

Policy Title	College Grading System
Policy Number:	ACA 3.06
Department:	SCHS
Functional Area:	Academic Affairs
Contributing Department	
Approved by:	RHEI Leadership Team
Effective Date:	8/1/2024
Version:	1
Status:	Approved
Manual	To be entered by Compliance360 System administrators or N/A if not in C360
Section	ACA 3

I. Mission, Vision and Values

This policy reflects our commitment to human dignity, integrity, compassion, stewardship, and service by guiding decisions and actions that uphold respect for all individuals and promote excellence in our work.

This policy aligns with our mission of extending the compassionate ministry of Jesus by improving the health and well-being of our communities and providing good help to those in need, especially the poor, dying, and underserved by ensuring that our practices support ethical, effective, and accountable service across all areas of the organization.

II. Policy

Southside College of Health Sciences (SCHS) establishes a grading system to be used for all coursework at the College.

III. Purpose

The purpose of this policy is to provide clarity and ensure consistency of assigning grades to all coursework taken at the College.

IV. Scope

This policy applies to students, faculty, and any department of the College responsible for posting and/or interpreting assignment of grades.

V. Policy Details

Nursing Program

Nursing course work offered at the College uses the grading scale below. Final course grades are truncated. For example, 79.4 =79; 79.5=79; 79.9=79 Each course syllabus contains the course requirements and the criteria for determining the theory and/or clinical performance grades.

LETTER GRADE	NUMERICAL EQUIVALENT	MEANING	QUALITY POINTS PER CREDIT HOUR
A	94-100	Excellent	4
B+	91-93		3.5
B	87-90	Above Average	3
C+	84-86		2.5
C	80-83	Average	2
D+	77-79		1.5
D	73-76	Unsatisfactory	1
F	0-72	Failure	0
I*		Incomplete	Not Used in GPA
P*		Passing, Credit awarded, no effect on GPA	
W*		Withdrawal	Not Used in GPA
WA*		Administrative Withdrawal	Not Used in GPA
AU*		Audit (No Credit)	Not Used in GPA
MG*		Missing Grade	Not Used in GPA

DMS and RAD Programs

DMS and RAD course work offered at the College uses the grading scale below. In calculating the final course grade, 0.5-0.9 will round up to the next higher numerical grade and 0.1- 0.49 will round down to the next lower numerical grade. Each course syllabus contains the course requirements and the criteria for determining the theory and/or clinical performance grades.

LETTER GRADE	NUMERICAL EQUIVALENT	MEANING	QUALITY POINTS PER CREDIT HOUR
A	93-100	Excellent	4
B+	89-92		3.5
B	86-88	Above Average	3
C+	83-85		2.5
C	80-82	Average	2
D+	77-79		1.5
D	74-76	Unsatisfactory	1
F	0-73	Failure	0
I*		Incomplete	Not Used in GPA
P*		Passing, Credit awarded, no effect on GPA	
W*		Withdrawal	Not Used in GPA
WA*		Administrative Withdrawal	Not Used in GPA

AU*		Audit (No Credit)	Not Used in GPA
MG*		Missing Grade	Not Used in GPA

A final grade in any course taken at SCHS less than a "C" (defined as D, F) is considered failing and the student must repeat the course and successfully complete it.

Grade Point Average (GPA)

A student's GPA is an index of scholastic performance and is computed on the ratio of quality points earned to Semester or Term (Module) hours attempted. *Courses with grades of I, P, W, WA, AU are not used in the calculation of the GPA.

Nursing:

Beginning Fall 2023 Admission: A student's GPA is calculated by dividing the sum of earned quality points by the sum of attempted hours for all courses receiving a grade used in calculating the GPA (see below). Only credits taken while enrolled at the College are used in the GPA.

Nursing – Admission Prior to Fall 2023; DMS; & RAD

A student's GPA is calculated by dividing the sum of earned quality points by the sum of attempted hours for all courses receiving a grade used in calculating the GPA (see below). Only credits taken while enrolled at the College are used in the GPA. If a course is repeated, then the highest grade is used to compute the GPA; however, both grades will be recorded on the student's transcript.

The following is a sample of a grade point calculation:

COURSE	GRADE	CREDIT HOURS	QUALITY POINTS	TOTAL QUALITY POINTS
DMS 261	B	3	X 3	= 9
DMS 271	A	5	X 4	= 20
DMS 250	B+	4	X 3.5	= 14
		12		43

Dividing the total number of points (43) by the total number of credit hours(12), the resulting GPA is 3.58.

Incomplete Grades

An incomplete grade may be assigned by the instructor for theory or clinical requirements when extenuating circumstances such as illness or other emergency prevent a student from completing course requirements by the end of the course.

Failure to satisfactorily complete the necessary course requirement(s) within the approved time frame will result in course failure. This time frame shall be by the first official date of the following Semester or Term (Module).

A waiver may be granted by the Campus Director and Dean of Academic Affairs in extenuating circumstances in which the time frame is unreasonable. If a waiver is granted, the student must meet the course requirement(s) no later than the end of the 4th week of the following Semester or 8-week Term (Module).

