholarships from endowed funds, community organizations, and foundations that provide funds for students who meet their qualifications and requirements. This assistance is applied to the costs for the specified academic year.

For eligibility requirements on all scholarships and a listing of scholarship information, please visit our Financial Aid Office.

State & Federal Program

Lifetime Learning Credit

A tax credit (up to \$2000) of total qualified tuition and related expenses of the students in the taxpayer's family (i.e., the taxpayer, the taxpayer's spouse, or an eligible dependent) who are enrolled in eligible educational institutions. A taxpayer cannot claim both a Lifetime Learning Credit and a Hope Scholarship Credit for the same student in the same year.

Federal Pell Grant

Grants are awarded to eligible undergraduate students who have **not** earned a bachelor's or professional degree. Eligibility is based on need, credit hours enrolled and PELL lifetime eligibility usage.

William D. Ford Federal Direct Loans

The U.S. Department of Education provides funds that are guaranteed by the federal government. Student loans are borrowed money that must be repaid with interest. Students must be enrolled at least six (6) credit hours each semester to be eligible. Returning students must have earned at least twenty-four (24) credit hours to be eligible to borrow a second-year loan.

There are two types of Federal Direct Stafford Student Loans:

- Subsidized loans are available to students who demonstrate sufficient financial need;
- Unsubsidized loans are awarded to students who do not demonstrate financial need and are responsible for the interest for the entire life of the loan.

All students graduating or withdrawing from SRMCPS who have accepted a Federal Stafford Loan must attend a mandatory exit interview with one of the Financial Aid staff.

Federal PLUS Loans to Parents

Long term loans made to parents of dependent students. A separate application is required.

Federal Supplemental Educational Opportunity Grant (FSEOG)

Grants awarded to undergraduate students who have not earned a bachelor's degree. Eligibility and award are based on financial need.

Veterans Educational Benefits

The Veterans Administration determines the eligibility of students requesting Veterans Educational benefits. The School will process the necessary documentation; certify enrollment and the students' academic progress. Students who are receiving veteran's educational benefits are required to maintain satisfactory academic progress. Prospective students who are eligible, or believe they may be eligible to receive veteran's educational benefits, should contact the Financial Services Specialist at the School for further information.

Student Life

A number of opportunities exist that will contribute to the enhancement of life as a student while enrolled in a program at SRMCPS. The faculty, staff and administration invite and encourage students to take full advantage of the opportunities that will assist in the development of academic outcomes, and serve to increase growth in the cultural, social and ethical fields.

Advisement

Administration, faculty and staff at SRMCPS view advisement of students as a very important and ongoing activity. Faculty members function as advisors through course assignment and various clubs. The Director, Recruitment and Community Relations serves as the advisor to prospective students. Students are strongly encouraged to meet with their course faculty members or Course Coordinator as the need arises. Faculty members' office hours are posted on their office doors at the beginning of each semester. Additional faculty contact information can be found on SONISWEB.

Career Advising and Placement Services

Career planning and counseling are available and take place individually or within small group settings. Faculty members at SRMCPS are willing to assist students with planning and advisement regarding career opportunities, but do not guarantee job placement.

Crime & Awareness Program

The Professional Schools strives to provide a safe and secure campus for students, faculty, staff and visitors. In the event of an emergency involving fire or requiring an ambulance or police, dial 9-911 from any phone in the building.

The main entrances of The Sycamore Building are open and accessible Monday – Friday from 7:30 a.m. – 4:30 p.m. with the exception of school closings and major holidays noted on the Academic Calendar. Entrance into the building will be controlled by badge/card access. Security and environmental services will be provided by the hospital.

Students who have filed a restraining or protective order and listed SRMCPS as a protected area must notify the Vice President Professional Schools and the Director of Security at the Medical Center and provide them with copies of the order.

Crime Awareness and Campus Security

SRMCPS, in conjunction with Southside Regional Medical Center (SRMC) Security Department, has developed the following Crime Awareness and Security Policy:

- A. In case of an accident, illness, criminal action, and other emergencies on the SRMCPS campus the Director, Enrollment Management must be notified immediately. (If any of the above situations occur on medical center campus the Director of Security or designee at SRMC must be notified immediately).
- B. The Vice President Professional Schools or designee is responsible for security and access to all campus facilities.
- C. School law enforcement is handled by the SRMC security team. When further action is necessary they will seek assistance from city police or county law enforcement.
- D. Violations involving the possession, use, or sale of any drug(s) will not be tolerated on any part of the campus, or wherever employees or students are required to be while performing their duties. Any violations of these standards of behavior may result in dismissal from the School.
- E. A local alarm service provides the School buildings with 24-hour security. Should an alarm be triggered, the company immediately reports to the local police department and then to the SRMC Security Department.

- F. While on the SRMC Medical Center campus security escorts are available to walk students, faculty and staff to their car at night. The switchboard operator, located on the first floor of the Medical Center Building, will arrange escorts if needed.
- G. The SRMC Professional Schools Safety Committee will conduct periodic compliance checks of all parking lots/vehicles to educate staff and students about potential safety issues (i.e. exposed valuables, monies, contraband items).

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

- A. Faculty, staff and student handouts
- B. Catalog and Student Handbook
- C. Orientation to program and the first class of each semester
- D. SONIS Learning Management Suite
- E. Campus bulletin boards

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/>.

Computer Resources

The Professional Schools use computers for class and clinical assignments. Using a Windows based system, the faculty and staff is connected to the SRMCPS network, the Southside Regional Medical Center network, and the Internet. The system includes Word, Excel, and PowerPoint, as well as **SONISWEB**. All students and faculty must be able to access the internet on a daily basis. Wi-Fi is available for use in the Medical Library.

SONISWEB Learning Platform

Southside Regional Medical Center Professional Schools (SRMCPS) provides a web based learning platform through SONISWEB for the express purpose of facilitating learning in accordance with the mission and philosophy of SRMCPS. Students can access SONISWEB at <http://www.soniswebserver2.com/> Students may access email at <http://outlook.chs.net> The SONIS platform and CHS Outlook email system are utilized for learning activities and communication directly related to course objectives, assignments, and school business. Use of SONISWEB and CHS Outlook is subject to the terms of the SRMC Honor Code (found in each program's handbook) and SRMCPS policies including Academic Integrity, Email & Internet Use and Use of School Resources.

SRMCPS will send all official email correspondence to enrolled students via CHS Outlook email system and students are expected to use CHS Outlook email for all school related email communication.

Student Computer Requirements:

(Per Windows & Operating System Core Requirements)

- 1 gigahertz (GHz) or faster 32-bit (x86) or 64-bit (x64) processor
- 1 gigabyte (GB) RAM (32-bit) or 2 GB RAM (64-bit)
- 16 GB available hard disk space (32-bit) or 20 GB (64-bit)
- DirectX 9 graphics device with WDDM 1.0 or higher driver

Strongly Recommended:

- Internet Explorer 8 or higher
- High Speed Internet Service Provider
- 2 GB RAM or more
- 50 Gigabyte Hard Drive
- CD/DVD player

- (For Laptops) WAN Capability
- **Anti-Virus software and Anti-Malware software**

CHS policy prohibits the SRMCPS PC Specialist from working on student personal computer equipment directly. However, you may contact the PC Specialist if you have any questions or concerns regarding your personal computer equipment as it relates to School related assignments.

Cyber bullying

Cyber bullying is defined as the use of information and communication technologies such as email, cell phone, text messaging, instant messaging and personal websites and online personal polling sites, to support deliberate, hostile behavior that is intended to frighten or harm others. Whereas the traditional bullying was limited to direct confrontations, cyber bullying can happen anytime and be much more far reaching. When harassing language or pictures are posted to the Internet, the words and images can stay forever, which affects the victim far into the future. To this end, SRMCPS has adopted the following policy to address this abuse of electronic communication technologies, whether the actions occur at school, the medical center or off campus.

Students who attend SRMCPS must follow four basic rules:

1. Any student who uses a school or medical-center provided communication device (including a computer) or computer network (a) with the intent to intimidate, harass or coerce another person, or (b) to use vulgar, obscene, profane, lewd, or lascivious language to communicate such harassment, or (c) to threaten an illegal or immoral act shall be subject to school disciplinary procedures.
2. Any student who uses a personal communication device on school or medical center grounds, or at a school-related function (a) with the intent to intimidate, harass, or coerce another person, or (b) to use vulgar, obscene, profane, lewd, or lascivious language to communicate such harassment, or (c) to threatened an illegal or immoral act shall be subject to school disciplinary procedures.
3. Students may not use an electronic device, including cameras and "smart" phones, during working time for non-business purposes. The focus on patient care and privacy is essential. Devices that can make recordings are a risk to privacy and may not be used in patient care areas. If stored in non-work areas, devices should be turned off or the volume should be set to silent or vibrate. Students who violate this shall be subject to School and medical center disciplinary procedures.
4. In any instance in which cyber bullying creates a climate of fear and /or causes a substantial disruption of the work of the school or impinges on the rights of other students, the person committing the act shall be subject to school disciplinary procedures.

Consequences for Violation

Any violation of this policy shall result in loss of computer-system privileges and may also result in appropriate disciplinary action, as determined by the School, the Medical Center, or possible prosecution through the judicial system.

