

Academic Standards

Grading and Grade Point Averages

Grading is done by the traditional method of "A" through "D" along with negative categories such as "F" (Failure), and "WF" (Withdraw Failing). Grades are assigned a numerical value when determining students Grade Point Average (GPA).

Nursing Grading System

NURSING THEORY:

93-100	A
84-92	B
75-83	C
< 75	F

NURSING CLINICAL:

S (Satisfactory)
U (Unsatisfactory)

Radiology Grading System

RADIOLOGY THEORY:

93 -100	A
86 – 92	B
75 – 85	C
70 – 74	D
< 69	F

RADIOLOGY CLINICAL:

93-100	A
86 – 92	B
75 – 85	C
<74	F

Quality Points

GRADE SIGNIFICANCE PER CREDIT HOUR:

A	Excellent	4
B	Good	3
C	Average	2
D	Poor	1
F	Failure	0

Grade Point Average (GPA) Calculation

SRMCPS uses the grading system described below. Designators indicate academic action, not grades. Therefore they are not included when calculating grade point averages. Final course grades are assigned points as follows:

GRADE POINT AVERAGES:

A	4 points per semester-hour credit
B	3 points per semester-hour credit
C	2 points per semester-hour credit
D	1 point per semester-hour credit
F	0 points per semester-hour credit
I	0 points per semester-hour credit
WP	0 points per semester-hour credit
WF	0 points per semester-hour credit
CR	0 points per semester hour credit
CT	0 points per semester hour credit
AU	0 points per semester hour credit
W	Withdrawal (prior to official deadline without academic penalty)

To calculate the number of points earned in a course, multiply the points for the final grade by the number of semester-hours for that course. For example, if a student receives a grade of B in N301 (10 credits), the total number of points earned equals 3 points per semester-hour credit multiplied by 10 course credit hours for a total of 30 points.

A student's grade point average (GPA) is calculated by dividing the total number of points earned by the number of credit hours for which grades of A, B, C, D, F, I, WP, or WF is received. If a student has enrolled in and received the following grades during a single semester,

COURSE	GRADE	CREDIT HOURS
N301	B	10
N310	A	2
Psychology	B	3

their GPA is calculated thus:

N301	3 points multiplied by 10 credit hours	30 points
N310	4 points multiplied by 2 credit hours	8 points
Psychology	3 points multiplied by 3 credit hours	9 points
Total Points		47 points

Dividing 47 by the total number of credit hours (15), the resulting GPA is 3.13.

A student's GPA is for work completed in a given semester only; whereas, the term cumulative GPA refers to a student's overall academic standing and is based on all grades and credit hours earned.

Academic Integrity Policy

Accountability for one's actions, personal responsibility, and integrity are key values in health care. In keeping with these values, Southside Regional Medical Center (SRMC) School of Nursing students are expected to demonstrate integrity in the classroom and clinical settings. Students will be held accountable for engaging in violations of academic integrity prior to and during their enrollment with SRMC Professional Schools. Breaches of academic integrity are unacceptable and may result in disciplinary action that is not limited to, but may include, denial of admission or dismissal from the program.

Violations of Academic Integrity:

The following definitions of academic dishonesty represent some basic types of behavior deemed unacceptable. The list is intended to define common breaches of academic integrity, but is not intended to include all infractions. Any act of academic dishonesty or misconduct is subject to disciplinary action.

1. PLAGIARISM

Failure to cite the source of submitted work; submitting material that is in any part not entirely one's own work without crediting those portions to the correct source(s).

2. CHEATING

Includes, but is not limited to: Attempting to use or using unauthorized materials or study aids; copying another student's work; using notes or aids during a quiz or exam; giving or receiving information or assistance on work when it is expected that each student does his/her own; obtaining, stealing or reproducing an unauthorized copy (not previously distributed to any class) of a quiz, or examination to be administered prior to the time of the examination; stealing, destroying, defacing or concealing materials with the purpose of depriving others of their use; interfering with another student's academic work; allowing another person to do one's work and then submitting it under one's own name; submitting identical or similar papers in more than one course without prior permission from the course faculty; altering a grade in any manner; or any action which created or obtains an unfair advantage over another student's academic work.

