



# 2011-2012 Catalog

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[www.srmconline.com](http://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 their 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. 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**

Thank you for considering Southside Regional Medical Center Professional Schools as you make decisions and plans about your education and future. Since its founding in 1895, more than 2000 individuals have graduated the programs at the Professional Schools. Our graduates are well prepared for immediate entry-level positions within their specialties. We focus on providing a student-centered environment, support of academic success and a service oriented approach to health care. Students are prepared for clinical practice through use of classroom instruction, laboratory experiences, and clinical rotations. The academically and clinically prepared faculty members further enrich the learning environment through use of their theoretical and clinical expertise. Graduates from our programs have a solid foundation with which to continue their pursuit of excellence throughout their professional careers.

The small class sizes and outstanding faculty, combined with the support from the administration and staff at Southside Regional Medical Center make the Professional Schools a foundation for getting you started on your professional career!

We invite you to become a part of the rich tradition of excellence that is Southside Regional Medical Center Professional Schools.

A handwritten signature in black ink that reads "Cynthia Parsons". The signature is written in a cursive, flowing style.

Cynthia Parsons, RN, MSN  
Vice President Professional Schools

# General Information

## Accreditation & Approvals

### **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

### **The AAS in Nursing Program is seeking candidacy from:**

The National League for Nursing Accrediting Commission  
3343 Peachtree Road NE, Suite 500  
Atlanta, GA 30326  
404.975.5000

### **The Professional Schools is certified to operate by:**

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

### **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 Professional Schools is accredited by:**

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

### **The Diagnostic Medical Sonography Program is accredited by:**

Joint Review Committee on Education for Diagnostic Medical Sonography (JRC-DMS)  
2025 Woodlane Drive  
St. Paul, MN 55125  
651.731.1582

### **The Diploma in Nursing Program is approved by:**

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

### **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](http://www.vacroa.org)

### **The Diploma in Nursing Program is accredited by:**

The National League for Nursing Accrediting Commission  
3343 Peachtree Road NE, Suite 500  
Atlanta, GA 30326  
404.975.5000

### **National League for Nursing 61 Broadway, 33rd**

Floor New York, NY 10006  
Phone: 800.669.1656  
Fax: 212.812.0393

### **The AAS in 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

### **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

## **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.

### **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 in lieu of 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](http://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 first class had eight students and received accreditation from The Joint Review Committee on Education for Diagnostic Medical Sonography (JRC-DMS) in November 2008. Medical Imaging students at the Professional Schools may receive an Associate of Science degree from RBC in lieu of 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](http://www.rbc.edu).

### **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 is located at 737 South Sycamore Street in Petersburg, Virginia. The Schools' campus consists of three buildings, totaling approximately 39,000 square feet, located within the Petersburg city limits. The Titmus Education Building contains five classrooms, one classroom/lab and four media storage rooms. Ions Hall houses faculty and Student Services offices, a Clinical Learning Center, a Radiation Science Lab, four computer labs, two student conference rooms, and a faculty workroom. Ions Hall basement is used as a multi-purpose room for large meetings or classes and contains the Diagnostic Medical Sonography skills lab and classroom. Multiple student break rooms are located in the second and basement levels of Ions Hall. Grizzard Administrative Building contains the Financial Aid Services, a faculty reading room and the offices of the Vice President Professional Schools, Dean, Administrative Services and Project Manager.

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.

## **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 a diploma, certificate, or 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>. This report is printed and distributed annually during the fall semester to students and employees of the SRMCPS in accordance with the Jeanne Clery Disclosure of the Crime Awareness and Campus Security Act of 1990. Comments, review or inquiry about the crime report can be made by contacting the Dean, Quality Enhancement at 804.765.6754 or email [Lavoy\\_Bray@chs.net](mailto:Lavoy_Bray@chs.net). For more information on SRMCPS' campus safety and crime policies, please refer to the Academic Policies portion of this catalog.

### **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 Dean, Quality Enhancement, 804.765.6754.

## Academic Calendar 2011-2012

These dates and any revisions are available on ANGEL Learning Management Suite, <http://srmcps.angellearning.com>.

### Fall 2011

16 calendar weeks, however 15 weeks of instructional time  
1 one-week off due to Fall and Thanksgiving Break Combination

Aug 19	Validation 10am to 2pm (Payment Due In Full)
Aug 22	Classes Begin at RBC
Aug 26	Faculty/Staff Development Meeting (Mandatory)
Aug 29	Classes Begin at SRMCPS
Sep 1	Deadline for January 2012 Nursing & Sonography Applications
Sep 5	Labor Day (SRMCPS Closed)
Sep 13	AAS Student Meet & Greet @ Hospital 3:30-5:30
Sep 21	Nursing Recognition Ceremony
Oct 10 & 11	Fall Break
Oct 21	Last Day to Withdraw without Academic Penalty (SRMCPS)
Oct 26	Fall Festival SRMCPS
Nov 23 - 25	Thanksgiving Break
Dec 8 – 14	Exam Week at RBC
Dec 12 - 16	Exams /End of Fall Semester (SRMCPS)

### Spring 2012

16 weeks, however 1 one-week Spring Break

Jan 6	Validation 10am to 2pm (Payment Due In Full)
Jan 9	Classes Begin at SRMCPS
Jan 16	Classes Begin at RBC
Jan 16	Martin Luther King Jr. Day (SRMCPS Closed)
Mar 2	Last Day to Withdraw without Academic Penalty (SRMCPS)

Mar 19 - 23 Spring Break  
Apr 23 - 27 Exams / Semester Ends (SRMCPS)  
TBA Pinning Ceremonies  
Apr 30 – May 4 Exam Week at RBC  
May 1 Deadline for August 2012 Nursing & Medical Imaging Applications  
May 12 SRMCPS Commencement

### **Summer 2012**

12 weeks Medical Imaging / 14 weeks Diploma Nursing  
10 weeks AAS Nursing

May 8 Validation 12:30 to 2pm (Payment Due In Full)  
May 14 Classes Begin at SRMCPS & RBC  
May 30 Memorial Day (SRMCPS Closed)  
Jun 15 Last Day to Withdraw without Academic Penalty (AAS Nursing)  
Jun 22 Last Day to Withdraw without Academic Penalty (Medical Imaging)  
Jun 29 Last Day to Withdraw without Academic Penalty (Diploma Nursing)  
Jul 4 Fourth of July Holiday (SRMCPS Closed)  
Jul 20 Semester Ends (AAS Nursing)  
Aug 3 Semester Ends (Medical Imaging)  
Aug 17 Semester Ends (Diploma Nursing)

## **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.

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](http://www.atitesting.com). Registration for the entrance tests may be completed after submitting the application for admission. Entrance tests may be taken once per admission cycle. Only scores attained at SRMCPS will be accepted. Payment for entrance testing must be in the form of cash or money order and is payable at the time of testing.