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 SRMCPS, awards received, and the Schools' 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, Enrollment Management in Student Services and returning the completed form. The Schools 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, Enrollment Management immediately upon a

change of name, mailing address, email address or telephone number. Students may use email to communicate these changes. The Professional Schools will not be responsible for any consequences that might occur as a result of the student's failure to notify the Schools of such changes. These consequences could be detrimental to a student's grade, ability to register for a course, progression in the program, graduation, pinning, and ability to take the licensure/registration examinations. Legal documentation will be required to change a name.

Drug-Free Environment

Students who become impaired in their ability to adequately perform in the classroom, lab or clinical environment due to drugs, alcohol or other mind-altering substances impede the Professional Schools and Medical Center from achieving their purpose. As a result, student use of alcohol, illegal drugs, or misuse of prescription drugs on or off the SRMCPS campus will be cause for disciplinary measures, up to and including immediate suspension or dismissal from SRMCPS.

Employee Assistance Program (EAP)

Confidential personal counseling services are available to students through the Employee Assistance Program (EAP) at Southside Regional Medical Center. Southside Regional Medical Center (SRMC) students as well as employees are given the opportunity to use the assistance program. This program is free to SRMC employees, students and dependents of employees and students.

Should you use the program, no one will know but you and your EAP counselor. All conversations are held strictly confidential. Administration or faculty has no contact with the counselors except with your expressed consent.

The EAP provides assessment, counseling and referrals to assist you in dealing with problems related to or concerning:

- Parenting and child care
- Relationships
- Financial or legal difficulties
- Stress, anxiety, depression or anger
- Dealing with health problems
- Grief and loss
- Alcohol/substance abuse

If you would like to call and talk with someone at EAP/Value Options, your call will be handled with the strictest of confidence. The telephone number is 1.877.538.6390.

Emergency Assistance

Emergency assistance may be obtained from the following numbers:

- Emergency Services – 9.911 (Ambulance, Fire, Police) from any SRMCPS 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

Employment

The faculty and school administration understand and recognize that outside employment by students enrolled in SRMCPS 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.

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. Students should not work the night shift prior to a clinical or class day.

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. SRMCPS faculty and/or staff will make the necessary provisions for all handicapped persons to be evacuated from the building.

Emergency Evacuation

When an alarm sounds, everyone must exit the building. If possible, students should remove all personal belongings when evacuating the building. A school 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 –
 - a) pull alarm box
 - b) call **911 (or 9.911 from any Professional Schools phone)**
3. Confine/contain – shut all doors and windows.
4. Extinguish/Evacuate –
 - a) use fire extinguisher to extinguish if possible.
 - b) evacuate building through closest fire exit and assemble in faculty-student parking lot adjacent to the 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 & 4.

There will be at least one unannounced fire drill conducted on the SRMCPS campus annually.

Food Services

Hot food and snacks are available during clinical experiences at Southside Regional Medical Center in the hospital cafeteria. On campus vending machines, a microwave and a refrigerator are located in the student center and hallway of the Sycamore Building 2nd Floor. Administration reserves the right to revoke this privilege. No food or beverages are permitted in the classrooms, clinical laboratories, computer labs or library. No food or beverages are permitted in patient care areas in the hospital.

Health Services

SRMCPS 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 is located with the Receptionist.

An 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.

SRMCPS has an Emergency Box containing two EpiPen auto-injectors. It is located on the 2nd Floor of the Sycamore Building in the hallway just outside of the Women's Restroom and the Receptionist area. Students who have been prescribed an EpiPen will have their names listed inside the box: **however any**

individual experiencing anaphylaxis may receive the EpiPen.

If a student is injured or becomes ill while on campus, the Student Health Nurse or a school Director should be contacted. Should the student become ill or injured while in the clinical setting, the clinical instructor should be notified and facility protocol implemented.

Health and immunization records are maintained by the Student Health Nurse for a period of 3 years from the last date of attendance. These records are kept under double lock and key and can be accessed by the Student Health Nurse upon request.

Housing & Transportation

The Professional Schools does not provide housing facilities for students, and does not find housing for students. The Schools 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.

Library Services

Southside Regional Medical Center's Medical Library exists to provide information in support of the hospital's three major functions: patient care, education and research. It serves as a nucleus for medical education and research in medicine and teaching resources.

Library Information

The Medical Library is located on the first floor adjacent to the hospital mail room.

- The Library is accessible 24 hours a day with SRMC identification badge.
- The Library is staffed 24 hours a week. A Librarian generally is available Monday-Thursday, 10 am – 4 pm.
- Books and periodicals are not available for check out.
- Current textbooks are available for in-house use by contacting a librarian.
- Wi-Fi services are available in the Library. For further information, contact the Librarian at 804.765.5663 and/or the SRMCPS PC Specialist at 804.765.6759 or david_waggoner@chs.net.
- A photocopy machine is available for the users' convenience. The library copier is not to be utilized to reproduce documents for classroom and/or clinical assignments.

Criteria for Acquisition and Selection of Library Materials

Requests from departments and individuals for books and journals may be submitted to the Librarian who in turn will have the requests approved by Administration. The Librarian will order materials through the Materials Management Department.

Donations

The Librarian has the responsibility to accept or reject donations of duplicate books or journals.

Cataloging and Classification of Library Resources

The National Library of Medicine Classification System is used for books. The journals are arranged alphabetically on the shelves and recorded periodically.

Bibliographic and Reference Services

The SRMC Medical Library is equipped with nursing texts, periodicals, and journals that cover the majority of disciplines. The Library has computers that are equipped with Internet services to access databases such as PubMed, Micromedex, OVID, and MEDLARS. PubMed is the major source used for reference and contains an excellent consumer information website. MEDLARS (Medical Literature Analysis and Retrieval System) is a system of databases and databanks offered by the National Library of Medicine. A person may search files either to produce a list of publications (bibliographic citations) or to retrieve factual

information on a specific question. MEDLARS databases are used by universities, medical schools, hospitals, government agencies, commercial and non-profit organizations and private individuals. Computer literature searches also are available from the Library. Reprints not available in the Library are secured through Interlibrary Loan (ILL).

Lost & 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 Professional Schools and Southside Regional Medical Center will not assume responsibility for students' personal items.

Parking

We have two parking areas designated for student parking. A campus map is available on SONIS 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. The unmarked edges of the parking lots are **NOT** parking spaces and cars parked there will be ticketed. Each vehicle parked on campus grounds must display a current parking decal provided by the school.

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

- Fire Lanes
- No Parking Zones
- Areas marked "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 will result in a parking citation or being towed. Any fines or towing fee incurred by the student due to improper parking will be the responsibility of the individual.

Remediation Services

Remediation services are open to all students enrolled at SRMCPS. A student may be referred for remediation services when he or she is deemed to be in jeopardy of failure by a faculty member, or the student may elect to make an appointment with the designated faculty member for remediation on his or her own. An individualized assistance plan will be created which may include, but not be limited to: satisfactory academic progress (SAP), time management, stress reduction, effective test taking strategies, note taking, and study tips. The designated school official for student remediation, Dr. Beth Hensley, can be reached at 804.765.5467 or Beth_Hensley@srmcps.edu.

Smoking

Southside Regional 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, SRMC recognizes the mounting scientific evidence of adverse health effects of tobacco products. Therefore, it is the policy of SRMC to implement and maintain a tobacco and smoke free campus which prohibits the use of any smoking and other tobacco products on all SRMC owned and leased properties and any properties adjacent to property owned by SRMC.

Social Media

Students should be aware that they are legally responsible for any information posted on social media sites, such as Facebook, MySpace, blogs, etc., and such information can be traced back to them as individuals. Students are prohibited from posting patient information on social media sites, and violations of HIPAA regulations will result in disciplinary actions, up to and including immediate dismissal from the program and School.

Student Participation in Governance

There are a number of methods by which students can participate in the governance of SRMCPS. The students elect leaders of various clubs and organizations to provide leadership and offer input and recommendations to the School administration. The President of the Student Government Association meets with the Vice President Professional Schools once per semester, and the Vice President holds meetings and luncheons with students in order to be aware of needs and to get to know the students better. Students complete anonymous evaluations every semester on each course and the faculty members they have worked with, and the results of these evaluations are shared with Program Directors and the Vice President Professional Schools. Additionally, students serve on the Advisory Councils of each program. Students interested in serving on a committee should contact the administrative secretary to the Vice President at 804.765-5801.

Student Organizations

Student Government Association

The Student Government Association (SGA) is the official organization authorized by School administration to represent all students enrolled at SRMCPS and ensure student participation and representation in decisions affecting the school and its programs. The SGA elects officers every year, and provides members from the organization to sit on various committees of the school. This allows the students to receive practice experience in responsible citizenship through participating in a program of self-government. The SGA also sponsors social development opportunities for the student body, which includes holiday celebrations, cookouts, charity events, tournaments, and various other student activities.

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 science 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.

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 SRMC Professional Schools is the Omega Chapter.

Students who have achieved academic honors are eligible for membership in the honor society. For more information, contact the Medical Imaging Program Director.

Alpha Delta Nu – Nursing Honor Society

SRMC School of Nursing is chartered as the **Alpha Epsilon Chapter** of the National Organization for Associate Degree Nursing (N-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 Director of the School of Nursing.

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. 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 School's good name into question.