3. FABRICATION

Falsifying or inventing any information, data or citation; knowingly providing any misinformation on records or unofficial documents.

4. MISREPRESENTATION OF ACADEMIC RECORDS

Altering any document affecting academic records; forging signatures; falsifying any information on any document, application, reference, transcript, report, letter, or any form submitted to the School of Nursing.

5. UNAUTHORIZED USE OF SCHOOL RECORDS

Entering or gaining access (without permission) to any secured area (including faculty or any Professional School offices, data center, computers, filing cabinets) where confidential documents, school records or examinations are stored.

penalty which can be found on the academic calendar. Students who stop attending a class without officially withdrawing will receive a grade of "F," which is computed as a failing grade. Students who have not attended at least during the first week of class will be dropped by the instructor as "never attended." No tuition and fee adjustments will be made.

6. FACILITATING DISHONESTY OF ANOTHER STUDENT

Providing material, information or assistance to another student with the knowledge that such information could result in any of the violations described in this policy; or providing false information in connection with any inquiry regarding the academic integrity of a student.

Students who withdraw from a course(s) after this first week of class will receive a grade of "WP" (Withdraw Passing) or "WF" (Withdraw Failing) as determined by the course instructor. A "WP" will not be computed in the GPA whereas a "WF" will be computed as a failing grade after the drop/add date.

Depending upon the nature of the infraction, disciplinary action may be imposed upon the student in one or a combination of the following methods:

Financial Aid recipients should be aware that withdrawals will affect their "Satisfactory Academic Progress Requirements" and may require a portion of unearned aid to be repaid. Therefore, financial aid recipients should seek additional information concerning loans, scholarships or grants from the Financial Aid Office before withdrawing from the program.

- a. Requiring the student to redo the work or do supplementary work;
- b. Assigning a grade of "F" or "Zero" to the work or do supplementary work;
- c. Dismissing the student from class, clinical, or the school.

Course Repetition

Students who receive veteran's benefits or financial aid should be advised that they may not receive funds for repeating courses which they have already passed. Students may not repeat a course more than once at SRMCPS.

Withdrawing from Courses and/or School

Students, who withdraw from a class or from School, should first consult with their course coordinator or faculty member and then contact the Registrar in Student Services. A student may withdraw and receive a grade of "W" up until the last day to withdraw without

Auditing

Individuals who wish to audit a course must be enrolled in the Professional Schools, a graduate or registered nurse. Permission from the Dean of Academic Services is required to audit courses in programs located on the Petersburg

campus, and from the Dean of Distance Education in the Distance program. Any individual who wishes to audit a course must register as an "audit" and pay full tuition for the didactic portion of the course and one-half of full-tuition for the didactic portion of a clinical nursing course. The number of individuals auditing a course will be restricted by the Deans and Vice President, Professional Schools. Clinical audits are not allowed.

Examinations, papers and other evaluative processes will not be completed by the auditing student. In no case will the student receive a grade or degree credit for an audited course. "AU" will be indicated on the student's academic record upon completion of the course.

Students should be aware that Financial Aid and Veteran's Benefits do not pay for courses that are audited. Audit courses do not transfer.

Students seeking readmission to the program may be advised or required by the faculty to audit a program course. Students in these circumstances must meet the same course requirements as other students registered for the class. Under these circumstances, failure to satisfactorily audit a course may be denied readmission, further progression in the program, and/or ineligible for graduation from the program.

Class Designation

Students completing a minimum of 22 hours of course work will be listed as Level II students.

Academic Progress and Probation

Each student is expected to make satisfactory progress toward their goal of obtaining the diploma in their declared program of study. The cumulative grade point average is reviewed at the end of each term to determine whether the student has made the expected progress. The minimum cumulative GPA for remaining in good standing is a 2.0.