## Prerequisite & Co-requisite Course Completion

Admission to SRMCPS programs is 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](http://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 appear on SRMCPS transcripts as transfer courses, except in case of co-requisite courses completed at Richard Bland College in concurrence with SRMCPS curriculum plan requirements. For example, Microbiology is scheduled as a co-requisite requirement in the AAS degree in Nursing in the second semester of the program. If Microbiology is completed at RBC during the second semester, it is not considered a transfer course, and will be computed in the student's SRMCPS grade point average.

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). All credits will be assessed for transfer on a case-by-case basis. 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.**

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 courses for admission.

### Prerequisite 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 163	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 or 804.765.6756.

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

Official transcripts must be in English, and can be mailed directly by the college/university/high school to the following address:

Southside Regional Medical Center Professional Schools  
Student Services  
737 South Sycamore Street  
Petersburg, VA 23803

Transcripts carried or mailed by the student are not considered official transcripts if the envelope seal has been broken. Files will not be considered complete until official transcripts are received at the above address. Transcripts marked as "issued to student" are not accepted as official.

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. Transcripts must be requested from each college/university granting transfer credits. **It is the responsibility of the applicant to verify with the Student Services that the required transcripts have been received.** Failure by the applicant to submit official transcripts showing successful completion of coursework in progress at the time of application by the matriculation deadline will result in the revocation of acceptance.

## 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 Course GPA  
Entrance Test Scores  
Personal Interview

### Medical Imaging

Overall GPA  
Core Science 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 an applicant who has falsified their application. Admission may be denied if the drug screen is positive, if the applicant misses any deadline established by the 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. An applicant is not considered to be a student at SRMCPS until the enrollment roster is confirmed on the first day of classes.

## Requirements for Enrollment:

1. Return Matriculation form and fee
2. Complete background check (no adverse information found)
3. Complete substance testing (no substance abuse found)

4. Verify immunization requirements
5. Provide verification of CPR completion for American Heart Association Basic Cardiac Life Support healthcare provider course

Failure to complete these requirements by the deadlines specified in the applicant's acceptance letter 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.

### **Criminal Background Checks**

In order for clinical sites and affiliates to comply with The Joint Commission accreditation standards pertaining to due diligence and competency assessment of all individuals whose assignments bring them in contact with patients or employees, employee prescreening requirements are extended to clinical students.

Human Resources conducts criminal background screenings which review a person's criminal history. The review includes the cities and counties of all known residencies.

Following acceptance into a health science program at SRMCPS, a criminal background search must be performed prior to enrollment. Southside Regional Medical Center is authorized to perform such checks. The applicant must submit the required information for a criminal background check by the scheduled date. Failure to do so will be interpreted as a refusal for criminal background check and the acceptance will be revoked.

The cost of the initial criminal background check is included in the student's matriculation fee.

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, Dean, 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 Admissions 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. applicants 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, the Student Health Nurse will schedule an appointment to complete required health documentation. Documentation of immunizations, titers and health history **must be submitted by the date noted in the acceptance letter**. 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 applicant'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 validation**. **Applicants who fail to provide this information will lose their admission to the program.**
- C. Applicants are:
  1. required to sign a Statement Assigning Financial Responsibility for Medical Care form. This waiver indicates they acknowledge responsibility for treatment costs arising from any clinical practice-related health issue. This form is retained in the student's health record file.
  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. This information will be maintained in each student's health folder, stored in the Student Health Nurse office.
- D. Access to student health records is limited to the Student Health Nurse, Vice President Professional Schools and appropriate school personnel. Records are retained by the Student Health Nurse for three years following graduation or withdrawal from the School, and then destroyed.

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

**Basic Cardiac Life Support Course**

The American Heart Association Basic Cardiac Life Support for the Healthcare Provider is the only course accepted for SRMCPS applicants. CPR training is offered during orientation to accepted applicants who do not already possess a valid CPR certification. The cost associated with this training is the responsibility of the applicant/student.

# 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 in the 2011-2012 academic year 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 Diploma in Nursing will be awarded to students who entered the Nursing Program prior to the 2011-2012 academic year and who successfully complete 93 credit hours of coursework. This includes 31 hours of general education credits and 62 nursing credits. The Diploma in Nursing Program is no longer enrolling new students.

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<sup>®</sup>). 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<sup>®</sup>, 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 employability.

### Admission & Prerequisites

For admission to the Nursing Program, applicants must meet the general 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 of high school or college developmental courses in Algebra I, Biology, Chemistry and either Algebra II or Geometry with a "C" or better.
3. Successful completion of the following prerequisite courses from an accredited institution with a "C" or better:
  - A. Human Anatomy & Physiology I (4 credits)

B. Human Anatomy & Physiology II (4 credits)

4. A combined grade point average (GPA) of at least 3.0 in the prerequisite courses listed above.

*Example:*

Course	Grade	Grade Points
Anatomy & Physiology I	C	2.0
Anatomy & Physiology II	A	4.0
Combined GPA		3.0

5. Successful completion of a computer proficiency test or evidence of a computer course.
6. Successful completion of a College Algebra course or higher; or a score of 41 or greater in the College Algebra section of the COMPASS.
7. Entrance test: TEAS V<sup>®</sup>. **Applicants are allowed 1 attempt per admission cycle.** Only scores attained at SRMCPS will be accepted. (Fee payable at time of testing.)
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<sup>®</sup>), 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. Applicant interview.
11. Negative complete criminal history and child protective screen.
12. Negative drug screen.

Prerequisite courses must be successfully completed prior to being accepted into the Nursing Program. These courses can be taken at any accredited institution and will be accepted as noted in the curriculum plans below.

**Contact**

For further information about SRMCPS programs and course offerings, please contact the Director, Recruitment and Community Relations at 804.765.6756 or [Tonia\\_Talbot@chs.net](mailto:Tonia_Talbot@chs.net).

