

Policy Name: Graduation Requirements  
Policy Number: ADM 3.12  
Title of Policy Owner: Dean of Student Affairs  
Approved by: Administrative Cabinet  
Effective Date: 8/1/2022  
Version: 1.0  
Policy Status: Approved

I. Policy

Graduation Requirements

II. Purpose

To define the eligibility for awarding degrees and participation in commencement.

III. Scope

This policy applies to students of the College of Nursing and staff that administer the awarding of degrees.

IV. Definitions

None

V. Policy Details

Degree Requirements:

To be eligible to receive a degree, a student must:

- Have a minimum GPA of 2.0.
- Submit Intent to Graduate form to the Registrar's Office by the date published in the College's Academic Calendar.
- Complete at least 25% of credit hours required for the degree through instruction offered by the College.

- Complete all degree requirements by the end of the academic session in which the degree is to be conferred.
- Complete all program requirements.
- Settle all indebtedness to the College to include returning of library and school materials.

A hold will be placed on a student's record at the time of graduation for outstanding obligations to the College. These obligations might include receipt of final transcript from another institution, financial balances, library books or fines. If unfulfilled, these obligations may prevent the release of any information concerning the conferring of the student's degree.

#### Commencement:

Commencement is held twice a year at the close of the fall and spring semesters. Students that complete requirements during the summer semester will have their degrees conferred at the end of the summer term. They may participate in fall commencement.

Students may participate in commencement if they have fulfilled all administrative responsibilities and are expected to complete all degree requirements in the semester for which they have applied to graduate.

#### Graduation Honors:

Graduation honors are awarded to undergraduate students who have maintained high levels of scholastic achievement. Levels of honor are:

3.50 – 3.749	cum laude	(with distinction)
3.75 – 3.899	magna cum laude	(with high distinction)
3.90 – 4.0	summa cum laude	(with highest distinction)

Latin honors apply only to baccalaureate students. Honor listing on transcripts will be calculated based only on coursework while enrolled at the College. Transcripts will reflect any courses taken prior to admission as transfer (TR) courses. Any courses taken while enrolled will show institution here it was taken, earned grade, credits hours and quality points.

#### Awarding of a Posthumous Degree:

A deceased student who did not complete all requirements for their degree at the time of death may be awarded a degree posthumously provided the following conditions are met:

- The student was currently enrolled or on an approved leave of absence at the time of death.
- The student was in good academic standing at the time of death.
- The student was within 20 credits of completing all requirements for their degree.

The awarding of the degree will be processed upon recommendation of the Dean of Academic Affairs after ascertaining that the conditions noted above have been met and final approval by the Vice President of the Richmond Higher Education Institutions.

Notation in official college records

- A notation that the degree was awarded posthumously will be made on the transcript, but not on the diploma.
- Commencement program: "Posthumous Degree." No Latin honors will be awarded. Other awards, as determined by the faculty, may appear in the program
- Grades of "WA" (withdrawn administrative) are issued for each course in which the student was enrolled for the last term. No record will appear for future courses for which the student may have already registered but had not begun.

VI. Attachments

None

VII. Related Policies

None

VIII. 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.

IX. Version Control

Version	Date	Description	Prepared by
1.0	2/10/2020	Revised	Dean of Student Services
1.0	5/25/2022	Minor changes, inclusivity language	Dean of Student Affairs