Student Rights & Standards of Behavior

- All rights and privileges guaranteed to every citizen by the Constitution of the United States and by the Commonwealth of Virginia shall not be denied to any student.
- Student performance will be evaluated solely on an academic basis, not based upon opinions or conduct in matters unrelated to academic standards.
- Students have the right to freedom of expression, inquiry, and assembly without restraint or censorship subject to reasonable and nondiscriminatory rules and regulations regarding time, place, and manner.
- Students have the right to inquire about and to propose improvements in policies, regulations and procedures affecting the welfare of students through established student government procedures, SRMCPS committees and offices.
- Students and former students have the right to review their official records and to request a hearing if they wish to challenge the contents of their records.
- No disciplinary sanctions other than temporary removal from class or activity (only for duration of said activity) may be imposed upon any student without due process. Due process procedures are established to guarantee a student accused of a student code of conduct violation the right to a hearing, a presentation of charges, evidence for charges, the right to present evidence, the right to have witnesses on one's behalf and to hear witnesses on behalf of the accuser(s), the right to counsel, and the right of appeal.

Telephone Calls

Telephone calls may not be made or received except in case of an emergency during class, lab or clinical. All outside calls should be directed to the Receptionist, who will contact the instructor. The instructor will inform the student about returning the call. Other calls may be made during breaks or lunch.

Transcript Requests

Alumni, current and former students can conveniently order and track transcripts online at <http://www.getmytranscript.com> any time, 24/7. A major credit/debit card is required and there is no limit on the number of transcripts that may be ordered. Real-time order updates are provided via email. All financial obligations to SRMCPS must be cleared before transcripts are released.

It is recommended that at least one week be allowed for the processing and mailing time of transcripts. Written requests for immediate copies of transcripts must be submitted twenty-four hours in advance. Any transcript given directly to a student will carry the notation "Issued to Student" and will require the presentation of a photo I.D. Transcripts issued to a student will be mailed to the student's address of record on file in the office of the Director, Enrollment Management.

Violence & Incivility

The Professional Schools adopts a zero-tolerance policy for violence, verbal and non-verbal threats, and incivility on the campus and at clinical sites. Students and employees are encouraged to report any incidents early to decrease possible risk or escalation. Withholding information regarding violent or potentially violent acts or threats is cause for disciplinary action. Actions that will not be tolerated include, but are not limited to:

- Assault of another person on SRMC property, or SRMCPS clinical sites.
- Harassment or intent to frighten, intimidate or threaten another person through verbal or written methods.
- Damage to property; individual or school.
- Threatening another individual, stating intent to cause physical or mental harm now or in the future.

Incivility is defined as speech or an action which is rude or disrespectful and can range from verbal abuse and insulting remarks to explosive, violent behavior. Incivility in the academic setting is any behavior that causes disruption in the teaching or learning environment. Academic incivility jeopardizes the welfare of faculty, students, and the campus community. Individuals demonstrating uncivil behaviors will be subject to disciplinary actions up to and including dismissal.

Weapons

Possession of a weapon, openly or concealed, is not permitted on the SRMCPS campus or any of its clinical sites. Violation of this ban will be subject to disciplinary action, up to and including dismissal.

Academic Policies

Academic Integrity

Accountability for one's actions, personal responsibility, and integrity are key values in healthcare. In keeping with these values, SRMCPS students are expected to demonstrate integrity in the classroom and clinical settings. Students will be held accountable for engaging in violations of academic integrity prior to and during their enrollment with SRMCPS. Breaches of academic integrity are unacceptable and may result in disciplinary action, including but not limited to, denial of admission or dismissal from the program.

Violations of Academic Integrity:

The following definitions of academic dishonesty represent some basic types of behavior deemed unacceptable. The list is intended to define common breaches of academic integrity, but is not intended to include all infractions. Any act of academic dishonesty or misconduct is subject to disciplinary action.

- A. *Plagiarism* – Failure to cite the source of submitted work; submitting material that is in any part not entirely one's own work without crediting those portions to the correct source(s).
- B. *Cheating* – Includes, but is not limited to: Attempting to use or using unauthorized materials or study aids; copying another student's work; using notes or aids during a quiz or exam; giving or receiving information or assistance on work when it is expected that each student does his/her own; obtaining, stealing or reproducing an unauthorized copy (not previously distributed to any class) of a quiz, or examination to be administered prior to the time of the examination; allowing another person to do one's work and then submitting it under one's own name; submitting identical or similar papers in more than one course without prior permission from the course faculty; altering a grade in any manner; or any action which creates or obtains an unfair advantage over another student's academic work.
- C. *Fabrication* – Falsifying or inventing any information, data or citation; knowingly providing any misinformation on records or unofficial documents.
- D. *Misrepresentation of academic records* – Altering any document affecting academic records; forging signatures; falsifying any information on any document, application, reference, transcript, report, letter, or any form submitted to SRMCPS.
- E. *Unauthorized use of school records* – Entering or gaining access (without permission) to any secured area (including faculty or any Professional School offices, data center, computers, filing cabinets) where confidential documents, school records or examinations may be stored.
- F. *Facilitating dishonesty of another student* – Providing material, information or assistance to another student with the knowledge that such information could result in any of the violations described in this policy; or providing false information in connection with any inquiry regarding the academic integrity of a student.

Depending upon the nature of the infraction, the student will be subject to disciplinary action which may include, but is not limited to one or a combination of the following:

- A. Requiring the student to recreate the work or do supplementary work;
- B. Assigning a grade of "F" or "zero" to the work;
- C. Dismissing the student from the course, program and/or the School.

Accountability for implementation of this policy rests with the faculty, staff, administration, and students at SRMCPS.

Adherence to School Policy

All employees and students of SRMCPS are expected to comply with all federal, state, and local laws as well as the policies and procedures of Southside Regional Medical Center, Community Health Systems, and SRMCPS. 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.

Attendance

Students should recognize the importance of achieving an academic record that is reflective of their intellectual ability for both the present and future. Motivated and mature individuals will recognize that such academic records are rarely achieved without regular attendance and participating in class and clinical activities, and that active, informed participation is essential to achieving their goals. **Therefore, it is expected that students will attend all regularly scheduled classes.** Absences will affect course grade and academic standing/progress. However, it is recognized that occasional absences may be necessary. Students are responsible for work missed and expected to be prepared for the next class. Each program's handbook identifies specific policies regarding tardiness, sick leave, absences from class and clinical participation. These policies are included in the course syllabi and identified by faculty members at the beginning of each course.

Students who have not attended at least once during the first week of class will be dropped by the instructor and reported as "never attended" to the Director, Enrollment Management. Thereafter, **any students absent for 5 consecutive instructional days** after the last day on which the student actually attended the school **will be dropped** by the instructor and reported to the Director, Enrollment Management. 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.).

Auditing Courses

Individuals who request to audit a course must have been a Southside Regional Medical Center Professional Schools (SRMCPS) enrolled student within the past year. Students who withdraw from or fail a course may not audit the remainder of the course. Auditing must be declared 30 days prior to the start of a semester and an individual cannot go from credit to audit or audit to credit. Auditing is dependent on space availability. Only the theory hours of a course may be audited. For more information, refer to the curriculum plans in the School Catalog. No clinical course may be audited. Individuals wishing to audit must contact the Director, Enrollment Management to complete [Conditions for Auditing Form](#). Approval from the Program Director is required prior to the onset of any audit and will be based on classroom space availability. Upon approval of completed [Conditions for Auditing Form](#), the Director, Enrollment Management will notify the course faculty that the individual will be auditing. Individuals approved to audit a course must register for each course and pay half the tuition for each course audited, as well as required resource and activity fees for the corresponding semester. Financial aid is not available for audited courses. Individuals auditing a course will not participate in examinations, papers, or other evaluative processes. No grade or degree credit will be received for an audited course. "AU" is printed on the academic record upon completion of the course. Payment of tuition and fees is due by the due date on the student's invoice. Students who have not paid will not be granted access to class until payment is received. Students may pay by cash, check, money order or credit card. All payments should be made to SRMC Professional Schools. A late fee of \$25 will be assessed for payments received after the due date.

Children in the Professional Schools

Specific guidelines have been established for children on the facility's grounds/buildings to support a productive learning/working environment and to reduce the risk of injury that may occur with their presence.

1. It is inappropriate for children of faculty/staff/students to be present during the hours of business.
2. No child is permitted in a clinical setting.
3. SRMCPS is sensitive to child-related circumstances and provide the following provisions:
 - a. Children may be brought on campus for brief or incidental visits, less than 30 minutes when situations dictate (i.e. following or before a physician's visit, an approved educational event).
 - b. Children present on the campus must be under the direct supervision of the student/employee. At no time will the child's supervision be delegated to another employee or student nor will children be left unattended.
 - c. The employee or student who brought the child to the facility is responsible for all aspects of the child's behavior and assumes responsibility for the child's safety and financial obligations.

4. The faculty/staff/student may be directed to remove a child that is disruptive to the learning/working environment or whose presence violates this policy.
5. This policy is not intended to prohibit children/minors from being on the premises during school sponsored/approved events.
6. **SRMC Professional Schools do not assume responsibility for any incidents related to the child presence on campus.**

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 insure patient privacy that all health care providers must follow. Students must comply with HIPAA regulations and all procedures developed for its implementation. Violation of HIPAA will result in disciplinary action, up to and including dismissal from the program and School.

- A. All medical information/records/reports regarding a client are confidential. This information will not be given to other individuals unless proper authorization is obtained.
- B. 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.
- C. 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.
- D. All computer system access codes and passwords that have been assigned are confidential. Access codes are not to be disclosed to anyone. The MIS department should be contacted immediately if there is a reason to suspect the confidentiality of an access code has been compromised.
- E. All client, associate 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 and names obscured. Records may not be reproduced, transmitted, transcribed or removed from the premises in any form.
- F. 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.
- G. Student must adhere to the specified guidelines while practicing in an area of healthcare where special mandates concerning confidentiality exist (i.e. psychiatric nursing).
- H. 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 School.