### Curriculum Plan for AAS in Nursing

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

### Transfer of Credit (Nursing Program)

Southside Regional Medical Center Professional Schools (SRMCPS), at its discretion, 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 programs own coursework. The acceptance of credit for transfer is primarily based on the competencies achieved by the student in previously completed coursework and whether the competencies reasonably align with the coursework of the Nursing Program.

Accreditation of the institution, organization or program from which the student is requesting a transfer of credits may be a consideration for credit transfer decisions; however, this accreditation may not be the sole basis for accepting or denying credit for transfer, nor will it be represented as a requirement of the National League for Nursing Accrediting Commission (NLNAC).

#### *Steps and/or Procedures in Transfer of 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.
2. Applicants who have successfully completed course work in another registered nursing program may request transfer into the Nursing 120 or Nursing 130. Advanced placement will not be given beyond Nursing 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 the standardized test.
5. Applicants requesting transfer of credits will need to schedule an appointment with the Vice President Professional Schools/Director, School of Nursing or designee for skills observation. 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 faculty member. Skills observation competency forms will be kept in the student's permanent files. The Vice President Professional Schools/Director, School of Nursing will notify the Admissions Office of the course entry level within two weeks of the completed skills demonstration.
7. Criteria for course placement:

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

8. The Admissions Office will notify the applicant of credits accepted and of the course placement.

**Curriculum Plan for a Diploma in Nursing  
(No longer enrolling, last enrollment Spring 2011)**

<b>Semester I</b>	<b>Total Credit Hours</b>	<b>Class Credits</b>	<b>Lab Credits</b>	<b>Clinical Credits</b>
NUR 301: Foundations of Nursing	10	6	2	2
NUR 310: Pharmacology	2	2	0	0
PSY 210: Survey of Psychology	3	3	0	0
	<b>15</b>	<b>11</b>	<b>2</b>	<b>2</b>
<b>Semester II</b>				
NUR 302: Medical-Surgical Nursing I	12	7	1	4
PSY 250: Developmental Psychology	3	3	0	0
	<b>15</b>	<b>10</b>	<b>1</b>	<b>4</b>
<b>Semester III</b>				
NUR 401: Women's Health, Pediatric & Mental Health Nursing	12	7	0	5
SPCH 101: Public Speaking	3	3	0	0
	<b>15</b>	<b>10</b>	<b>0</b>	<b>5</b>
<b>Semester IV</b>				
NUR 402: Medical-Surgical Nursing II	12	7	0	5
SOC 201: General Sociology	3	3	0	0
	<b>15</b>	<b>10</b>	<b>0</b>	<b>5</b>
<b>Semester V</b>				
NUR 403: Advanced Medical Surgical Nursing & Principles of Management	12	7	0	5
NUR 430: Professional Issues	2	2	0	0
	<b>14</b>	<b>9</b>	<b>0</b>	<b>5</b>
<b>Prerequisite Courses</b>				
BIO 205: Human Anatomy & Physiology I	4	3	1	0
BIO 206: Human Anatomy & Physiology II	4	3	1	0
HLTH 245: Understanding Nutrition	3	3	0	0
ENG 101: Writing & Research	3	3	0	0
ENG 102: Introduction to Literary Genres / Philosophy	3	3	0	0
BIO 111: Medical Terminology	2	2	0	0
<b>Totals</b>	<b>93</b>	<b>67</b>	<b>5</b>	<b>21</b>

## **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.

A Certificate of Completion in Radiological Sciences will be awarded to students who enrolled in the program before Fall 2011 and who have successfully completed 83 credit hours of coursework. This includes 32 hours of general education credits and 51 radiography credits. The certificate program is designed to be completed in a five semester, 20 month timeframe of full-time study.

An Associate of Applied Science in Radiological Sciences degree will be awarded to students who enrolled in the program beginning in Fall 2011 and 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.

Graduates of the program are eligible to apply to take the American Registry of Radiographic Technologists' National exam (AART) 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 of high school or college developmental courses in Algebra I, Biology and either Algebra II or Geometry with a "C" or better.
3. Successful completion of the following college courses from an accredited institution with a "C" or better:
  - A. English Composition or Literature (3 credits)
  - B. Algebra, Statistics or Pre-calculus (3 credits)
  - C. General 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<sup>®</sup>), 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.

**Contact**

For further information about SRMCPS programs and course offerings, please contact the Director, Recruitment and Community Relations at 804.765.6756 or [Tonia\\_Talbott@chs.net](mailto:Tonia_Talbott@chs.net).

## 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	10	125
Elective	3	45	0	0
	<b>13</b>	<b>135</b>	<b>40</b>	<b>125</b>
Semester II				
RAD 121: Radiographic Anatomy & Procedures II	4	45	30	0
RAD 160: Medical Imaging I	3	45	30	0
RAD 151: Clinical Radiography II	4	0	0	180
Elective	3	45	0	0
	<b>14</b>	<b>135</b>	<b>60</b>	<b>180</b>
Semester III				
RAD 220: Radiographic Anatomy & Procedures III	2	23	23	0
RAD 270: Medical Imaging II	2	30	0	0
RAD 250: Clinical Radiography III	5	0	0	225
Elective	3	45	0	0
	<b>12</b>	<b>98</b>	<b>23</b>	<b>225</b>
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
PHIL 203: Ethics	3	45	0	0
	<b>13</b>	<b>120</b>	<b>0</b>	<b>225</b>
Semester V				
RAD 272: Radiation Biology & Protection	3	45	0	0
RAD 260: Medical Imaging IV	2	30	0	0
RAD 252: Clinical Radiography V	5	0	0	225
RAD 280: Independent Research Project	1	15	0	0
Elective	3	45	0	0
	<b>14</b>	<b>135</b>	<b>0</b>	<b>225</b>
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	3	45	0	0
General Psychology	3	45	0	0
Medical Terminology	0	0	0	0
Computer Competency	0	0	0	0
<b>Totals</b>	<b>83</b>	<b>738</b>	<b>213</b>	<b>980</b>

