

Policy Title	Graduation Requirements
Policy Number:	ADM 3.12
Department:	SCHS
Functional Area:	Dean of Enrollment Management
Contributing Department	
Approved by:	RHEI Leadership Team
Effective Date:	8/1/2025
Version:	1
Status:	Approved
Manual	To be entered by Compliance360 System administrators or N/A if not in C360
Section	ADM 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

Graduation Requirements

III. Purpose

To define the eligibility for awarding degrees and participation in commencement.

IV. Scope

This policy applies to associates that administer the awarding of degrees and students at Southside College of Health Sciences (SCHS).

V. Policy Details

To be eligible to receive a degree, a student must:

- Have a minimum GPA of 2.0.

- Submit an Intent to Graduate form to the Office of Records and Registration.
- Complete at least 30% of credit hours required for the degree through instruction offered by the College.
- Complete all degree requirements by the end of the academic session in which the degree is to be conferred.
- Complete all program requirements.

Commencement

Commencement is held twice a year at the close of the fall and spring semesters. Students may participate in commencement if they have fulfilled all administrative responsibilities and are expected to complete all degree requirements in the semester for which they have applied to graduate. Students who complete degree requirements by the end of the academic session in which the degree is to be conferred will be eligible to participate in the next commencement. Official academic regalia is required to participate in commencement. Only cords and stoles issued by the College are permitted.

Graduation Honors

Graduation honors are awarded to undergraduate students who have maintained high levels of scholastic achievement.

Levels of honor are:

3.50 - 3.749 with honor

3.75 - 3.899 with high honor

3.90 - 4.0 with highest honors

Awarding of a Posthumous Degree

A deceased student who did not complete all requirements for her/his degree at the time of death may be awarded a degree posthumously provided the following conditions are met:

- The student was currently enrolled or on an approved leave of absence at the time of death.
- The student was in good academic standing at the time of death.
- The student was within 20 credits of completing all requirements for his/her degree.

The awarding of the degree will be processed upon recommendation of the Campus Director and Dean of Academic Affairs after ascertaining that the conditions noted above have been met and final approval by the Vice President of the Richmond Higher Education Institutions has been obtained.

Notation in official college records

- A notation that the degree was awarded posthumously will be made on the transcript, but not on the diploma.
- Commencement program: "Posthumous Degree." No Latin honors will be awarded. Other awards, as determined by the faculty, may appear in the program.
- Grades of "WA" (withdrawn administrative) are issued for each course in which the student was enrolled for the last term. No record will appear for future courses for which the student may have already registered but had not begun.

VI. Definitions

None

VII. Attachments

N/A

VIII. Related Policies and Procedures

None

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	5/19/2023	N/A	Policy Adopted & Minor revisions	N/A	Dean of Student Affairs

1.0	3/23/2024	N/A	Reviewed – No Changes	1.0	Dean of Student Affairs
1.1	5/15/2025	5/15/2028	Revisions	1.0	Dean of Student Affairs
1	5/15/2025	5/15/2028	Version changed – BSMH Template Adopted/Ownership Changed	1.0	Dean of Enrollment Management

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.