Bon Secours
Memorial College of Nursing

Policy Name:	College Grading System - BSMCON
Policy Number:	ACA 3.06
Title of Policy Owner:	Campus Director & Dean of Academic Affairs - BSMCON
Policy Type:	☒RHEI/Shared Services ☒BSMCON ☐SCHS ☐SOMI
Approved by:	RHEI Leadership Team
Effective Date:	8/1/2024
Version:	1.3
Policy Status:	Approved

I.   Policy

Bon Secours Memorial College of Nursing (BSMCON) 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 lectures, laboratory hours, and/or clinical hours spent in class.

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.

V.   Policy Details

All course work offered at the College uses the grading scale provided below.

Grade	Numerical Equivalent	Meaning	Quality Points Per Credit Hour
A	94-100	Excellent	4
B+	91-93		3.5

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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	Not used in 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 BSMCON less than a "C" (defined as D or F is considered failing and the student must repeat and successfully complete the course.

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.

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 hours attempted. *Courses with grades of I, P, W, WA, AU are not used in the calculation of the GPA. 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.

Example

Course	Grade	Credit Hours (CH)	Multiply	Quality Points	Equals	Total Quality Points (TQP)
NUR 1101	A	1	X	4	=	4
NUR 2100	B+	2	X	3.5	=	7
NUR 2101	B	3	X	3	=	9
NUR 2102	B	4	X	3	=	12
NUR 2104P	P	2	X	*	=	*
Total Credit Hours		**12**	**Semester Total Quality Points**			**32**
*P grade not used in GPA calculation		12 – 2* = 10 CH	32 TQP /10 CH = 3.2 semester GPA			

INCOMPLETE GRADES:

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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. A waiver may be granted by the 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.

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 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, included in the calculation of GPA, counted 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
ACA 2.02 Academic Progression

VIII. Disclaimers

Nothing in this policy creates a contractual relationship between Bon Secours Memorial College of Nursing (BSMCON) and any party. BSMCON, 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	7/7/2008	Original Policy	Dean of Academic Affairs
1.1	4/13/2020	Revisions & New Template	Dean of Academic Affairs

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1.2	4/26/2020	Revisions	Dean of Academic Affairs
1.3	4/17/2024	Revisions	CDDAA

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