**Curriculum Plan for a Certificate in Radiation Sciences  
(No longer enrolling, last enrollment Fall 2010)**

<b>Semester I</b>	<b>Total Credit Hours</b>	<b>Theory Hours</b>	<b>Lab Hours</b>	<b>Clinical Hours</b>
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	10	125
CSCI 202: Computer Applications I	3	45	0	0
	<b>13</b>	<b>135</b>	<b>40</b>	<b>125</b>
<b>Semester II</b>				
RAD 121: Radiographic Anatomy & Procedures II	4	45	30	0
RAD 160: Medical Imaging I	3	45	30	0
RAD 151: Clinical Radiography II	4	0	0	180
ENGL 101: Writing & Research	3	45	0	0
	<b>14</b>	<b>135</b>	<b>60</b>	<b>180</b>
<b>Semester III</b>				
RAD 220: Radiographic Anatomy & Procedures III	2	23	23	0
RAD 270: Medical Imaging II	2	30	0	0
RAD 250: Clinical Radiography III	5	0	0	225
PHIL 203: Ethics	3	45	0	0
	<b>12</b>	<b>98</b>	<b>23</b>	<b>225</b>
<b>Semester IV</b>				
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
PSY 210 or 250: Survey of Psychology or Developmental Psychology	3	45	0	0
	<b>13</b>	<b>120</b>	<b>0</b>	<b>225</b>
<b>Semester V</b>				
RAD 260: Medical Imaging IV	2	30	0	0
RAD 272: Radiation Biology & Protection	3	45	0	0
RAD 252: Clinical Radiography V	5	0	0	225
RAD 280: Independent Research Project	1	15	0	0
	<b>11</b>	<b>105</b>	<b>0</b>	<b>225</b>
<b>Prerequisite &amp; Co-requisite Courses</b>				
Human Anatomy & Physiology I	4	45	45	0
Human Anatomy & Physiology II	4	45	45	0
College Algebra or Statistics	3	45	0	0
Medical Terminology	0	0	0	0
<b>Totals</b>	<b>74</b>	<b>728</b>	<b>213</b>	<b>980</b>

## 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.

A Certificate in Diagnostic Medical Sonography is awarded to those students who enrolled in the program before January 2012 and who have successfully completed 63 credit hours of coursework. This includes 14 hours of general education credits and 49 sonography credits. The program is a four semester program of full-time study.

An Associate of Applied Science in Diagnostic Medical Sonography degree is awarded to those students who enrolled in the program beginning in January 2012 and 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.

Graduates are eligible to apply to the American Registry of Diagnostic Medical Sonographers (ARDMS) for examinations in physics and a specialty of their choice.

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
<b>Unrestricted health career license, certificate or registration.</b>	<b>Coursework Completed in a Healthcare Career Education Program</b>	<b>Coursework Completed at the College Level of an Accredited Institution</b>
	Physics or Radiation Physics*	
	Medical Ethics & Law	Human Anatomy & Physiology
	Medical Terminology	General Psychology
	General Pathophysiology	Algebra or Statistics English Composition

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

1. Unrestricted health career license or certificate; certification or registration required;
2. Completion of a 2-year health career education program, or completion of a health career education program plus full-time work experience with direct 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 member of the Medical Imaging Admissions Committee.
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<sup>®</sup>), 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.

**Contact**

For further information about SRMCPS programs and course offerings, please contact the Director, Recruitment and Community Relations at 804.765.6756 or [Tonia\\_Talbott@chs.net](mailto:Tonia_Talbott@chs.net).

### 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: Physics I	3	45	0	0
DMS 273: Abdominal & Small Parts Imaging	5	45	60	0
	<b>12</b>	<b>150</b>	<b>60</b>	<b>0</b>
Semester II				
DMS 250: Clinical I	4	0	0	180
DMS 261: Physics II	3	45	0	0
DMS 271: OB/GYN Imaging	5	45	60	0
	<b>12</b>	<b>90</b>	<b>60</b>	<b>180</b>
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
	<b>16</b>	<b>105</b>	<b>30</b>	<b>360</b>
Semester IV				
DMS 291: Seminar II	2	30	0	0
DMS 254: Clinical III	8	0	0	360
	<b>10</b>	<b>30</b>	<b>0</b>	<b>360</b>
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
<b>Totals</b>	<b>67</b>	<b>600</b>	<b>240</b>	<b>900</b>

**Curriculum Plan for a Certificate in Diagnostic Medical Sonography  
(No longer enrolling, last enrollment Spring 2011)**

<b>Semester I</b>	<b>Total Credit Hours</b>	<b>Theory Hours</b>	<b>Lab Hours</b>	<b>Clinical Hours</b>
DMS 200: Introduction to Ultrasound	2	30	0	0
DMS 220: Cross Section	2	30	0	0
DMS 260: Physics I	3	45	0	0
DMS 270: Abdominal & Small Parts Imaging	4	45	30	0
	<b>11</b>	<b>150</b>	<b>30</b>	<b>0</b>
<b>Semester II</b>				
DMS 250: Clinical I	4	0	0	180
DMS 261: Physics II	3	45	0	0
DMS 271: OB/GYN Imaging	5	45	60	0
	<b>12</b>	<b>90</b>	<b>60</b>	<b>180</b>
<b>Semester III</b>				
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
	<b>16</b>	<b>105</b>	<b>30</b>	<b>360</b>
<b>Semester IV</b>				
DMS 291: Seminar II	2	30	0	0
DMS 254: Clinical III	8	0	0	360
	<b>10</b>	<b>30</b>	<b>0</b>	<b>360</b>
<b>Prerequisite Courses</b>				
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
<b>Totals</b>	<b>63</b>	<b>555</b>	<b>210</b>	<b>900</b>

## **Continuing Education**

The Mammography course at Southside Regional Medical Center is offered based upon the number of student applications received. This course meets the 40 hour education requirement for certification and included introduction to breast sonography. The course is offered to Registered Radiographers RT(R) 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, and pathology, regulations, accreditation and requirements.

The application deadline is May 1. For further information, including class dates, times, and fees, please contact Victoria Onley at [vickie\\_onley@chs.net](mailto:vickie_onley@chs.net) or 804.765.5054.

## **Instructional Delivery**

### **Traditional Delivery**

Traditional delivery of instruction offers intensive classroom and clinical format to teach students elements of health care. This delivery method offers classes during the day or evening and the clinical activities may be scheduled during the day, evening or weekend hours. Based upon this, flexibility in scheduling is necessary.

### **Online/Web Based Delivery**

Web based courses are accessed through ANGEL Learning Management Suite. These courses provide the same content as traditional courses and offer the option of a convenient, flexible method of learning. 80% or more of the didactic content is delivered online. As of this printing, only one course (N 430) is being offered in an online/web based format.

