

Policy Title	Academic Classification
Policy Number:	ADM 3.14
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

Academic Classification

III. Purpose

To provide the student academic classification and enrollment standards.

IV. Scope

For all faculty, staff and students at Bon Secours Memorial College of Nursing.

V. Policy Details

Student academic classification is based on the number of credit hours completed including transferred hours.

Classification is as follows:

Classification	Credits
Freshman	0 – 29
Sophomore	30 – 59
Junior	60 – 89
Senior	90 or above

Enrollment standards:

Enrollment Status	Credits
Full-time	12 or above
Three-quarters time	9 - 11
Half- time	6 – 8
Less than half-time	1 - 5

Normal Course Load

Students may enroll for a maximum of 19 credit hours during fall and spring semesters and 12 credit hours during the summer semester. A student who wishes to exceed the normal course load must seek approval from the Dean of Academic Affairs or Program Director.

Credit/Credit Hour Formula

The following formula is used to calculate credit hours: One 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

VI. Definitions**Credit/Credit Hour**

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

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 of 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	Unknown	N/A	New Policy	N/A	Executive Council
1.1	8/1/2021	N/A	Revisions & New Template	1.0	Dean of Student Affairs
1.1	3/23/2024	N/A	Reviewed – No Changes	1.1	Dean of Student Affairs
1.2	5/15/2025	5/15/2028	Minor Revisions	1.1	Dean of Student Affairs
1	5/15/2025	5/15/2028	Version Changed – BSMH Template Adopted/Ownership Changed	1.1	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.