Students that have a cumulative grade point average of less than 2.0 for any given semester will be placed on academic warning. Notice of this warning will be sent to students and their course faculty member. Students are encouraged to seek assistance from the Remediation specialist if they have not already done so.

Students on academic warning whose cumulative grade point average remains below the Satisfactory Progress Standards (2.0) will be placed on academic probation for the following semester. Students will be notified of their academic probation by the Registrar.

Readmission Following Academic Suspension

Students who have been placed on academic suspension or failed a course may request to re-enroll in the program. Students who desire to re-enroll must meet the conditions required during their academic suspension, and meet program requirements regarding re-enrollment. Re-enrollment is not automatic, and is dependent in part, upon space availability in the program of choice.

Degree/Diploma Requirements

All students should refer to the School Catalog and the Program Handbooks for information about the courses required for graduation in the difference programs. Students should meet with the course faculty and/or faculty advisors when questions arise and follow the program check sheets so that they are assured of meeting the program requirements for graduation. Check sheets are recommended for all students, and are required for students who have SRMC loan agreements. Faculty and admission officers are available to students, but the final responsibility for meeting program and graduation requirements remains with the student.

Requirements for Graduation from SRMCPS

Commencement exercises are held following the Spring term in May of each year. All candidates are expected to be in attendance. Students who graduate in August are invited to participate in the May commencement exercises. A student is eligible for graduation when the following requirements are met:

- ▶ Candidates must state their intent to graduate by completing an "Intent to Graduate" form and the "Graduate Survey" and submit to the Admissions Office. Dates for the submission of the intent to graduate form and graduate survey can be found on the Student Services bulletin board, and listed on the School web page.
- ▶ All requirements for the diploma/degree in the designated program must be satisfactorily completed with a program grade point average of at least 2.0.

- ▶ Students transferring course work from other schools are required to complete a minimum of 36 hours in residence at Southside Regional Medical Center Professional schools to be awarded a diploma or certificate from the School. Students wishing to receive an A.A. S. degree from Richard Bland will need to contact an admissions officer for the requirements.

- ▶ The student must assume responsibility for all financial obligations to SRMCPS and Richard Bland.

Upon graduation, eligibility for financial aid and veteran's benefits will cease. The student is required to contact the Financial Aid office if they plan to continue their education and receive aid in another program beyond their graduation at SRMCPS.

Orders for caps, gowns, class rings and school pins will be discussed with the class as a whole at the beginning of the last term. Commencement exercises held each spring and are open to all who choose to attend, however pinning ceremonies are by invitation only. Students will be provided a number of Pinning Ceremony announcements during the final term.

Honors

VICE PRESIDENT HONORS LIST

GPA = 3.85
Completed minimum of 25 hours at SRMCPS
Have no grades of "I"

DEAN'S HONORS LIST

GPA = 3.70 or better
Completed at least 15 hours at SRMCPS
Have no grades of "I"

HONOR'S LIST

GPA = 3.25 or better
Completed at least 10 hours at SRMCPS
Have no grades of "I"

Restrictions on Class Admissions

No person may attend classes unless the registration and validation procedure has been completed and all tuition and fees have been paid or deferred payment has been granted by the Dean of Administrative Services or the Vice President, Professional Schools.

Attendance Policy

Students are expected to attend all regularly scheduled classes. However, it is recognized that occasional absences may be necessary. A student is responsible for work missed and is expected to be prepared for the next class. Faculty members in each academic program establish their own class attendance policy that conforms to the School Policy. The attendance policy will be explained and given to students at the first class meeting. Students who

have not attended at least once during the first week of class will be dropped by the instructor as "never attended".