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

Dress Code

While students may dress casually, they are expected to present a neat, clean and well groomed appearance. Students are not to wear garments that have offensive statements or photos on them, and are required to wear shoes to help ensure safety on campus. Where uniform dress and safety devices are required by the program, Schools, or clinical facility, the students are expected to fulfill those requirements. It is the responsibility of SRMCPS faculty and staff to enforce these requirements. Specific dress code policies vary for individual programs, and detailed information can be found in the Student Handbooks.

General Guidelines:

- A. ID badges must be worn at all times and must be clearly visible
- B. Offensive odors are not acceptable; for example: body odor, cigarette smoke and strong fragrances
- C. Students must follow the facility Dress Code Policy when they are in a clinical setting

Attire not Permitted in the Classroom, Lab or Clinical Areas:

- A. Shorts, skirts or dresses shorter than mid-thigh
- B. Garments with slits that expose the thighs
- C. Tank tops
- D. Low cut, sheer or revealing garments
- E. Undergarments that are visible
- F. Sunglasses
- G. Ball caps or hats
- H. Gang Colors

Clinical Attire:

- A. Hair must be clean and neatly groomed. Hairstyles and/or color must be appropriate and kept under control;
- B. Hair that is long or touches the collar must be worn up or tied back. Hair must not obscure vision;
- C. Cloth headbands and scrunchies are not allowed;
- D. Facial hair must be neatly groomed. Individuals who do not have beards or mustaches must be clean-shaven. Beards may not be started during the clinical rotation;
- E. Visible body piercing jewelry is not allowed with the exception of earrings. Earrings are limited to no more than 2 per ear and must be studs 4 mm or less in diameter. Tongue jewelry is prohibited;
- F. Jewelry is limited to the previously mentioned earrings, one band style ring (no protruding stones), a watch, and any needed medical alert bracelets or necklaces;
- G. Visible tattoos are not allowed and must be covered when in the clinical setting;
- H. Stethoscope covers are not to be used;
- I. Chewing of gum is not permissible;
- J. Fingernails must be clean and neatly groomed and kept to no more than one-fourth inch beyond the tip of the finger. Clear fingernail polish may be worn, but must be free from chips or cracks;
- K. Artificial nails, substances or devices applied to natural nails to augment or enhance nails are not allowed. They include, but are not limited to, bonding, tips, wrappings, tapes, inlays and designs wrappings, tapes, inlays and designs;
- L. Neutral colored undergarments must be worn and should not show through the uniform;
- M. Fit of uniform pants must be appropriate for bending/lifting and patient care activities;
- N. Hose or socks must be worn at all times and must be free of ornaments/designs;
- O. Standard occupational shoes must be worn; no crocs. Shoes and laces must be clean; and
- P. Hemlines of the uniform should be of appropriate length, pants should not drag the ground and dresses should be at or below the knee.

Email and Internet Use

Internet and email access at SRMC may be used for carrying out the mission, goals, and objectives of SRMC in instruction, research, client care, and public service. Internet and email access at SRMC is not a right, but a privilege. Any email addresses or accounts assigned by SRMC are the property of SRMC. Internet and email users at SRMC are required to comply with state and federal law, Professional Schools' policies, and normal standards of professional behavior.

Internet and email access is provided by and paid for by SRMCPS. Failure to follow appropriate guidelines may lead to the revocation of internet and email access and further disciplinary action.

Evaluation of Student Performance

Each student's performance in the course is evaluated on a regular basis by the faculty. Timeframes and

process for the evaluation will be shared with students at the beginning of each course. Grade reports are available to the students upon request and at the midterm and end of each semester. Grade notification is not considered official until posted by the Director, Enrollment Management.

Time Commitment Necessary to Earn Course Credit

SRMCPS 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 this 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 & Time Allocation for this 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, as you prepare your week as an online student. Time must be allocated appropriately to achieve maximum results during your time in this class. Failure to plan may yield less than desirable outcomes. **

Failure/Dismissal

Students that interrupt the completion of their program sequence, either by failure or withdrawal from a course, may re-enroll in any course only once. During a student's enrollment, failure of any two (2) SRMCPS program courses will result in ineligibility to remain in the program. Students should be aware that failure of any one course in the program indicates that their continued enrollment in the school is at risk and should seek assistance from the faculty or designated faculty member for remediation.

A student who exhibits behaviors that are unsafe or that do not meet professional standards may be:

- A. Directed to leave the clinical setting, classroom, or SRMCPS campus;
- B. Refused admission to clinical agency/classroom, school classroom, or SRMCPS campus; and/or
- C. Terminated from the course and/or program/school.

A student may be administratively dismissed for the following reasons:

- A. Failure to adhere to the rules and regulations of the program /School;
- B. Failure to adhere to the professional Standards of Practice; and/or
- C. Failure to meet financial obligations to the School.

Faculty must complete the Student Counseling Action Notice (SCAN) if any of the above situations occur.

Any student who is administratively dismissed is ineligible for re-enrollment into any Professional Schools program.

When dismissed from the Program/School, the student must return the following:

- A. Identification badge and parking decal;
- B. Library and school materials that were not purchased by the student; and
- C. Any other school or hospital, agency property issued for use in the course of study.

Please see additional policies/requirements/standards in specific program handbooks.

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, SRMCPS has established the following 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, SRMCPS 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:

- 1. contain information which is directly related to a student; and
- 2. are maintained by an educational agency or institution or by a party acting for the agency or institution.

Retention of Education Records

Hard copies of education records are maintained by the Director of Enrollment Management for a period of 5 years from the last date of attendance. After 5 years, these records are archived electronically. All records are kept under double lock and key with access only given to the Director of Enrollment Management.

SRMC Professional Schools is required by FERPA regulations to provide students with annual notification of their FERPA rights.

Access to Education Records

- 1. Procedure to Inspect Education Records
 - a. Students may inspect and review their education records upon request to the School. Students shall submit to the School a written request that identifies as precisely as possible the record or records he or she wishes to inspect.
 - b. The School will make the needed arrangements for timely access and notify the student of the time and place where the records may be inspected. Access must be given within 45 days from the receipt of the request.
 - c. When a record contains information about more than one student, the student may inspect and review only the records that relate to him/her. Review of records may take place only under the supervision of the Director, Enrollment Management.
- 2. SRMCPS reserves the right to refuse to permit a student to inspect the following records:
 - a. The financial statement of the student's parents;
 - b. Letters and statements of recommendation for which the student has waived his or her right of access, or which were placed in a student file before January 1, 1975;
 - c. Records which are part of unsuccessful applications to SRMCPS programs. Students initially denied admission but whose subsequent applications are successful may not access the records of the prior unsuccessful application; and
 - d. Those records that are excluded from the FERPA definition of education records.

3. Right to Obtain Copies of Education Records
 - a. A student may obtain copies of his or her education records from the Director, Enrollment Management upon submission of a written request and payment of a standard fee to cover duplication, reasonable labor costs and postage, if applicable.
 - b. SRMCPS reserves the right to deny copies of transcripts or education records in the following situations:
 - i. the student has an unpaid financial obligation to SRMCPS; or
 - ii. there is an unresolved disciplinary action against the student.

Directory Information

The Professional Schools reserves the right to disclose directory information without prior written consent, unless notified in writing to the contrary by a student by the deadline date established by the School in which the student is enrolled. SRMCPS has designated the following items as Directory Information: student name, School-issued identification number (A#), addresses (including electronic), telephone number, date and place of birth, field(s) of study or program(s), participation in officially recognized activities, photographs, enrollment status, dates of attendance, degrees, awards and honors received, and previous schools attended.

Disclosure of Student Education Records

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

1. To those School officials who have a legitimate educational interest in the records;
2. Upon request, to officials of non-SRMCPS schools in which a student is enrolled or seeks or intends to enroll, or with which SRMCPS has an academic or clinical affiliation;
3. 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;
4. 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;
5. If required by a state law requiring disclosure that was adopted before November 19, 1974;
6. To organizations conducting certain studies for or on behalf of SRMCPS;
7. To accrediting organizations to carry out their functions;
8. At the discretion of School officials, to parents of an eligible student who claim the student as a dependent for income tax purposes;
9. To comply with a judicial order or a lawfully issued subpoena, provided that SRMCPS 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;
10. To appropriate parties in a health or safety emergency;
11. To parents of students aged 18-21 who have been determined by SRMCPS to have violated any SRMCPS 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;
12. To a court, with or without a court order or subpoena, education records that are relevant for SRMCPS to defend itself in legal action brought by a parent or student, or education records that are relevant for SRMCPS to proceed with a legal action SRMCPS initiated against a parent or student;
13. To a court when relevant for SRMCPS to proceed with legal action which involves SRMCPS and the student as parties.

Record of Requests for Disclosure of Student Education Records

SRMC Professional Schools 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 SRMCPS. 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, SRMCPS must hold a hearing within 60 days after receiving a student's written request for such a hearing. The hearing shall be before an SRMCPS official who does not have a direct interest in the outcome of the hearing.
 - c. The SRMCPS 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 SRMCPS 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 SRMCPS discloses the contested portion of the record, it must also disclose the student's statement.

Questions about FERPA and this SRMCPS policy concerning the release of student information should be directed to the Director, Enrollment Management at 804.765.5787 or yuri.providence@srmcps.edu.

