

## POLICY A3 Academic Classification (Certificate)

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Policy Name: Academic Classification  
 Policy Category & Number: A3  
 Person Responsible: Program Coordinator  
 Approved by: Dean  
 Effective Date: May 15, 2022  
 Version: 1.0  
 Policy Status: Approved

- I. Policy:  
It is the policy of Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) to publish academic classification.
  
- II. Purpose:  
The purpose of this policy is to provide the student academic classification and enrollment standards.
  
- III. Scope:  
This policy applies to the entire SOMI community: faculty, staff, and students.
  
- IV. Policy Details:  
Student academic classification is based on the number of credit hours completed including transferred hours.

### Academic Classification

| 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      | 9-11        |
| Half-time           | 6-8         |
| Less than half time | 1-5         |

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

V. Definitions:

None

VI. Attachments:

N/A

VII. Related Policies:

None

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 |
|---------|-----------|-------------|-------------|
| 1.0     | 5/15/2022 | New Policy  | Dean        |