

Policy Title	School Grading System
Policy Number:	ACA 3.06
Department:	SOMI
Functional Area:	Academic Affairs
Contributing Department	
Approved by:	RHEI Leadership Team
Effective Date:	8/6/2025
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

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.

III. Purpose

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

IV. Scope

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

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. 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.

VII. Attachments

N/A

VIII. Related Policies and Procedures

ADM 2.06 Satisfactory Academic Progress

ACA 2.02 Academic Progression

ADM 3.07 Leave of Absence or Permanent Resignation from the School

IX. Regulatory Notices

Nothing in this policy creates a contractual relationship between Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI), a department owned and controlled by Bon Secours St. Mary's Hospital of Richmond, LLC, and any party. SOMI, 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	9/6/2011	N/A	Initial Policy	N/A	CDDAA
1.1	4/3/2022	N/A	New Template & Revisions	1.0	CDDAA
1.2	8/1/2023	N/A	New Template	1.1	CDDAA
1.2	6/23/2024	N/A	Reviewed – No Changes	1.2	CDDAA
1.3	8/6/2025	8/6/2028	Minor Updates	1.2	CDDAA
1	8/6/2025	8/6/2028	Version changed – BSMH Template Adopted	1.2	CDDAA

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.