Grading

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 GPA is a comprehensive evaluation of a student's academic standing. 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.

| GRADING SCALE | | | |
|---------------|----------------------------------|------------------|--------------------|
| Letter Grade | NURSING DMS/RAD Class/Lab THEORY | NURSING 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 |

GPA Calculation

The Professional Schools uses the grading system described below. 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

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. (One credit hour is equivalent to 15 classroom hours, 30 lab hours, 45 clinical hours.) 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 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.

Academic Advisement

Academic advisement is an important component of faculty-student relationships. Either the faculty or student may initiate academic advisement. Each incoming student will be assigned a faculty advisor. Additionally, faculty for each course will provide advisement including a corrective plan of action documented in writing when the need is identified or whenever a student is in danger of failing in either classroom or clinical performance.

Faculty will provide academic advisement in cases including, but not limited to the following:

1. The student's grade point average falls below a 2.0.
2. The student asks for help with related issues, needs further assistance with studying or other special circumstances

Academic Progress

Academic progress of each student is reviewed continually. Those students whose academic performance is unsatisfactory are counseled, the required standards are identified and a plan of action is created. Should the prescribed standards or plan of action not be met, the student may be dismissed from the program.

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, Enrollment Management.

Grades of "I" (Incomplete)

A grade of "I" in a course indicates that the student is making satisfactory progress at the end of the semester, but, due to extenuating circumstances, is unable to complete the courses requirements. When an incomplete is given, the student must be given written documentation signed by the instructor and Program Director outlining the work that must be completed. A copy of this form must be submitted to the Director, Enrollment Management with the end of semester grades. All work must be completed within five academic days of the beginning of the next semester in order for the "I" to be removed and changed to a letter grade by the instructor. If this is not accomplished, the grade will convert to "F" and the student will be dropped from enrollment.

Grades of "W" (Withdrawal)

A student may withdraw from a program due to personal reasons or unsatisfactory academic or clinical performance. A student may withdraw from a course and receive a grade of "W" up to/on the "Last Day to Withdraw without Academic Penalty" as noted on the Academic Calendar. If the student withdraws after the "Last Day to Withdraw without Academic Penalty", the instructor will report a grade of "F". A student is allowed to withdraw only one time from the same course.

Students who have not attended class or clinical for three (3) consecutive days, or who initiate the withdrawal procedure are considered to be withdrawn from the program. Withdrawal will be calculated based on the last day of a student's attendance at an academically related activity or the date indicated on the withdrawal form.

Withdrawal is defined as:

1. fails to show up for the period of enrollment for which he/she was charged,
2. withdraws, drops out, takes an unapproved leave of absence, fails to return from an approved leave of absence, is dismissed or otherwise fails to complete the period of enrollment for which he/she was charged.

The withdrawal date is determined to be the:

1. date the student officially withdraws or is dismissed, or
2. the last recorded date of attendance by the student (as documented by the institution) in the case of a student who unofficially withdraws or otherwise fails to complete the program.

The last date of attendance is defined as the last date of the student's physical attendance at class or clinical.

Graduation Requirements

All students should refer to the "Academic Programs" section of this catalog and the program handbooks for information about the courses required for graduation. Students should meet with course faculty and/or faculty advisors when questions arise. The final responsibility for meeting program and graduation requirements remains with the student.

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.

Academic Honors

Students who achieve a GPA of 3.50 – 4.00 each semester, and have no grades of "I" will be recognized as being on the Vice President's List.

Students who achieve a GPA 3.15– 3.49 each semester, and have no grades of "I" will be recognized as being on the Director's List.

Commencement

In order to participate in Commencement, students must be enrolled in:

1. One of the last two semesters of the Nursing Program; or
2. The last semester of the Medical Imaging programs (Radiation Science or Diagnostic Medical Sonography.)

Student dress at the ceremony must be business attire under the cap and gown.

In order to graduate and receive a degree, students must meet the following criteria:

1. Candidates must complete and submit the Intent to Graduate form to the Director, Enrollment Management by the date listed on SONIS and found on the bulletin board outside of Student Services;
2. Candidates must complete and submit a student portfolio to the VP of SRMCPS;
3. Successfully complete:
 - a. The final three semesters of the Nursing or Radiology programs at SRMCPS; or
 - b. All requirements of the Diagnostic Medical Sonography Program;
4. All requirements for the degree must be satisfactorily completed with a program grade point average of at least 2.0 in Nursing or a 2.5 in Medical Imaging; and
5. Complete all financial obligations to SRMCPS.

Graduation Marshals

There will be two Nursing and two Radiation Science students and one Sonography student serving as graduation marshals. These students shall have at least 8 credit hours earned at SRMCPS and be in good academic standing.

Students who achieve a GPA of 3.00 – 3.14 each semester, and have no grades of "I" will be recognized as being on the Academic Honor's List.

Grievance/Appeal

The grievance and appeals policy and procedures are to ensure prompt and equitable solution of disputes of an individual student. Grievances and appeals are student issues of perceived injustice causing the student to believe that s/he has been unfairly placed at a disadvantage. Both the grievance and appeal process includes an informal and formal resolution process. Students are required to pursue the informal resolution processes first. Should the informal resolution process not meet the student's satisfaction, the student is required to follow the formal process outlined below.

NOTES:

1. This policy does not apply to decisions resulting from a disciplinary action that involves the safety and well-being of a patient or other healthcare worker. Substance abuse policy and Dress code violations are not grievable.

2. Due to the requirements of different organizations that accredit each program, parts of this policy may or may not be applicable. In such cases, additional information and or clarification will be made available to the student and can be found in each program's Student Handbook. In the event another resolution process applies, such as those of differing programs, regulatory provisions or otherwise, the Policy may not be available or a grievance/appeal may be ceased in order to avoid issues such as overlapping inquiries and duplication.

Policy:

A final course grade in question by a student should be resolved between the course faculty and the student, and is not normally considered grounds for an appeal. For an appeal of a course grade to be considered, it must be based upon one or more of the following: (1) mathematical or clerical error; (2) arbitrariness, or (3) personal malice.

If the grievance process proceeds to a formal phase, the Appeals panel will be convened. The Appeals panel will consist of:

- No more than 2 employees from each of the following; School of Nursing, Medical Imaging, and Administrative Support,
- One student randomly selected from each program, and
- Chairperson appointed by the Vice President Professional Schools/Director School of Nursing or designee

Informal Phase:

The student shall initiate the informal process within three (3) school business days following the incident. The student is to meet with the involved party(ies) to discuss the incident with the goal of the meeting being resolution of the grievance. Within five (5) school business days following the meeting, the faculty member must render a written decision to the student. Should this decision not produce a satisfactory settlement, the student has three (3) school business days in which to notify the individual and the Program Director, or designee that the decision is being appealed and progressing to the formal phase.

Formal Phase:

STEP 1: The student must submit the Appeal Form (posted on SONIS) to the Program Director, or designee.

STEP 2: Program Director, or designee will render a written decision to the student within five (5) school business days.

STEP 3: Should the student wish to appeal this decision, he/she will have three (3) school business days to utilize **one** of the following options:

1. submit a copy of the original Appeal Form with additional documentation (listed below), to the Appeals Committee Chair or designee, see Step 4;
2. submit a copy of the original Appeal Form with additional documentation (listed below), to Vice President Professional Schools/Director School of Nursing

The following additional documentation required must be typed, double-spaced, signed, and dated by the student to include:

- Witness(es) and date(s) when relevant (be concise and specific)
- Current contact information for the student
- Name the person(s) or policy involved in the appeal
- State the act or decision being challenged
- State why the action or decision is unjust or not within policy
- State the requested resolution
- Brief description of the student's attempt to resolve

STEP 4: The appeals panel convenes and provides a forum for all involved parties to discuss the issues and evidence related to the appeal within 10 school business days from the date in which the Appeal Form and additional documentation were received by the Committee Chair or designee.

STEP 5: Following the Committee's deliberation process, the Committee Chair or designee will have five (5) school business days in which to notify the student, the Vice President Professional School's /Director School of Nursing, and school officials on a need-to-know basis in writing of the Committee's decision. The decision shall be binding on all parties.

Note: If the finding or resolution of an appeal at any step in the process is not appealed within the allotted days as indicated for each phase/step, said appeal will be considered to be settled on the basis of the last decision rendered. Should the school representative (s) not respond within the prescribed time frames, the student may exercise the option to proceed to the next step.

Student Complaints

Student complaints, which cannot be resolved by direct negotiation with the school in accordance with its written appeal and grievance policy, may be filed with the State Council of Higher Education for Virginia, 101 N. 14th Street, 9th Floor, James Monroe Building, Richmond, VA 23219. All such complaints must be in writing.

Non-Retaliatory Statement

A student will not be subject to unfair actions as a result of initiating a complaint proceeding.

Immunizations

Students are responsible for maintaining their immunizations and providing the Student Health Nurse with copies of updates. All students are required to have an annual TB and FIT testing screening for which the school will provide. For more information, refer to the Student Immunization and Health History Policy in the Admissions section of the catalog.

Inclement Weather

The decision to close the School will rest with the Vice President Professional Schools or designee. The primary mission of SRMCPS centers on the education of adults seeking a career in health care. Cancellation or closing for inclement weather conditions will closely resemble decisions made by local business and industry. **Decisions about canceling classes or clinical or closing of the School will not be influenced by the public school system closing. Therefore, it is imperative that individuals with children make alternate plans for those occasions when public schools are closed, but SRMCPS is open.**

The decision to drive in inclement weather conditions is a personal one. As with any position in a health care profession, the School 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. However, if the School is open and the student chooses not to attend, the attendance policy will still apply.

