

Policy Name: Academic Classification
Policy Number: ADM 3.14
Title of Policy Owner: Dean of Administration
Policy Type: ☒RHEI/Shared Services ☒BSMCON ☐SCHS ☐SOMI
Approved by: RHEI Leadership Team
Effective Date: 8/1/2025
Version: 2.0
Policy Status: Approved

I. Policy

Academic Classification

II. Purpose

To provide the student academic classification and enrollment standards.

III. Scope

For all faculty, staff and students at Bon Secours Memorial College of Nursing.

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:

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

Normal Course Load:

Students may enroll for a maximum of 19 credit hours during fall and spring semesters and 12 credit hours during the summer semester. A student who wishes to exceed the normal course load must seek approval from the Dean of Academic Affairs or Program Director.

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

VI. Attachments

None

VII. Related Policies

None

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	04/13/2020	New Template and Revisions	Dean of Student Services
1.0	5/11/2022	Reviewed No Changes	Dean of Student Affairs
2.0	5/19/2025	New Template Minor Revisions	Dean of Student Affairs