Bon Secours
Southside College of Health Sciences

Policy Name:	College Grading System - SCHS
Policy Number:	ACA 3.06
Title of Policy Owner:	Campus Director & Dean of Academic Affairs - SCHS
Policy Type:	☒RHEI/Shared Services ☐BSMCON ☒SCHS ☐SOMI
Approved by:	RHEI Leadership Team
Effective Date:	8/1/2024
Version:	1.1
Policy Status:	Approved

I. Policy

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

II. Purpose

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

III. Scope

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

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

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.

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

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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 withgrades 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 waivermay 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.   **Attachments**

None

VII. Related Policies

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

VIII. Disclaimers

Nothing in this policy creates a contractual relationship between Southside College of Health Sciences (SCHS) and any party. SCHS, in its sole discretions, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

IX. Version Control

Version	Date	Description	Prepared by
1.0	8/1/2021	Initial Policy	CDDAA
1.1	8/1/2023	Revised and New Template	CDDAA
1.1	8/1/2024	Reviewed – No Changes	CDDAA