1. No announcement means that SRMCPS will be open and operate on a normal schedule.
2. 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).
3. The School will remain open for faculty and staff if at all possible. If the nature of the weather conditions are severe enough to force early closure of the building, security, and the Southside Regional Medical Center communications center will be notified by the Vice President Professional Schools or designee. Faculty and staff will be notified by the Disaster Chain of Communication and students will be notified by their course faculty using the call list.
4. If a faculty member is unable to reach the School or clinical site for supervision of class/lab/clinical activities, the faculty member may elect to cancel and reschedule the class/clinical to another date or time.
5. The faculty member is responsible for contacting the Course Coordinator and the respective unit to which the students were assigned if there is a delay in the start time or cancellation of a clinical rotation.

6. Cancellation of classes at Richard Bland College is determined by the officers of the College. Students should be reminded to listen to radio and television announcements of RBC scheduling and follow the policy of the College regarding their inclement weather procedures.
7. Nursing students are not allowed to work on the units without an instructor present. Radiology and Sonography students who arrive prior to the clinical instructor must check with the department supervisor for assignment.
8. Students are responsible for class work missed due to cancellations, delays, or closings.

Infectious/Communicable Diseases

SRMCPS 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 School 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 School 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 School is not liable for health care costs incurred or associated with the student's illness or injury resulting from clinical activities.**

To protect the health and safety of the students enrolled at SRMCPS, as well as that of patients, faculty and staff, SRMCPS requires the following:

- A. Pre-exposure prophylactic immunizations against specified infectious/communicable diseases and FIT testing
- B. Initial Tuberculosis (TB) screening (two-step method) and annual follow-up
- C. Post-exposure follow-up and/or treatment for infectious/communicable diseases such as AIDS/HIV or tuberculosis
- D. Initial and ongoing training and testing for clinical competence in blood-borne pathogens and tuberculosis

Per the Occupational Health and Safety Administration (OSHA), all students who engage in clinical activities must receive initial and annual instruction in the use of universal precautions and other precautions applicable to care of patients with infectious/communicable diseases. This training may be accomplished at the School, or the employing agency. Evidence of certification, the date, and post-test results are required annually and must be maintained on file. It is the student's responsibility to ensure the test results are submitted to the Student Health Nurse annually. A copy of the certification will be placed in the student's health record.

Students enrolled at SRMCPS 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 SRMCPS policies, and all state and federal regulations, statutes and mandates regarding same.

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 SRMCPS. 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 Professional Schools.

Leave of Absence

Southside Regional Medical Center Professional Schools has no Leave of Absence (LOA) policy.

Physical or Emotional Health Problems

A student may be dismissed from a program at SRMCPS if in the faculty's assessment the student:

1. engages in conduct which endangers the public safety on campus and/or clinical sites;
2. has a mental or physical disability or uses any substance, including alcohol, that may impair the student's ability to function in class, lab or clinical;
3. engages in conduct that deceives, defrauds, or harms the public; or
4. suffers injuries or illnesses which restrict or limit participation in clinical activities.

Unless the student's conduct warrants immediate dismissal (refer to the Failure/Dismissal policy), the student will be advised privately and given an opportunity to correct the problem(s) within a designated period of time. Discussions between the school representative and the student regarding the problem(s) will be documented as a plan of action.

This plan may include a referral to the Employee Assistance Program (EAP). If after the designated period of time, the student does not show significant improvement in physical, emotional, or behavioral problems, the student may be dismissed from the program and a grade of "F" assigned.

Documentation of the discussion and the plan of action must be signed by the involved parties; refusal to sign these documents does not release the student from responsibility. The original document must be forwarded to the Director, Enrollment Management to become part of the student's permanent record. A copy of the documentation will be given to the student, retained by the school representative, and forwarded to the appropriate individuals. The plan of action will also become a part of the student's cell record in the computer storage system, Scholastic ONline Information System (SONIS).

Professional Conduct

All faculty and students are expected to refrain from acts of professional misconduct. Professional misconduct is construed as any violation of the following provisions:

1. Faculty and students assume responsibility for individual and professional judgments and actions. Also, it is expected that they will seek consultation and clarification on professional actions in which there is uncertainty. It is further expected that they will continue to maintain the competence of their practice.
 - a. Students always assume responsibility and accountability for judgments and actions at his/her level of knowledge and expertise.
 - b. Faculty and students exercise informed judgment and use individual competence and qualifications as criteria in seeking consultation, accepting responsibilities, and delegating to others.
2. It is expected that faculty and students will respect and uphold the rights of all clients by:
 - a. providing service with respect for human dignity and the uniqueness of the client unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems; and
 - b. safeguarding the client's right to privacy by judiciously protecting information of confidential nature.

3. It is expected that faculty and students will protect the client against incompetent, unethical, or illegal practice by:
 - a. participating in the profession's efforts to establish and maintain conditions of practice conducive to high quality of care;
 - b. participating in the profession's efforts to implement and improve standards of care;
 - c. participating in the profession's efforts to protect the public from misinformation and misrepresentation and to maintain the integrity of the profession;
 - d. collaborating with members of the health profession and other citizens to promote community and national efforts to meet the health needs of the public; and
 - e. assuming responsibility for reporting incompetent, unethical, or illegal practice to the appropriate authority (i.e., incident reports, etc.)
4. It is expected that faculty will respect and uphold the rights of students by:
 - a. maintaining confidentiality of student records;
 - b. obtaining or disseminating to the appropriate persons only information strictly pertinent to student's current academic performance;
 - c. treating the student as a person of worth and dignity; and
 - d. advocating for students.
5. It is expected that faculty, staff and students will adhere to the "Community Cares Standards of Behavior" and the Code of Conduct signed upon acceptance of employment or admission to the Professional Schools.

Program Evaluation

Students are responsible for evaluating the curriculum and faculty as it relates to their learning experiences. The surveys will be proctored by a designated staff member no earlier than 3 weeks prior to the completion of the semester. The staff member will distribute the forms, answer any questions and remain in the room until all students have completed their survey and placed them in the envelope provided.

The information submitted on the evaluations will be tabulated by a designated staff member, with results provided to the Course Coordinators, and course faculty member 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 SRMCPS is **not** guaranteed, regardless of the reason for withdrawal 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, Enrollment Management per the individual program policy. More information on readmission can be found in the program Student Handbooks.

Requests for Accommodations

Under the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973, individuals with disabilities are guaranteed certain protections and rights of equal access to programs and services. The following policy is established to ensure that a clinically documented disability meets the criteria set forth by SRMCPS and that students with disabilities have equal access to the programs and activities of the School.

Students and applicants who request accommodations are guaranteed certain protections and rights of equal access under the Acts listed above. In order to provide these accommodations, documentation must indicate that the disability substantially limits one or more major life events, such as, but not limited

to, seeing, hearing, performing manual tasks, walking, caring for oneself, and/or learning (reading and writing).

Title I of the Americans with Disabilities Act of 1990 requires provision of reasonable accommodations to qualified individuals with disabilities, unless to do so would cause undue hardship. Reasonable accommodations are not required if the School is not aware of the need or if providing the accommodation would cause undue hardship or alter the fundamental nature of the program.

A diagnosis of a disability alone does not automatically qualify an individual for an accommodation under the ADA. It is the individual's responsibility to obtain and submit the required documentation and any additional information or testing when a request is made. Documentation should be submitted as early as possible, prior to the anticipated need.

Documentation Requirements

1. A qualified professional must conduct the evaluation.
 - A. The name, title, and professional credentials of the evaluator, including information about license or certification, as well as the area of specialization (i.e. licensed psychologist), and state and area of employment must be clearly stated in the documentation submitted.
 - B. Examples of individuals generally considered to be qualified to evaluate disabilities, providing they have the training and expertise in evaluating adults with disabilities: clinical or educational psychologists; school psychologists; neuropsychologists; learning disabilities specialists; medical doctors with demonstrated experience in assessing learning disabilities in adults if the disability is learning.
 - C. All reports must be typed in English on letterhead, dated, and legibly signed by the professional who performed the evaluation. Reports must also include contact information of the professional.
 - D. It is not appropriate for professionals to evaluate members of their own families or individuals of close friends.
2. Documentation must be current:
 - A. Testing and evaluation must be completed within the last 5 years. The Professional Schools acknowledges that once an individual is diagnosed with a learning disability that qualifies for protection under the ADA, the disability is normally considered lifelong. However, the severity and manifestations of the condition may change over time. A complete diagnostic reevaluation is no longer necessary for an applicant with an evaluation performed more than five years prior, if the applicant is applying for certain reasonable accommodations.
 - B. The provision of reasonable accommodations and services will be based upon the **current** impact of the individual's disability on the individual's academic and clinical performance.
 - C. The Professional Schools requires students with long standing learning disabilities (greater than 5 years) requesting more extensive accommodations to abide by the 5 year rule and submit documentation for review. More extensive accommodations include, but are not limited to: double time for testing, reader, assistive technology, scribe, calculator, or keyboard entry aid.
3. Documentation for testing accommodations:
 - A. must confirm that adult measures were used to determine the diagnosis and functional limitations.
 - B. must provide an accommodation history, including the rationale for the requested accommodation. A self-report from the student is not acceptable.
4. Documentation to substantiate the disability:

