

POLICY A1 Grading (Certificate)

Policy Name: Grading
 Policy Category & Number: A1
 Person Responsible: Program Coordinator
 Approved by: Dean
 Effective Date: May 15, 2022
 Version: 2.0
 Policy Status: Approved

- I. Policy:
 It is the policy of Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) to establish that SOMI students must obtain a grade of C (80) or better in all courses for successful completion.
- II. Purpose:
 The purpose of this policy is to provide clarity and ensure consistency of assigning grades to all coursework taken at SOMI.
- III. Scope:
 This policy applies to students, faculty, and any department of the School responsible for posting and/or interpreting assignment of grades.

IV. Policy Details:

Grading Scale

Grade	Meaning	Point Value	Quality Points per Credit Hour
A	Excellent	95-100	4
B	Above Average	89-94	3
C*	Average	80-88	2
D	Unsatisfactory	77-79	1
F	Failure	0-76	0
I	Incomplete		Not calculated in GPA
P	Pass, Credit awarded, not calculated in GPA		Not calculated in GPA

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W	Withdrawal		Not calculated in GPA
WA	Administrative Withdrawal		Not calculated in GPA
AU	Audit (No credit)		Not calculated in GPA

Incomplete Grades

A final grade of incomplete is only given in a clinical course. An incomplete grade may be assigned by the instructor for 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 in extenuating circumstances in which the time frame is unreasonable. If a waiver is granted, the student must meet the clinical course requirement(s) no later than the end of the 4th week of the following semester.

V. 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 instruction. 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.
- For every sixty-four (64) hours in the clinical setting (practicum) a student will be awarded one (1) credit hour.

VI. Attachments:

N/A

VII. Related Policies:

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A8 – Satisfactory Academic Progress (SAP) (Certificate)

G3 – Program Length (Certificate)

C13 – Clinical Leave

VIII. Disclaimers:

- a. Nothing in this policy creates a contractual relationship between Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) and any party. SOMI, 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
2.0	5/15/2022	New Template & Revisions	Dean