
Policy Name: Academic Definitions
Policy Number: ADM 2.01
Title of Policy Owner: Dean of Student Services
Approved by: Policy Committee/Administrative Cabinet
Effective Date: 8/1/2020
Version: 1.0
Policy Status: Approved

I. Policy

Academic Definitions

II. Purpose

To define terms used in policies at Bon Secours Memorial College of Nursing (BSMCON).

III. Scope

For all faculty, staff and students at BSMCON.

IV. Definitions

Audit: To audit a course means a student enrolls in a course but does not receive academic credit upon completion of the course.

Academic Calendar: The College academic year is defined as two standard terms (Fall, Spring) of 15 weeks plus a final examination week. A Summer term, if offered, is defined as 10 weeks inclusive of the final examination period.

Voluntary Course Withdrawal: A student who informs the College of their withdrawal from course(s) or the College is considered to have voluntarily withdrawn. The student provides notice of withdrawal by completing either in writing or electronically, a Withdrawal form or a Leave of Absence (LOA) or Permanent Resignation from the College form and submits it to the Registrar's Office.

Administrative Course Withdrawal: An administratively withdrawn student is one who has stopped performing academically-related activities such as

course attendance; or completion and submission of a course assignment, exam, tutorial, clinical experience, skills lab or simulation experience.

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.

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.

Credit Conversion: Credits considered for transfer that are reported in quarter hours, are multiplied by two-thirds (.67) to equal semester hours.

Determined Date of Withdrawal (Date of determination): The date of determination (DOD) is the date which the College has determined that a student has dropped/withdrawn from a course or resigned from the College, either voluntarily or administratively. For voluntary drops/withdrawals from a course or resignation from the College, the DOD is defined as the date the College receives written or electronic (via CampusNexus) notification from the student, such as adding or dropping a course in CampusNexus during the official add/drop period as defined in the Academic Calendar, or submission of forms such as the Add/Drop/Withdrawal from a Course or Leave of Absence (LOA) or Permanent Resignation from the College. For administrative drops/withdrawals from a course or resignation from the College, the DOD is defined as the last date of attendance.

Last Date of Attendance: A student's last date of attendance is the last date documented by the instructor of an academically-related activity in a course, such as attendance in the course; or completion and submission of a course assignment, exam, tutorial, clinical experience, skills lab or simulation experience.

Resignation Date

(34 C.F.R. § 668.22)

- The resignation date is the date the student began the College's resignation process or officially notified the College in writing of intent to resign.
- For a student who resigns from the College without notifying the College, the date the College determines is related to 1) the circumstances beyond the student's control; or 2) the midpoint of the semester; or, 3) the student's last date of attendance (LDA) at a documented academically related activity.
- For a student who resigns from the College without providing notification to the College, the College must determine the resignation date no later than 30 days after the end of the earlier of 1) the payment period or period of enrollment; or, 2) the academic year, or the educational program.

V. Policy Details

VI. The College subscribes these definitions in its policies.

VII. Attachments

None

VIII. Related Policies

ACA 3.06 College Grading System

ADM 2.04 Changes of Curricula, Courses, Catalog and/or Semester Schedule

ADM 2.06 Satisfactory Academic Progress

ADM 2.08 College Attendance Policy

ADM 3.07 Leave of Absence or Permanent Resignation from the College

ADM 3.08 Add/Drop/Withdrawal from a course

ADM 3.10 Transfer Credit

ADM 3.14 Academic Classification
ADM 4.01 Federal Financial Aid Administration
ADM 5.01 Financial Refunds

IX. Disclaimers

- a. 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.

X. Version Control

Version	Date	Description	Prepared by
1.0	4/13/2020	Revise and new template	Dean of Student Services