- A. must be comprehensive including a specific diagnosis and validate the need for accommodation based upon the applicant's current level of functioning, as well as how that functioning level may affect performance.
 - B. should include the following: summary of the clinical assessment/interview and major domains of cognitive and academic functioning; list of administered tests and scores from standardized instruments used with adults including all standard scores; expert interpretation of the results; clear diagnosis and statement of disability; discussion of the limitations and functional levels. Any areas of weakness identified in prior evaluations must be discussed thoroughly in the current evaluation.
5. Evidence to establish a rationale supporting the need for accommodations must include:
- A. prior history of diagnosis and accommodations, without demonstrating a current need, does not warrant providing accommodations as accommodation needs can and do change over time and may not always be identified through the initial process.
 - B. specific recommendations for accommodations including detailed explanations of why each accommodation is being requested must be included and be signed by the evaluator.
 - C. whenever possible, the evaluator should link the suggested accommodation with expected results. For example, if the recommendation is to give extended time for a test, the evaluation of performance must demonstrate improvement in test scores with the additional time.
 - D. if prior accommodations have not been provided, the evaluator and/or student should include a detailed explanation of why no accommodations were used in the past and why accommodations are needed at this time.
 - E. other sources of information may be used to corroborate the need for accommodations. This information should be included in the summary or included as an attachment. Items that may be included are a school-based Individualized Educational Plan (IEP), Summary Performance from a school, school and/or college transcripts, or a detailed letter from a college disability services provider. A personal letter from the student in the student's own words, explaining academic difficulties and coping strategies that have been used in the past may also be helpful.

The Professional Schools will not release any information regarding the student's diagnosis or medical information without the student's informed written consent, or where required by law. Student records regarding learning disabilities are filed in the office of the Director, Enrollment Management, under double lock and key with access controlled by him or her. Medical information is kept in the Secure File Room under double lock and key with access controlled by the Receptionist.

Substance Abuse Testing

The Professional Schools adhere to the Medical Center's policy and has a drug-testing program for all students enrolled in the programs. The School will adhere to the Drug-Free Workplace Act of 1988, as revised by the Drug Free Schools and Communities Act Amendment of 1989 (Public Law 101-226). The School will support the laws of the Commonwealth of Virginia as set forth. Each program has codes/provisions outlining the specific criteria.

The substance abuse and testing program is designed to prevent the enrollment and/or advancement of individuals who use illegal drugs or whose use of illegal drugs or alcohol indicates a potential for impaired or unsafe job performance.

The following activities are prohibited while a student is on the campus, or otherwise engaged in campus activities:

- A. The manufacture, possession, use, sale, distribution, dispensation, receipt or transportation of any controlled or illegal substance.

- B. The theft, unauthorized use, or intentional mishandling or misuse of any medication and/or substance that is present at a facility for the purpose of treating patients.
- C. The consumption of alcoholic beverages.
- D. Being under the influence of any substance during school hours, or reporting to School or clinical with detectable quantities of substance.
- E. Performing duties while under the influence of any substance or other drug or medication, whether prescribed by a health care provider or purchased over-the-counter, that causes drowsiness or other side effects that may impair a student's ability to perform his or her activities properly and safely.

Compliance with the substance abuse policy is a condition of enrollment and continuation in the program. Failure or refusal to cooperate fully, submit to any inspection or test, or follow any prescribed course of substance abuse treatment will be grounds for disciplinary action, up to and including dismissal from the School.

The School reserves the right to suspend or dismiss any student who has been arrested, charged or convicted of criminal offenses related to the manufacture, possession, sale, use, distribution, dispensation, receipt, or transportation of any substances pending resolution of the charges to the School's satisfaction. Students who are convicted of any substance-related violation under state or federal law or who plead guilty or nolo contendere (i.e., no contest) to such charges must inform the School in writing within five days of the conviction or plea. Failure to do so will result in disciplinary action, up to and including dismissal from the program.

Substance Test of Urine

All applicants shall undergo a substance test of urine in accordance with this policy. Applicants whose pre-application substance test is positive for any substance(s), for which the applicant does not possess a lawful prescription, will be ineligible to enroll at SRMCPS. Any applicant whose pre-enrollment substance test returns positive, regardless of whether or not the substance was disclosed in advance and whether or not cleared by Medical Review Officer (MRO), may be considered ineligible to apply to SRMCPS if the Human Resources department of SRMC determines that use of the substance for which the individual tested positive renders the individual ineligible for employment.

Other Substance Tests

The School may periodically conduct substance tests based on breath, saliva, urine, blood, and/or hair samples under any of the circumstances noted below. Any student subjected to a substance test will be required to sign a "Substance Test Release and Disclosure Form." Refusal to sign the form or leaving the class/lab/clinical area prior to the substance test without permission of a School designee, or refusal to cooperate in any way with the testing process, will result in immediate dismissal of the student. In the event that the student consents to the substance test, but fails to sign the form, such failure will not invalidate the consent for the testing.

- A. Post-Accident – students must submit to post-injury/accident substance testing following an injury or accident in which they were involved. Students who test positive on a confirmatory substance test required by SRMCPS:
 - i. may be subject to disciplinary action, up to and including dismissal from the program and School;
 - ii. will be required to incur the medical and testing costs related to the accident, injury or illness.
- B. Missing substances – where there is a missing administration/handling discrepancy or a substance is missing, all involved in the handling of, or had access to the missing substance shall be required to submit to a substance test immediately. Anyone found to have stolen or diverted any medications of the hospital or agency, is subject to immediate dismissal.
- C. Fitness for Duty – Students suspected to be unfit for duty as a result of the use or suspected use of substances will be subject to substance testing.

- D. Reasonable suspicion/Under the influence – Students may be required to submit to a substance test if a faculty member and/or another individual in a management position have a reasonable belief that the student is using, is under the influence of, or is in possession of substances or has otherwise violated this policy prohibition on the use of substances.
- E. Re-admission to a program – substance abuse tests must be performed before a student is permitted to return to the Program if the student has been out of the Program for 90 days or more.

Random Selection Testing

All students enrolled at SRMCPS must sign the "Substance Test Release and Disclosure Form" agreeing to be randomly tested for substances. Selection of students will be conducted using a computer random number generator program or other objective random selection criteria. All students will have an equal chance of being selected at each testing interval. Random selection shall not be based on individual student performance, demographic data, or any individualized suspicion of abuse of substances. The Professional Schools will bear the expense of random drug testing.

Random testing will take place without advance notice. The student will be notified by the Student Health Nurse. The student must proceed immediately to have the test completed at the designation directed. If the randomly selected student is unavailable for testing for any reason, (sick, holiday, etc) he or she may not be permitted to return to class or the clinical area until the student has undergone the substance test.

Follow-Up Scheduled Testing

Follow-up substance testing will apply for currently enrolled students who have had license sanctions or disciplinary actions taken in the 5-year period immediately prior to enrollment in the School; and current students and/or applicants who have had a positive substance test following a voluntary disclosure and who have completed rehabilitation or counseling program acceptable to the School.

Follow-up scheduled unannounced testing will take place for the students described above for a minimum of 12-months (or longer if dictated by the individual's program) following their date of acceptance, or completion of the rehabilitation/counseling program. Testing dates will be determined and communicated by the Student Health Nurse.

Advance Disclosure

Students who voluntarily disclose substance abuse in advance of submitting to a substance abuse test will be required, as a condition of continued enrollment or re-application, to obtain rehabilitation treatment as determined in the sole discretion of the CEO of the Medical Center. This shall be at the student's own expense or, if applicable, under the health plan in which the student is covered. In the role of student, there does not exist the ability to re-assign to alternate positions, therefore, the determination will be based upon an evaluation of the student's ability to safely and effectively perform the competencies and duties of an adult learner in the School.

All students who are permitted to return to the program or re-apply to SRMCPS following violation of this policy must sign an Acknowledgement of Conditional Reinstatement agreeing to:

- a. participate in a program designated by the facility;
- b. random follow-up testing; and
- c. be responsible for all expenses associated with this testing and/or treatment.

Any subsequent positive test for a substance which the student does not have a valid prescription, as cleared by the MRO, shall result in immediate dismissal from the School.

| Positive Result Situation | Outcome |
|--|--|
| Student/Illegal Substance not disclosed | <ul style="list-style-type: none"> • Not acceptable/termination |
| Student/Illegal Substance/disclosed | <ul style="list-style-type: none"> • Acceptance deferred • Drug rehabilitation required prior to re-application |
| Student/Prescription drug with Rx/Not disclosed | <ul style="list-style-type: none"> • Review by MRO and Human Resources • Status depends upon type of drug • Disciplinary action up to and including dismissal |
| Student/Prescription drug with Rx/Disclosed | <ul style="list-style-type: none"> • Review by MRO and Human Resources |
| Student/Prescription drug without Rx/Not disclosed | <ul style="list-style-type: none"> • Review by MRO and Human Resources • Status depends upon type of drug • Disciplinary action up to and including dismissal |
| Student/Prescription Drug without Rx/Disclosed | <ul style="list-style-type: none"> • Review by MRO and Human Resources • Disciplinary action up to and including revocation of application and/or dismissal |
| Applicant/Illegal Substance | <ul style="list-style-type: none"> • Not eligible for enrollment |
| Applicant/Prescription Drug with Rx/Not disclosed | <ul style="list-style-type: none"> • Not eligible for enrollment |
| Applicant/Prescription Drug with Rx/Disclosed | <ul style="list-style-type: none"> • Review by MRO, Human Resources and Appeals Committee |
| Applicant/Prescription Drug without Rx | <ul style="list-style-type: none"> • Not eligible for enrollment |

All test results must be reviewed by an MRO. It is the responsibility of the MRO to identify and interpret positive test results, discuss with the individual tested the impact of any voluntarily-disclosed prescriptions or over-the-counter medications, validate prescriptions for disclosed medications, and report his or her findings to the School.

