

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

Policy Manual: School of Medical Imaging
Section: Student – Clinical

Areas Affected: Students

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POLICY STATEMENT:

The School does not offer a leave of absence for the didactic (classroom) portion of the program.

A leave of absence allows the student to miss a portion of the clinical program due to special circumstances, and return into the program to continue their education. A leave of absence may be granted by the Dean or designee and is not subject to the student appeal policy. A leave of absence may be requested for health or personal reasons. The maximum timeframe a clinical leave of absence will be granted is 4 weeks.

A student that requests a clinical leave of absence must complete a leave of absence request form and submit to Dean or designee for approval. A student granted a clinical leave of absence must stay within all attendance guidelines assigned to the didactic courses. The School does not have a leave of absence for the didactic portion of the program. The attendance policy for didactic courses is outlined in each course syllabi.

Scheduled leave of absence:

A scheduled clinical leave of absence is used for known issues that will interfere with the normal progression of clinical education where the student will miss time from school longer than 2 consecutive clinical days. Advanced notification in the form of a written request for this leave is submitted for consideration. A request for leave may be denied. Any student granted a clinical leave of absence must be willing to meet a rigorous contractual schedule to complete the program requirements for graduation.

Unscheduled leave of absence:

An unscheduled leave of absence is used for emergency situations that cause the student to miss clinical educational time, longer than 2 consecutive clinical days, where the student is unable to notify the Dean in advance. Once the request is granted, after notification, the student agrees in writing to meet all requirements established by the Dean before re-entering any courses.

The agreed upon time frame for a leave of absence may be extended by the Dean for extenuating circumstances and with notification of the student.

The clinical leave of absence may also result in a withdrawal from the program by the Dean, should the time frame exceed 4 weeks.

Student Requirements for a Leave of Absence:

A student granted a clinical leave of absence is required to make up all clinical time missed in excess of allotted clinical time off as outlined in the attendance policy. The allotted time off is defined as the absences (missed time or hours) allowed before penalties occur (a drop in a letter grade). Make up time will occur during School breaks only, (i.e. Spring Break, Fall Break). Make-up days are scheduled during the break periods by the School Education Experience Program Coordinator and make up days will not occur on days that Bon Secours Health System recognizes as Holidays. All clinical hours must be made up prior to graduation, preferably during the semester the leave of absence occurred.

Any student granted a clinical leave of absence will be ineligible for Perfect Clinical Attendance (see attendance policy C14).

Active Duty Military Reservists:

Is considered on case by case basis.

RESPONSIBLE PERSONS: Program Administration**Approved by:**

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

Dean

June 26, 2019



Signature

Title

Date

Approval History:

Committees and Dates:

Faculty and administrative review in: 4/2002, 8/2006, 7/2007, 8/2008, 8/2009, 1/2010, 4/2010, 4/2010, 8/2011, 8/2012, 7/2013, 8/2014, 8/2015, 5/2017, 6/2018, 6/2019

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