Appropriate Classroom Behavior

All students are given the opportunity to learn in an environment that is free from noise, intrusions and disruptions. Students should remain attentive to the activities of the classroom and behave in a manner that allows others to be attentive. Noise must be avoided and includes, but is not limited to, beepers, cell phones, children, and side conversations among students, monopolization of class discussion, reading newspapers or other material and frequent getting up and down while class is in session. Faculty and students are mutually responsible for enforcing optimal classroom behavior and thus creating an appropriate environment conducive to learning for all.

Transcripts of Credit

Transcripts of credit must be requested in writing by the student and sent to the Registrar in the Student Services Office. All financial obligations to the School must be cleared before any transcript will be released.

It is recommended that at least one week be allowed for the processing and mailing time of transcripts. Written requests for immediate copies of transcripts must be submitted twenty-four hours in advance. Any transcript given directly to a student will carry the notation "Issued to Student" and will require the presentation of a photo I.D. Transcripts issued to a student will be mailed to the student's address of record on file in the Office of the Registrar in Student Services.

Catalog Requirements

Students must meet the catalog requirements for graduation in effect at the time of their enrollment into a curriculum program (Catalog of Record). Students who do not complete a term with a "C" or better, or are not continuously enrolled in a program will be readmitted under the new terms of the current catalog and handbook. A student who changes programs must meet the catalog requirements at the time of enrollment into the new program.

Grade Appeal Procedure

The grade appeals policy is designed to give the student the opportunity to correct an actual or perceived injustice. It should be utilized only when the student contends that the final course grade assigned by the instructor is arbitrary or capricious. It is not to be used to challenge grades on individual assignments. "Arbitrary or capricious" implies that:

- The student has been assigned a grade on the basis of something other than his/her performance in the course; or
- Standards utilized in the determination of the student's grade are more exacting or demanding than those applied to other students in the course; or
- The grade is based upon standards that are significant, unannounced and unreasonable departures from those articulated in the course description distributed at the beginning of the course.

The assessment of the quality of the student's academic and clinical performance is one of the major

responsibilities of faculty members at the Professional Schools and is solely and properly their responsibility. A grade appeal is not appropriate when a student simply disagrees with the faculty member's judgment about the quality of the student's work. A student who is uncertain about whether or not a grade should be appealed or who needs additional information about the process can contact the office of the academic dean for further information.

Student evaluations and assignments of final course grades are the responsibility of the faculty. The faculty member is accountable for any and all grades assigned to students; therefore, each faculty member shall maintain records to support student evaluations and grades.

The burden of proof is always on the student appellant to prove that a change of grade is an appropriate action in his or her case. Students must adhere to the time frames outlined in this policy or their right to appeal the grade may be forfeited.

The student may seek corrective action through the following procedure:

1. Grade appeals must be initiated on an individual basis. The student who wishes to appeal the grade must submit a formal letter to the faculty member or appropriate Dean (if the faculty member is no longer on campus) requesting a re-evaluation of their performance in the course within five (5) days of receipt of grade; and, provide the following information in the letter: name, social security number, course number, title, section, semester and year taken; name of instructor and a clear statement of the grade change request and reasons which justify the request.
2. Faculty members, upon receipt of a student's request for a grade change,

have five (5) days to review their records and return a decision. If it is determined that a student's request is justified, the faculty member will prepare a Grade Change Authorization and submit to the Director/Dean, who will forward to the Office of the Registrar.

3. The student may appeal a negative decision of a faculty member. This appeal should take place within five (5) days of the receipt of the decision by the faculty member. The appeal should progress forward with the individuals as listed below:

- a. Director of the Division
- b. Dean of the Division
- c. Vice President of the School

Each individual listed above will have five (5) days to review the information and submit a decision. The decision of the Vice President will be considered final and binding on all parties.

4. At any step of the appeals process, any of the above individuals can authorize a grade change, and must notify the involved parties of their action (i.e. the Dean must notify the Director, the faculty member, and the student of his/her decision).

5. It is solely the student's responsibility to appeal in the order specified at each step of the process, and the student may halt the process at any step.

6. The Dean shall provide a letter relating the events of the appeal to all parties within five (5) days of the final decision.