### **Web Enhanced Delivery**

These courses are traditional face-to-face courses which include online instruction or assignments that students are required to complete as part of the course requirements. 30% or less of the course hours are completed online. All course sections delivered in a hybrid or web based format are identified as such in the course syllabi and not on student transcripts.

## 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, or the Dean, Administrative Services 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 subject to a late fee
- Tuition and fees are subject to change each academic year
- There may be other 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](http://www.srmconline.com), or by contacting the Director, Recruitment and Community Relations at [tonia\\_talbott@chs.net](mailto:tonia_talbott@chs.net).

Tuition payment in full is due before the first day of class each semester. Students are not permitted to attend 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 bookstore at Richard Bland College 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 an educational opportunity at a minimum cost to the student. Tuition is calculated per credit hour. Richard Bland College fees are set by the College's Board of Visitors, and as such SRMCPS has no control over fees set by Richard Bland College.

Uniforms, patches, health fees, licensing or certification examination fees are the responsibility of the student. Current pricing can be found on [www.srmconline.com](http://www.srmconline.com).

The Dean, Administrative Services or a delegated representative shall have the authority to permit deferred payments of tuition and fees. All checks and money orders must be payable to "Southside Regional Medical Center Professional Schools". No student will be allowed to graduate, receive transcripts, or register for a new semester 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 admission to class or clinical
- Withhold grade reports and transcripts
- Deny participation in graduation activities
- Withhold diploma, certificate or 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:

<b>Date on Official Withdrawal Form</b>	<b>Percent of Tuition Refunded</b>
On or before the first day of class(es)	100%
During the first week of the semester	80%
During the second week of the semester	60%
Third - eighth week of semester	50%
After eighth week of semester	0%

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. More information on withdrawal procedures can be found in individual program handbooks.

## 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](http://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.

### **Application Procedure**

Students planning to enter SRMCPS for the first time and 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](http://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](http://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 applicant. 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

### **Satisfactory Academic Progress for Financial Aid**

All students, which include 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 are to make sure that all students are making measurable progress toward completion of an approved degree, diploma or certificate 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.

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 ANGEL Learning Management Suite and United States Postal Service to students who are no longer eligible to receive federal funds.

### *Appeals*

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

### *Steps and/or Procedures in Implementation of Satisfactory Academic Progress:*

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, diploma or certificate 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 Programs**

### **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 awarded to eligible undergraduate students who have not earned a bachelor's or professional degree. Eligibility is based on need and credit hours enrolled. Beginning Fall 2011, to meet the Department of Education guidelines, qualifying students are entitled to purchase necessary textbooks at the Richard Bland College Bookstore on credit.

### **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 means that the federal government pays the interest on the loan for the student while the student is in school and for six months after the student ceases enrollment; such loans are available to students who demonstrate sufficient financial need.
- Unsubsidized means that the student does not demonstrate financial need and is responsible for the interest for the entire life of the loan. The interest rate on Stafford loans is fixed and subject to change annually.

**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 bachelors 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 ANGEL Learning Management Suite.

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 Ions Hall, Grizzard and Titmus 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. The side entrances to Ions Hall are accessible by using a code combination.

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

- A. In case of an accident, illness, criminal actions, and other emergencies on the SRMCPS campus the Vice President Professional Schools must be notified immediately. (If any of the above situations occur on SRMC's 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.

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. ANGEL 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 uses computers for class and clinical assignments. Using a Windows based system, the faculty and staff are connected to the SRMCPS network, the Southside Regional Medical Center network, and the Internet. The system includes Word, Excel, and PowerPoint, as well as ANGEL Learning Management Suite. All students and faculty must be able to access the internet on a daily basis. WiFi is available for use in the Medical Library.

## **ANGEL Learning Management Suite**

Southside Regional Medical Center Professional Schools provides a web based learning platform through ANGEL for the express purpose of facilitating learning in accordance with the mission and philosophy of SRMCPS. Prospective students and the general public can access SRMCPS' ANGEL public pages at <http://srmcps.angellearning.com>. The ANGEL platform and course mail system to be utilized for learning activities and communication directly relate to course objectives and assignments. Use of ANGEL and course mail is subject to Terms of Use Agreement available at [www.angellearning.com](http://www.angellearning.com), by the SRMCPS 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 the ANGEL course mail system and students are expected to use ANGEL course mail for all school related email communication.

## **Student Computer Requirements**

1. Complete the orientation to ANGEL Learning Management Suite.
2. Be aware of the following hardware/software and computer requirements:

### *Minimum Requirements:*

- a. Internet service provider (ISP). High speed ISP, either land line or satellite is recommended.
- b. 300 Megahertz processor with 1 GB of RAM
- c. 50 Gigabyte Hard Drive
- d. Microsoft Office
- e. VGA monitor 800x600 pixels
- f. Minimum of 56 kbps modem
- g. 16 bit sound card
- h. Current anti-virus software, configured for automatic updates

*Strongly Recommended:*

- i. Internet Explorer v. 7 or higher, or Mozilla Firefox
- j. Pentium IV (or higher) with 2 GB RAM or more
- k. 80 Gigabyte Hard Drive
- l. DSL/Cable modem
- m. Windows XP or Vista

Anti-virus software protects your computer from viruses. A computer virus is a self-replicating program that is designed to load and run malicious programs on your computer without your knowledge. A virus can spread throughout a network or the internet very rapidly, deleting or stealing data, running unauthorized programs remotely, or disabling the operating system completely. Any computer that is exposed to the internet or an email system should be protected by up to date antivirus software. Additional software may be required for specific file types and multimedia applications.

### **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 expulsion 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 have 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, anger
- Aging relatives and care options
- Dealing with health problems
- Grief and loss
- Mental or physical abuse
- 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 1.877.539.6390.

### **Emergency Assistance**

Emergency assistance may be obtained from the following numbers:

- Emergency Services – 9.911 (Ambulance, Fire, Police) from any SRMCPS phone
- Petersburg Police Department – 804.732.4222 (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 located on each floor of Ions Hall and the Grizzard Building as well as in each classroom and hallway in the Titmus 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 the Titmus Building, Grizzard Building, and/or Ions Hall Building, 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 Ions Hall.
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. Vending machines, microwaves and refrigerators are located in the basement of Ions Hall for student use. Beverages are permitted in the classrooms; however, faculty members and administration reserve the right to revoke this privilege. No food or beverages are permitted in the 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.

First aid kits are located in the Titmus Building, Ions Hall and Grizzard Building.