In addition, any student enrolled in one of the Programs at the School exhibiting, in the opinion of the student's instructor or other supervising professional and confirmed by the opinion of another professional, at any time sensory or behavioral symptoms indicative of being under the influence of mind altering substances will be required to have a drug test performed. In clinical facilities where drug testing is not available, the student will obtain a designated driver, leave the facility, and report to the Student Health Nurse or designee immediately. The student is responsible for all expenses associated with this testing and/or treatment.

If the drug screen is positive or if a student refuses to be tested for any reason, the student will obtain a designated driver and leave the facility. The student may be dismissed from the program and School, and advised to seek rehabilitation. The student will be considered for readmission following one semester suspension, documented counseling and appropriate treatment by an accredited agency.

Test records will be kept separate from the student's academic file, and are maintained in a secure file room. No information will be released without written consent of the student or applicant or as required by law or legal process. Test records for applicants will be handled in the same manner as those for currently enrolled students.

Southside Regional Medical Center and the Professional Schools affords due process to all students in accordance with the law.

Use of School Resources

The Schools' services and property, including the Schools and parent organization's name are to be used solely for the purpose of School business by students, faculty, staff and recognized groups.

Students are responsible for assuring that School assets and resources are used solely for institutional business. These assets and resources include but are not limited to:

- A. SRMC name badge
- B. SRMC student uniforms
- C. Campus mail boxes
- D. Classroom and clinical supplies and equipment
- E. Technological resources
- F. Space

The institution and Schools' 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/Schools' 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 School/Institution.

Course Descriptions

Course Prerequisites and Co-requisites

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.

Nursing – Associate of Applied Science (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; 45 lab hours, 4 simulation hours, 86 clinical hours = 8 credits). Prerequisite: Admission to the program. Co-requisites: HLTH 245, BIO 205.

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, 4 simulation hours, 86 clinical hours = 8 credits). Prerequisites: NURS 110, HLTH 245, BIO 205. Co-requisite: BIO 206. PSY 250.

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, 8 simulation hours, 127 clinical hours = 7 credits). Prerequisites: NURS 120, BIO 206, PSY 250. Co-requisite: English elective, BIO 211.

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, 8 simulation hours, 172 clinical hours = 9 credits). Prerequisites: NURS 130, BIO 211, English elective. Co-requisite: English elective, Elective.

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, 12 simulation hours, 168 clinical hours = 10 credits). Prerequisites: NURS 210, English Elective, Elective. Co-requisite: Elective.

Radiation Sciences/Radiologic Technology (RAD)

RAD 110 - Introduction to Patient Care & Pharmacology

The presentation of patient care and procedures for general patient care in radiography and other imaging modalities including the discussion of patients with special needs. Course also includes a study of aseptic technique, venipuncture technique, contrast media and the procedures utilizing contrast media. Basic information of current drug therapy is discussed (45 class hours = 3 credits) Prerequisite: 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, and shoulder and pelvic girdle. Includes laboratory demonstration, practice, and competency-based examinations of material presented in the classroom (45 class hours, 30 hours lab = 4 credits) Prerequisite: Admission to the program. Co-requisites: RAD 110, RAD 150.

RAD 121 - Radiographic Anatomy & Procedures II

A study of various radiographic and fluoroscopic procedures. Includes demonstrations, practice, and competency-based procedures (45 class hours, 30 hours lab = 4 credits). Prerequisite: RAD 120. Co-requisites: RAD 151, RAD 160.

RAD 150 - Clinical Radiography I

To acquaint the student with the medical center environment through supervised participation of the theories presented in the classroom. Emphasis is on patient care for all age groups, protocols, identification of radiographic equipment, supplies, office procedures, processing and general diagnostic procedures in all clinical assignments (135 clinical hours = 3 credits). Prerequisite: Admission to the program. Corequisites: RAD 120, RAD 110.

RAD 151 - Clinical Radiography II

This course is a continuation of RAD 150 with an introduction to surgery and evening shift through supervised participation of theories presented in the classroom. Clinical Competency begins (180 clinical hours = 4 credits). Prerequisite: 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, and the production of radiation are discussed in detail. Prime factors affecting the x-ray beam are presented including inverse square law, density maintenance formula, and 15% rule (45 class hours = 3 credits). Prerequisite: RAD 150. Co-requisites: RAD 121 & RAD 151.

RAD 220 - Radiographic Anatomy & Procedures III

A presentation of anatomy and positioning of the cranium, Para nasal sinuses, and facial bones (24 class hours, 12 lab hours = 2 credits). Prerequisite: RAD 121. Co-requisite: RAD 250.

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). Prerequisite: RAD 220.

RAD 250 - Clinical Radiography III

This course is a continuation of RAD 151. This semester the student is provided with the opportunity to operate more independently in all areas of basic radiography. Clinical competency evaluation continues (225 clinical hours = 5 credits) Prerequisite: RAD 151. Co-requisites: RAD 220 & RAD 270.

RAD 251 - Clinical Radiography IV

This course is a continuation of RAD 250. The student will continue to improve proficiency in basic radiography and be introduced to the specialty areas. The student will be provided with the opportunity to perform more independently in basic radiography and be able to identify more pathology on radiographs as a result of film critique sessions with radiologists. Competency evaluation continues (225 clinical hours = 5 credits) Prerequisite: RAD 250. Co-requisite: RAD 271.

RAD 252 - Clinical Radiography V

This semester the student is provided the opportunity to perform more independently in areas of basic radiography. The student will continue to rotate through the diagnostic modalities and be introduced to other specialized imaging modalities based on availability. Some of these modalities may include nuclear medicine, cardiac catheterization, ultrasound, and magnetic resonance imaging. Competency evaluation continues (225 clinical hours = 5 credits) Prerequisites: RAD 251, minimum RAD cumulative GPA 2.5. Co-requisite: RAD 272.

RAD 260 - Radiation Biology & Protection

The study of radiation interaction with matter and the effect it has on cells with factors affecting cell response to acute and chronic results of radiation. The principles of radiation protection, the responsibility of the technologist to the patient, personnel, and public, the regulations, regulatory committees and maximum permissible dose are presented (30 class hours = 2 credits) Prerequisite: RAD 270. Co-requisites: RAD 272.

RAD 270 - Medical Imaging II

The student will learn of the energy transformation required in the interaction with matter. 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 discussion and laboratory demonstration. The uses of beam limiting devices and the patient factors that effect radiographic exposure are presented. The student will be involved in solving radiographic exposure problems and making technical adjustments to obtain selected radiographic density (30 class hours = 2 credits) Prerequisite: RAD 160. Co-requisite: RAD 250.

RAD 271 - Medical Imaging III

An introduction to the prime factors of radiographic exposure and its effects on the radiographic image. Discussion will include the prime factors affecting radiographic detail, distortion, density, contrast, and the components of radiographic film and intensifying screens and digital imaging. The process of making radiographic film and intensifying screens, the development of the latent and permanent images, film sensitometry and its effect on the radiographic image, and various film-screen combinations and their uses are presented. 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 film critique. Subject material from various aspects of radiography will be covered (45 class hours = 3 credits). Prerequisite: RAD 270. Co-requisite: RAD 251.

RAD 272 - Medical Imaging IV

The student will be involved in the development of various kinds of exposure charts. A review of the circuitry common to most radiographic equipment, and the methods of modifying an x-ray beam for radiographic purposes. Several modes of imaging systems and image detection principles including fluoroscopy, and image intensification are presented in detail. Emphasis is on more sophisticated recording media and specialized techniques of image detection and recording including MRI and CT. The basic operation of automatic exposure control devices, their components, uses, and problems are presented. 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. The student will perform assigned QA test and report the test procedure and results to the class (45 class hours = 3 credits). Prerequisite: RAD 271. Co-requisite: RAD 252.

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. May include some additional clinical experience. Resume writing, cover letter, interview and continued education requirements as a radiographer are presented (15 class hours = 1 credit) Prerequisite: RAD 250. Co-requisite: RAD 251.

Diagnostic Medical Sonography (DMS)

DMS 200 - Introduction to Ultrasound

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 Ultrasound

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 & 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 basic 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.

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Faculty

- Michael Bailey Clinical Coordinator, Radiation Sciences
MA, Webster University
BS, Park University
AS, Park University; City Colleges of Chicago
Certificate, U.S. Academy of Health Sciences U.S. Army
- *Barbara Biddle Associate Professor
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BS, Virginia Commonwealth University
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- Ursula Bennett Associate Professor, Nursing
MSN, California State University
BS, Chapman College
- Pamela Crowder Instructor, Nursing
MSN, Saint Joseph's College of Maine
BS, Virginia Commonwealth University
- Courtney Del Cid Instructor, Nursing
MSN, University of Phoenix
BS, George Mason University
- Melonie Hammack Clinical Coordinator, Diagnostic Medical Imaging
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AAS – Edgecombe Community College; Rocky Mount, NC
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DNP – University of Massachusetts
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MSN, BSN – Old Dominion University
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BSN, North Carolina Agricultural and Technical University
- Rita Leatherwood Associate Professor, Nursing
MSN, Old Dominion University
BS, Virginia Commonwealth University
Diploma, Southside Regional Medical Center School of Nursing

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