

Bon Secours Health System, Inc.
Richmond Region
St. Mary's Hospital
Policy/Procedure

Policy Manual: School of Medical Imaging
Section: Student - Academic

Areas Affected: Students

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POLICY STATEMENT:

In order to maintain a cohesive learning environment free of interruptions or distractions, students are expected to be respectful of classmates and instructors by following this policy described below:

Locked Door Policy: This policy allows the instructor to restrict entrance to students who are not in class on time. Class start and end times are posted on each course syllabus. Further information can be found in the Classroom Attendance Policy.

Class Materials: Students are required to have the course textbook and other course specific materials for every class. Instructors have the right to restrict students from entry into the course until they have the proper materials.

Phone Calls: Students will not be excused from class for non-emergent phone calls. If a student chooses to leave class for a non-emergent call, he/she will be recorded as absent for the class period. If a student knows ahead of time they may need to answer a call for personal reasons, the student should notify the instructor at the start of class. This drastically reduces interruptions that create a poor learning environment.

Electronic Devices: Cell phones, smart watches, and any other wearable device are to be turned off or on silent mode during classroom instruction, as notifications and loud conversations are disruptive to classes in progress. Devices should be stored away during class. Laptop use in the classroom is limited to "educational use". Note taking is permitted. Internet usage is only at the discretion of the instructor.

Classroom Distractions: Students who are inattentive (sleeping), talking, being disrespectful, or creating other distractions will be asked to leave the class. The student will be responsible for all materials covered in class during the absence. Instructors have the option to award a grade of zero on tests missed for this reason.

Testing:

When taking a test, the student will be seated at his or her table and the table top will be clear except for a pen or pencil. Cell phones must be off or on silent mode and stored away during testing. Smart watches and any other wearable smart devices are not to be worn or on the student during examinations or while

testing. If the student chooses to leave the classroom once they have completed the test, the student may not re-enter the classroom until all students have completed the test.

Noise is expected to be limited during testing as it can be disrupting and prevent concentration. Failure to adhere to this policy will result in a "0" grade for the test.

Individual instructors may institute other rules for the classroom and/or testing; the student is expected to comply with directives given by the presiding instructor.

Test grades will not be returned to students until all students have completed the test. Make up testing can take additional time for students who are absent, which may result in the delayed return of test results. Instructors are allowed 7 working days turn around for tests under normal circumstances.

Make-up Testing:

A student that is absent on the day of testing is **required** to take the make-up test on the day they return to school (didactic class day) during the time posted on the schedule as "Makeup Testing". The student will take the makeup test in a classroom with a proctor and with the proper ADA accommodations, if applicable.

Make-up test situations as mentioned above would mean the instructor will have 3 extra working days to return the test to the students.

Food and Beverages: Chewing gum, eating or drinking during class is allowed at the discretion of the instructor.

Instructor Availability:

Instructors are available to students for questions, concerns, advising, etc. during posted office hours. Instructor(s) office hours are posted outside office doors and included on course syllabi. Students are to contact instructors to schedule an appointment during posted office hours. Emails or phone calls will be returned to the student within 48 hours.

*Any student that does not adhere to this policy; the instructor or Director/Dean may initiate the disciplinary process.

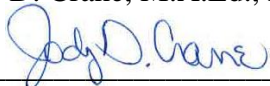
RESPONSIBLE PERSONS: Program Administration

Approved By:

Jody D. Crane, M.A.Ed., RT(R) (BD)

Director/Dean

March 4, 2019



Signature

Title

Date

Approval History:

Committees and Dates: 6/2018

Faculty and administrative review in: 4/2002, 8/2003, 8/2004, 8/2005, 6/2006, 7/2007, 8/2008, 7/2009, 8/2010, 8/2011, 8/2012, 8/2013, 8/2014, 7/2015, 6/2017, 6/2018, 2/2019

DOCUMENTATION: None

REFERENCES: None