Auditing a Course

Class size permitting, students may register for courses on an audit (AU) basis. Auditing a course means a student enrolls in a course but does not receive academic credit upon completion of the course. Students wishing to audit a course must submit a Course Approval form to the Campus Director and Dean of Academic Affairs.

Registrations for audit will only be accepted during the published add/drop period. Students who register for a course on an audit basis are subject to attendance regulations of that course and, unless otherwise specified at the discretion of the instructor, are subject to the same course requirements as other students in the class.

Students may be administratively withdrawn for a violation of course requirements.

Audit courses are not eligible for financial aid, not included in the calculation of GPA, and does not count towards enrollment status or the maximum time frame allotted to complete the program in which the student is enrolled. The standard tuition/fee rate is charged for audit courses.

VI. Definitions

Credit/Credit Hour:

The number of credits awarded for a given course is determined by the number of lectures, lab, and/or clinical hours spent in class.

The formula(s) used to calculate credit hours are outlined in the definitions of “Semester” and “Term (Module)”.

Semester:

Semester is the standard measurement used to group weeks of instructional time in the academic year. Specific to the Nursing (curriculum prior to Fall 2023), Radiologic Technology (RAD), and Diagnostic Medical Sonography (DMS) programs, Semester is a period of enrollment and includes fall, spring, and summer. For Title IV purposes, a Semester also denotes a Payment Period.

One standard Semester credit is equal to:

- One hour of lecture per week for a semester or the equivalent number of hours.
- Two hours of lab per week for a Semester or the equivalent number of hours
- Three hours of clinical per week for a Semester or the equivalent number of hours

Term (Module):

Specific to the Nursing curriculum effective Fall 2023, Term (Module) is an eight (8) week period of enrollment and instructional time. For Title IV purposes, Term (Module) also denotes a Payment Period.

One 8-week Term (Module) credit is equal to:

- Two hours of lecture per week for an 8-week Term (Module) or the equivalent number of hours.
- Four hours of lab per week for an 8- week Term (Module) or the equivalent number of hours.
- Six hours of clinical per week for an 8-week Term (Module) or the equivalent number of hours.

VII. Attachments

N/A

VIII. Related Policies and Procedures

ADM 2.06 Satisfactory Academic Progress
 ADM 2.02 Academic Progression
 ADM 3.14 Academic Classification

IX. Regulatory Notices

Nothing in this policy creates a contractual relationship between Bon Secours Southside College of Health Sciences (SCHS), a department owned and controlled by Bon Secours Mercy Health Petersburg, LLC (d/b/a Southside Medical Center), and any party. SCHS, in its sole discretion, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

X. Version Control

Version	Effective Date	Next Review Date	Description	Supersedes, if applicable	Prepared By
1.0	8/1/2021	N/A	Initial Policy	N/A	CDDAA
1.1	8/1/2023	N/A	Revised and New Template	1.0	CDDAA
1.1	8/1/2024	8/1/2027	Reviewed – No Changes	1.1	CDDAA
1	8/1/2024	8/1/2027	Version changed – BSMH Template Adopted	1.1	CDDAA

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

Sites revised 05/06/2025- Bon Secours Mercy Health adopts the above policy, procedure, policy & procedure, guideline, manual / reference guide / instructions, or principle / standard / guidance document for all Bon Secours Mercy Health entities including, but not limited to, facilities doing business as Mercy Health – St. Vincent Medical Center, St. Vincent – St. Charles Hospital, St. Vincent – St. Anne Hospital, Mercy Health – Perrysburg Medical Center, Mercy Health – Tiffin Hospital, Mercy Health – Willard

Hospital, Mercy Health – Defiance Hospital, Mercy Health Allen Hospital LLC, Mercy Health - Lorain Hospital, Mercy Health St. Elizabeth Youngstown Hospital, Mercy Health St. Joseph Warren Hospital, Mercy Health - St. Elizabeth Boardman Hospital, Mercy Health - St. Rita's Medical Center, Mercy Health – Springfield Regional Medical Center, Mercy Health - Urbana Hospital, Mercy Health - Anderson Hospital, Mercy Health - Clermont Hospital, Mercy Health – Fairfield Hospital, Mercy Health - West Hospital, The Jewish Hospital – Mercy Health, Mercy Health – Kings Mills Hospital, LLC, Mercy Health - Lourdes Hospital LLC, Mercy Health – Marcum and Wallace Hospital, Chesapeake Hospital Corporation DBA Rappahannock General, Maryview Hospital, Bon Secours Richmond Community, Bon Secours Memorial Regional Medical Center, Bon Secours – St. Mary's Hospital, Bon Secours St. Francis Health System, Bon Secours St. Francis Medical Center, Bon Secours Mary Immaculate Hospital, Bon Secours - Southside Medical Center, Bon Secours Mercy Health Franklin, LLC, Southern Virginia Medical Center, and Bon Secours Harbour View Medical Center. This also may apply to Bon Secours Mercy Health Medical Group LLC and its medical group affiliates.