

**Policy Name:** Academic Classification - SCHS  
**Policy Number:** ADM 3.14  
**Title of Policy Owner:** Dean of Student Affairs  
**Policy Type:** RHEI/Shared Services BSMCON SCHS SOMI  
**Approved by:** RHEI Leadership Team  
**Effective Date:** 8/1/2024  
**Version:** 1.0  
**Policy Status:** Approved

**I. Policy**

Academic Classification

**II. Purpose**

To provide the student academic classification and enrollment standards.

**III. Scope**

For all associates and students at Southside College of Health Sciences (SCHS).

**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.

**V. Policy Details**

Student academic classification is based on the number of credit hours completed including transferred hours. Classification is as follows:

| <b>Classification</b> | <b>Credits</b> |
|-----------------------|----------------|
| Freshman              | 0 – 29         |
| Sophomore             | 30 – 59+       |

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       |

**Credit/Credit Hour Formula:**

The following formula is used to calculate credit hours:

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 of hours
- Three hours of clinical per week for a semester or the equivalent number of hours

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.

**VI. Attachments**

None

**VII. Related Policies**

ACA 3.06 College Grading System

**VIII. Disclaimers**

Nothing in this policy creates a contractual relationship between SCHS 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.

**IX. Version Control**

| Version | Date      | Description              | Prepared by             |
|---------|-----------|--------------------------|-------------------------|
| 1.0     | 8/1/2021  | Revised and new template | Executive Council       |
| 1.0     | 3/23/2024 | Reviewed – No Changes    | Dean of Student Affairs |