If a student is injured or becomes ill while on campus, the Dean, Administrative Services and Dean, Quality Enhancement 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.

## **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.
- WiFi 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](mailto: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 in Ions Hall. The receptionist in Ions Hall 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**

Parking on the Professional Schools campus is free for students. Parking is on a first-come first-served basis, no spaces are "assigned" in the area designated for students. 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.

Each parked vehicle may occupy only one parking space. The unmarked edged of the parking lots are NOT parking spaces and cars parked there will be ticketed.

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.

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

- Fire Lanes
- No Parking Zones
- Sidewalks
- Lawn areas
- Areas where access, traffic or other vehicles are blocked

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 faculty member for student remediation, Dr. Beth Hensley, can be reached at 804.765.5467 or [Beth\\_Hensley@chs.net](mailto:Beth_Hensley@chs.net).

### **Smoking**

Smoking is prohibited at SRMCPS, with the exception of designated smoking areas. Southside Regional Medical Center has adopted a smoke-free environment. Smoking is prohibited within its facilities and within 500 feet of the perimeter of each entrance.

### **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, the Dean, Quality Enhancement and the Vice President Professional Schools. Additionally, students serve on the Advisory Councils of each program. Students interested in serving on a committee or attending a luncheon meeting with the Vice President, should contact the Director, Recruitment and Community Relations at 804.765.6576.

### **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, such as (Accreditation Council). 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**

Lambda Nu is a national honor society for the radiological and imaging sciences. Its 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.

Students who have achieved academic honors are welcome to apply for acceptance to the school chapter of Lambda Nu. For more information, contact the Medical Imaging Program Director.

### **Nursing Program Honors Society**

The society recognizes excellence in nursing scholarship, leadership, education and service to the community. Membership is by invitation only. An invitation to membership is based upon successful achievement of defined criteria to students enrolled in the AAS Nursing Program at SRMCPS. Student inductees must have completed the first level of the AAS program, have a cumulative GPA of at least 3.25, and rank in the upper 35% of the graduating class. Inductees must demonstrate achievement in areas such as clinical practice, academic excellence, service to community or school, and strengthening commitment to the ideals and purposes of the nursing profession.

### **Student Publications**

All student publications, printed and electronic, are supervised by the Executive Council. Students are invited to submit information to their Program Director for review and possible inclusion in printed program material. All material must adhere to the tenets of responsible journalism, including the avoidance of libel, indecency, vulgarity, slander, and the techniques of harassment and innuendo. The Executive Council has 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 at breaks or lunch when necessary.

### **Transcript Requests**

Transcript requests must be submitted in writing by the student and sent to the Director, Enrollment Management. All financial obligations to SRMCPS must be cleared before any transcript will be 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.

## Children in the Professional Schools

This policy provides specific guidelines for children on the facility's grounds/buildings while promoting 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). The employee/student is required to immediately notify the Vice President Professional Schools, Program Director or designee when a child will be present on the premises.
  - 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. A child with an infectious disease process should not be brought to SRMCPS under any situation. Infectious disease process is defined as an illness that may include but is not limited to: fever (>99.0), malaise, anorexia, enlarged lymph nodes, cough, wound drainage and nausea/vomiting.
5. 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.
6. This policy is not intended to prohibit children/minors from being on the premises during school sponsored/approved events.

## 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.

Students must adhere to the following standards with regard to confidentiality:

- 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. Should there be reason to suspect that the confidentiality of an access code has been compromised; the MIS department should be contacted immediately.
- 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. 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. If practicing in an area of healthcare where special mandates concerning confidentiality exist (i.e. psychiatric nursing), students must adhere to the specified guidelines.
- 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 dress neatly and cleanly. 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

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 cannot 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 2 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.

## **Failure/Dismissal**

**A student may repeat any SRMCPS program course 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. Asked to leave the clinical setting;
- B. Refused admission to clinical agency/classroom; and/or
- C. Terminated from the course and/or program.

A student may be dismissed for the following reasons:

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

Faculty must complete the Student Corrective Action Notice (SCAN) or the Student Failure/Dismissal Notice if any of the above situations occur.

Administrative dismissal may occur if the student fails to meet financial obligations to the School.

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

- A. Identification badge and parking decal;
- B. School materials that were not purchased by the student; and
- C. Any other school or hospital 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.

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@chs.net](mailto:yuri_providence@chs.net).

## 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.

### Associate of Applied Science in Nursing Grading System

THEORY		CLINICAL	
92-100	A	S	Satisfactory
85-91	B	U	Unsatisfactory
80-84	C		
74-79	D		
≤ 73	F		

### Diploma in Nursing Grading System

THEORY:		CLINICAL:	
92-100	A	S	Satisfactory
84-91	B	U	Unsatisfactory
77-83	C		
70-76	D		
<69	F		

### Medical Imaging Programs Grading System

THEORY:		CLINICAL:	
93-100	A	93-100	A
86-92	B	86-92	B
75-85	C	75-85	C
70-74	D	0-74	F
<69	F		

### 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 or are received.

The following is a sample of a grade point calculation:

COURSE	GRADE	GRADE POINTS	CREDIT HOURS
DMS 261	B	3	3
DMS 271	A	4	5
DMS 250	B	3	4

The GPA is calculated thus:

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
<b>TOTAL</b>				<b>12</b>		<b>41</b>

**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 Probation

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. A student is placed on academic probation and a letter of warning is sent to the student. 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.

**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.

**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.

**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 diploma, certificate or 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 ANGEL Learning Management Suite and found on the bulletin board outside of Student Services;
2. Candidates must complete and submit a student portfolio to the Vice President Professional Schools;
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 diploma, certificate or 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.

**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 Dean's List.

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 Director's List.

### **Grievance/Appeal**

Grievances and appeals are student issues of perceived injustice causing the student to believe that she or he has been unfairly placed at a disadvantage. The grievance/appeal process includes both informal and formal stages. 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.

**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. Dress code violations are not grievable.**

**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.**

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 a grievance. 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 personal malice.

The U.S. Equal Employment Opportunity Commission (EEOC) is responsible for enforcing federal laws that make it illegal to discriminate against a job applicant or an employee because of the person's race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information. It is also illegal to discriminate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

If the grievance process proceeds to a formal phase, the Appeals Committee will be convened. The Appeals Committee 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

### **Informal Phase:**

The student shall initiate the informal process within three (3) academic 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. The faculty member must render a written decision to the grievant within five (5) academic days. Should this decision not produce a satisfactory settlement, the grievant has three (3) academic days in which to notify the individual and the Program Director (for Medical Imaging students) or the Dean, Quality Enhancement (for Nursing students) that the decision is being appealed and progressing to the formal phase.

