Policy Name: Academic Classification
Policy Number: ADM 3.14
Title of Policy Owner: Dean of Student Services
Approved by: Policy Committee/Administrative Cabinet
Effective Date: 08/01/2020
Version: 1.0
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

Policy Name: Academic Classification
Version: 1.0   Original Date: 03/19/2012
Last Reviewed Date: 04/13/2020   Last Modified Date: 04/13/2020   Page 1 of 3

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 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
   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	04/13/2020	Revisions and new template	Dean of Student Services