

**Policy Name:** School Grading System  
**Policy Number:** ACA 3.06  
**Title of Policy Owner:** Campus Director & Dean of Academic Affairs  
**Policy Type:** RHEI/Shared Services   BSMCON   SCHS   SOMI  
**Approved by:** RHEI Leadership Team  
**Effective Date:** 8/6/2025  
**Version:** 1.3  
**Policy Status:** Approved

**I. Policy**

It is the policy of Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) to establish that SOMI students must obtain a grade of C (80) or better in all courses for successful completion.

**II. Purpose**

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

**III. Scope**

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

**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 instruction. 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.
- For every fifty-six (56) hours in the clinical setting (practicum) a student will be awarded one (1) credit hour.

**V. Policy Details**

**Grading Scale**

Grade	Meaning	Point Value	Quality Points per Credit Hour
A	Excellent	95-100	4
B	Above Average	89-94	3

C*	Average	80-88	2
D	Unsatisfactory	77-79	1
F	Failure	0-76	0
I	Incomplete		Not calculated in GPA
P	Pass, Credit awarded, not calculated in GPA		Not calculated in GPA
W	Withdrawal		Not calculated in GPA
WA	Administrative Withdrawal		Not calculated in GPA
AU	Audit (No credit)		Not calculated in GPA

*\*Any final grade below a C (80) will have been peer reviewed by another School faculty member and documented prior to notifying the student.*

**INCOMPLETE GRADES:**

An incomplete grade may be assigned for a **clinical** course only when extenuating circumstances such as an illness or other emergency prevent the student from completing the clinical course requirements by the end of the semester. A waiver may be granted by the Dean of Academic Affairs in extenuating circumstances. If a waiver is granted, the student must meet all clinical course requirements prior to the first day/date of the following semester.

**VI. Attachments**

N/A

**VII. Related Policies**

- ADM 2.06 Satisfactory Academic Progress
- ACA 2.02 Academic Progression
- ADM 3.07 Leave of Absence or Permanent Resignation from the School

**VIII. Disclaimers**

Nothing in this policy creates a contractual relationship between Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) and any party. SOMI, 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
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1.0	9/6/2011	Initial Policy	CDDAA
1.1	4/3/2022	New Template & Revisions	CDDAA
1.2	8/1/2023	New Template	CDDAA
1.2	6/23/2024	Reviewed – No Changes	CDDAA
1.3	8/6/2025	Minor updates	CDDAA