**Formal Phase:**

**STEP 1**

If informal resolution is not successful the grievant has three (3) academic days in which to submit the Appeal Form to the Program Director or Dean, Quality Enhancement. The Program Director or Dean, Quality Enhancement will render a written decision to the grievant within five (5) academic days. Should the grievant wish to appeal this decision, they will have three (3) academic days to submit a copy of the original Appeal Form with additional documentation to the Appeals Committee Chair.

**STEP 2.**

In addition to a copy of the original Appeal Form, the grievant should submit a typed, double-spaced, document signed and dated by the grievant to include the following information:

- Witness(es) and date(s) when relevant (be concise and specific)
- Current contact information for the grievant
- Name the person(s) or policy involved in the grievance
- 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 grievant's attempt to resolve

**STEP 3.**

The appeals panel convenes and provides a forum for all involved parties to discuss the issues and evidence related to the grievance within 10 academic days from the date in which the Appeal Form and additional documentation were received by the Committee Chair. Following the Committee's deliberation process, the Committee Chair will have five (5) academic days in which to notify the grievant and the Vice President Professional School and school officials on a need-to-know basis in writing of the Committee's decision. The Vice President Professional Schools reserves the right to overturn an Appeal Committee decision if it violates school, state or federal regulations/statutes.

**STEP 4.**

If the decision rendered by the Committee is not to the grievant's satisfaction, then the grievant can make a request to the Vice President Professional Schools within three (3) academic days, to review the panel's decision. The Vice President shall render a written decision to the grievant within five (5) academic days. The decision from there shall be binding on all parties.

If the finding or resolution of a grievance at any step in the process is not appealed within the allotted days as indicated for each phase/step, said grievance will be considered to be settled on the basis of the last decision rendered. Should the School not respond within the prescribed time frames, the grievant 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.

## **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 screening at least annually. The Schools provides TB screening and FIT testing to students. 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 (including AIDS) 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 infected with 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 other members of the community.

During the performance of clinical practice students may have contact with patients with 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 diseases:**

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 the program.

**Leave of Absence**

Any student who is in *good standing* may, under special circumstances (e.g. surgery, serious illness, military deployment, etc.) determined by the Program Director, take a Leave of Absence at anytime during the semester without academic penalty. The advantage of a Leave of Absence is that it stops the student's academic clock for the period of time requested. A Leave of Absence may be granted for a maximum period of one (1) year. *Leaves are not granted retroactively.* Students who are experiencing special circumstances that hinder their academic progress should make an appointment with the Program Director to discuss their issue(s).

A student who either receives or is placed on a Leave of Absence and is failing theory or has received a clinical or class warning at the time the leave is requested will have the course counted as a **failure** when the request is made after the "Last Day to Withdraw without Academic Penalty". A student returning from a Leave of Absence who has successfully completed any course(s) may be required to demonstrate competency in the clinical skills taught in the preceding course at the discretion of the Program Director or designee. Any remediation of skills recommended by the Program Director must be completed prior to returning to the program. Failure to complete the recommendations for remediation will result in forfeiture of reinstatement. For further information, please refer to program-specific readmission policies.

When seeking a Leave of Absence, the student must:

1. Notify the Director, Enrollment Management in writing of intent to apply for a Leave of Absence.
2. Obtain an Institutional Leave of Absence Form from the Director, Enrollment Management or on ANGEL Learning Management Suite.
3. Meet with the Course/Clinical Coordinator to determine their standing in the course.
4. Obtain a brief written statement of support for a Leave of Absence from the Program Director.
5. Submit all materials (completed Institutional Leave of Absence Form and statement of support from the Program Director) to the Director, Enrollment Management within five (5) business days from initial notification (Step 1).

The Director, Enrollment Management will notify the student by mail of the granting or denial of the Leave of Absence along with a copy of the completed Institutional Leave of Absence Form. Additional copies of the form will be sent to the Program Director, the Course/Clinical Coordinator, Dean, Administrative Services and Director, Financial Aid. A copy will also be placed in the student's permanent record and appropriate notification will be placed in the student's SONIS file.

#### **Failure to Complete and Submit Institutional Leave of Absence Form**

Failure to complete and submit the Institutional Leave of Absence Form may affect the student's ability to obtain transcripts and jeopardize reinstatement to the program in the future.

#### **Returning to SRMCPS after a Leave of Absence**

The student may be reinstated to the program without re-application during the year that the Leave of Absence is in effect, but no later than one (1) year from the date the leave began. The student must notify the Director, Enrollment Management at least 2 months prior to the date he/she wishes to return. Return to the program must coincide with the start of a new semester, provided that the course is offered that semester.

Any student seeking readmission who cannot complete his or her program of study by the end of the third calendar year must seek formal readmission to the program.

#### **Courses not Completed at Time of Leave of Absence**

Courses that were not completed at the time of initiating the Leave of Absence will have to be repeated. Students who do not return from Leave of Absence within the one year limit will be withdrawn from SRMCPS and will need to re-apply for admission as a new student.

Students will be responsible for meeting the School and program requirements in place at the time of return.

#### **Steps for Reinstatement after Leave of Absence**

When seeking reinstatement after a Leave of Absence, the student must:

1. Obtain from the Director, Enrollment Management's Office the Request for Reinstatement from Leave of Absence Form.

2. Meet with the Director, Enrollment Management to determine his/her standing in the program.
3. Meet with and provide evidence to the Program Director that the issue(s) surrounding the Leave of Absence has been resolved. (Evidence may be, but not limited to, a written statement, physician's release, etc.)
4. Obtain from the Program Director a brief written statement of support to include any reinstatement requirements that must be met prior to enrollment.
5. Submit all materials (completed Request for Reinstatement from Leave of Absence Form, the statement of support from the Program Director and any evidence required in Step 3) to the Director, Enrollment Management.

The Director, Enrollment Management will notify the student of the approval or denial of reinstatement by mail with a copy of the completed Request for Reinstatement from Leave of Absence Form. Copies of the form will be forwarded by the Director, Enrollment Management to the Program Director, Course/Clinical Coordinator, Dean, Administrative Services and Director, Financial Aid. A copy will also be placed in the student's permanent record.

