

Policy Title	College Grading System
Policy Number:	ACA 3.06
Department:	BSMCON
Functional Area:	Academic Affairs
Contributing Department	
Approved by:	RHEI Leadership Team
Effective Date:	8/1/2026
Version:	1
Status:	Approved
Manual	To be entered by Compliance360 System administrators or N/A if not in C360
Section	ACA 3

I. Mission, Vision and Values

This policy reflects our commitment to human dignity, integrity, compassion, stewardship, and service by guiding decisions and actions that uphold respect for all individuals and promote excellence in our work.

This policy aligns with our mission of extending the compassionate ministry of Jesus by improving the health and well-being of our communities and providing good help to those in need, especially the poor, dying, and underserved by ensuring that our practices support ethical, effective, and accountable service across all areas of the organization.

II. Policy

Bon Secours Memorial College of Nursing (BSMCON), a department operated and controlled by the Bon Secours Memorial Regional Medical Center, LLC, establishes a grading system to be used for all coursework at the College.

III. Purpose

The purpose of this policy is to provide clarity and ensure consistency of assigning grades to all coursework taken at the College.

IV. Scope

This policy applies to students, faculty, and any department of the College responsible for posting and/or interpreting assignment of grades.

V. Policy Details

Undergraduate Grading Scale

All undergraduate course work offered at the College uses the grading scale in the table below.

Students must achieve a minimum final grade of C (80%) to successfully complete a course and remain eligible to progress in the program.

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	Numerical Equivalent	Meaning	Quality Points Per Credit Hour
A	94-100	Excellent	4
B+	91-93		3.5
B	87-90	Above Average	3
C+	84-86		2.5
C	80-83	Average	2
D+	77-79	Failure	1.5
D	73-76		1
F	0-72		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

Graduate Grading Scale

Graduate course work offered at the College uses the grading scale provided in the table below.

Students must achieve a minimum final grade of B (80%) to successfully complete a course and remain eligible to progress in the program.

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	Numerical Range	Meaning	Quality Points Per Credit Hour
A	93–100	Excellent	4.0
A-	90-92		3.7
		Above Average	
B+	87–89	Above Average	3.3
B	80-86	Average	3.0
C+	77-79		2.7
C	70-76		2.3
D+	67-69		2.0

D	60-66	Failure	1.7
F	0-65		0.0
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

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.

Undergraduate 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			

Graduate Example:

Course	Grade	Credit Hours (CH)	Multiply	Quality Points	Equals	Total Quality Points (TQP)
NUR 5400	A	1	X	4	=	4
NUR 5401	B+	3	X	3.3	=	9.9
NUR 5441	B	3	X	3	=	9
NUR 5402	B	2	X	3	=	6
NUR 5403P	P	2	X	*	=	*
Total Credit Hours		11	Semester Total Quality Points			28.9
P grade not used in GPA calculation		11 – 2 = 9 CH	28.9 TQP / 9 CH = 3.2 semester GPA			

INCOMPLETE GRADES

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. 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 formulas are used to calculate credit hours:

Semester – A semester is the standard measurement used to group weeks of instructional time in the academic year. Semester is a period of enrollment and includes fall, spring, and summer. For Title IV purposes, a Semester also denotes a Payment Period. 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 number of hours
- Three hours of practicum per week for a Semester or the equivalent number of hours

Term (Module)

A term (Module) is an eight (8) week period of enrollment and instructional time. For Title IV purposes, Term (Module) also denotes a Payment Period. 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 practicum per week for an 8-week Term (Module) or the equivalent number of hours.

VII. Attachments

N/A

VIII. Related Policies and Procedures

ADM 2.06 Satisfactory Academic Progress
ACA 2.02 Academic Progression

IX. Regulatory Notices

Nothing in this policy creates a contractual relationship between Bon Secours Memorial College of Nursing (BSMCON), a department operated and controlled by Bon Secours Memorial Regional Medical Center, LLC, and any party. BSMCON, in its sole discretion, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

X. Version Control

Version	Effective Date	Next Review Date	Description	Supersedes, if applicable	Prepared By
1.0	7/7/2008	N/A	Original Policy	N/A	Dean of Academic Affairs
1.1	4/13/2020	N/A	Revisions & New Template	1.0	Dean of Academic Affairs
1.2	4/26/2020	N/A	Revisions	1.1	Dean of Academic Affairs
1.3	4/17/2024	4/17/2027	Revisions	1.2	CDDAA

1	4/17/2024	4/17/2027	Version Changed – BSMH Template Adopted	1.2	CDDAA
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This policy/procedure/guideline is not intended to establish a standard of clinical or non-clinical care or practice. Rather, this policy/procedure/guideline creates a general tool to help guide decision-making with the understanding that different action(s) may be necessary in response to the totality of the circumstances presented.

Sites revised 05/06/2025- Bon Secours Mercy Health adopts the above policy, procedure, policy & procedure, guideline, manual / reference guide / instructions, or principle / standard / guidance document for all Bon Secours Mercy Health entities including, but not limited to, facilities doing business as Mercy Health – St. Vincent Medical Center, St. Vincent – St. Charles Hospital, St. Vincent – St. Anne Hospital, Mercy Health – Perrysburg Medical Center, Mercy Health – Tiffin Hospital, Mercy Health – Willard Hospital, Mercy Health – Defiance Hospital, Mercy Health Allen Hospital LLC, Mercy Health - Lorain Hospital, Mercy Health St. Elizabeth Youngstown Hospital, Mercy Health St. Joseph Warren Hospital, Mercy Health - St. Elizabeth Boardman Hospital, Mercy Health - St. Rita's Medical Center, Mercy Health – Springfield Regional Medical Center, Mercy Health - Urbana Hospital, Mercy Health - Anderson Hospital, Mercy Health - Clermont Hospital, Mercy Health – Fairfield Hospital, Mercy Health - West Hospital, The Jewish Hospital – Mercy Health, Mercy Health – Kings Mills Hospital, LLC, Mercy Health - Lourdes Hospital LLC, Mercy Health – Marcum and Wallace Hospital, Chesapeake Hospital Corporation DBA Rappahannock General, Maryview Hospital, Bon Secours Richmond Community, Bon Secours Memorial Regional Medical Center, Bon Secours – St. Mary's Hospital, Bon Secours St. Francis Health System, Bon Secours St. Francis Medical Center, Bon Secours Mary Immaculate Hospital, Bon Secours - Southside Medical Center, Bon Secours Mercy Health Franklin, LLC, Southern Virginia Medical Center, and Bon Secours Harbour View Medical Center. This also may apply to Bon Secours Mercy Health Medical Group LLC and its medical group affiliates.