### **Physical or Emotional Health Problems**

A student may be dismissed from a program at SRMCPS if in the faculty's judgment 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. The plan of action 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 will 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. 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 electronic 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.

## **Program Evaluation**

Students are responsible for evaluating the curriculum and faculty as it relates to their learning experiences. No earlier than the 13th week of the semester, faculty members will distribute evaluation forms to students in their classes. Once the forms are distributed and any questions answered, the faculty member will leave the class. Students will complete evaluation forms on each course and faculty member, both clinical and classroom.

Students will be instructed to place the forms in the envelope provided by the faculty member and the last student will bring the envelope to the Dean, Administrative Services' office. The information submitted on the evaluations will be tabulated by a third party, with results provided to the Dean, Quality Enhancement, 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 who request accommodations are guaranteed certain protections and rights to 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 student'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 office of the Student Health Nurse, under double lock and key, with access controlled by him or her.

### **Substance Abuse Testing**

The Professional Schools 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 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.

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

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 will 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 the office of the Student Health Nurse. 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, PSY 250.

### 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, PSY 250. Co-requisite: BIO 211.

### 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 211. Co-requisite: English elective.

### 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 120, BIO 211. Co-requisite: English 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 alterations. 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. Co-requisite: Elective.

## **Nursing - Diploma (N)**

### **N301 – Foundations of Nursing**

This course provides individuals with knowledge and skills necessary to deliver nursing care to consumers in acute and skilled care settings. The nursing process is introduced as the framework for caring for individuals adapting to alterations in health. Clinical experiences focus on meeting the basic needs for mobility, nutrition, comfort, and rest. Interpersonal, psychomotor, ethical and legal principles necessary for promoting, maintaining and restoring health or preparing for death are also introduced. (90 class hours, 60 lab hours, 90 clinical hours = 10 credits). Co-requisites; N310, PSY 210. *(NOTE: This course is no longer available to students entering the Nursing Program after the Spring 2011 semester.)*

### **N310- Pharmacology**

This course introduces the student to basic concepts of pharmacology incorporating scientific, legal, and ethical principles. Classifications are used as a framework for discussing the physiological and psychological effects of medications. Students utilize the nursing process in applying theoretical concepts of pharmacology to nursing care. Tests are taken online and proctored. This course is offered in a web-based format. (30 hours class = 2 credits). Co-requisites: N301, PSY 210. Web Based only. *(NOTE: This course is no longer available to students entering the Nursing Program after the Spring 2011 semester.)*

### **N302 – Medical-Surgical Nursing I**

This course focuses on the application of the nursing process and critical thinking skills to provide nursing care for the adult consumer experiencing medical-surgical health alterations. Physiological and psychological stressors accompanying illness and surgery are emphasized. A variety of medical and peri-operative clinical experiences allows the student to expand on previously acquired knowledge and skills. Prerequisites: N301, N310. (105 class hours, 30 lab hours, 180 clinical hours = 12 credits). Co-requisite: PSY 250. *(NOTE: This course is no longer available to students entering the Nursing Program after the Spring 2011 semester.)*

### **N401 – Women's Health, Pediatric & Mental Health Nursing**

This course focuses on the specialized needs of consumers in the health care areas of mental health, pediatrics, and women's health. The student utilized an established foundation of theoretical concepts and nursing skills in caring for these individuals and their families. Skills in the utilization of critical thinking, the nursing process, and therapeutic communication are expanded to address the needs of these consumers. In-patient and community settings provide a variety of clinical experiences for students. (105 class hours, 0 lab hours, 225 clinical hours = 12 credits). Prerequisite: N302. Co-requisite: SPCH 201. *(NOTE: This course is no longer available to students entering the Nursing Program after the Spring 2011 semester.)*

### **N402 – Medical-Surgical Nursing II**

This course focuses on the use of the nursing process and critical thinking skills with adults experiencing acute and/or chronic health alterations. A variety of clinical experiences provide opportunities for student to expand decision making and priority setting skills. Health promotion, restoration and maintenance are emphasized. (105 class hours, 0 lab hours, 225 clinical hours = 12 credits). Prerequisite: N401. Co-requisite: SOC 201. *(NOTE: This course is no longer available to students entering the Nursing Program after the Spring 2011 semester.)*

### **N403 – Advanced Medical-Surgical Nursing & Principles of Management**

This course focuses on the application of the nursing process in the health care management of individuals and groups of patients with complex health care needs. The student builds on the theoretical, technological, critical thinking, and interpersonal skills acquired in previous courses to prioritize and provide care in collaboration with the interdisciplinary team. Application of leadership and management skills is emphasized. Clinical settings include acute care and related outpatient settings. (105 class hours, 0 lab hours, 225 clinical hours = 12 credits). Prerequisite: N402. Co-requisite: N430. *(NOTE: This course is no longer available to students entering the Nursing Program after the Spring 2011 semester.)*

### **N430 – Professional Issues**

This course explores the evolution of nursing and factors that influence nursing and health care today. Strategies for professional and career development are explored and applied. The student uses information systems to access resources for examining and analyzing health care issues. (30 class hours = 2 credits). Web Based only. Prerequisite: N402. Co-requisite: N403. *(NOTE: This course is no longer available to students entering the Nursing Program after the Spring 2011 semester.)*

## **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, 45 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, 45 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 (120 class hours, 15 lab 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 120. 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 (23 class hours, 23 lab hours = 2 credits). Prerequisite: RAD 121. Co-requisite: RAD 220.

### **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 152. 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 rotated 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 121. Co-requisite: RAD 270.

### **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 affect 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 251. Co-requisite: RAD 252.

### **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.

#### **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.

#### **DMS – 240 Advanced Imaging**

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

#### **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 270. Co-requisite: DMS 271.

#### **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.

#### **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.

**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.

**DMS 270 – 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 basis scanning techniques and protocols (45 class hours; 30 lab hours = 4 credits). Prerequisite: Admission to the program. *(NOTE: This course is no longer available to students entering the Sonography Program after the Spring 2011 semester.)*

**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 270. Co-requisite: 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.

**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 basis scanning techniques and protocols (45 class hours; 45 lab hours = 5 credits). Prerequisite: Admission to the program.

**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.

**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.

# Governance

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BSW, Radford University

Martha J. Judson Associate Professor, Nursing  
MSN, Indiana State University  
BSN, Indiana State University  
ANS Indiana State University  
LPN, Indiana Vocational Technical College







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