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## GRADES AND GRADING POLICY

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<b>EFFECTIVE DATE:</b>	5/13/2024	<b>NEXT REVIEW:</b>	2/1/2026
<b>APPROVAL:</b>	Policy Committee, CAC, Faculty Assembly	<b>DATE:</b>	3/21/2024
<b>CATEGORY:</b>	Academic		
<b>APPLIES TO:</b>	Students in the Doctor of Osteopathic Medicine (DO) Program		
<b>CONTACT:</b>	COM Registrar		

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### REFERENCES AND RELATED POLICIES

- COCA Standards for Continuing Accreditation (effective 2023)
  - See also: MSUCOM Policy on Retention, Promotion, and Graduation
  - See also: Policy on Student Performance and Academic Standing
  - See also: Policy on Extension
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### PURPOSE

This policy describes the assignment, recording, and reporting of course grades in the Doctor of Osteopathic Medicine (DO) program.

### POLICY AND PROCEDURES

#### Grading Scale

In accordance with university definitions and policy, as approved by the University Committee on Curriculum, the College employs the Pass-No Grade System. The following grades and symbols will be used:

1. Pass (“P”): indicates the student has met the course requirements for a passing grade and will have a “P” recorded on their official University transcript.
2. No-grade (“N”): indicates the student has failed to meet the course requirements for a passing grade.
3. Extension (“ET”): indicates the course or rotation has been completed but additional time is needed to determine the course grade. The ET grade will be updated to a “P”, indicating the student passed the course, or to an “N”, indicating the student failed the course. Unresolved ET grades will remain until resolved by the student and instructor.
4. Incomplete (“I”): indicates the course has not been completed as of the published course end date. The I grade must be resolved by the middle of the next semester or will default to an N. An official notice will be sent from the University Registrar to the instructor two weeks before the deadline.
5. Visitor (audit) (“V”): indicates a student is enrolled as a visitor on a non-graded basis recorded on

the transcript for credit. This status is used when a student repeats a course they have taken and passed.

6. No Grade Reported (“NGR”): indicates a student enrolled as a visitor on a non-graded basis course has ended, and a grade has not been submitted due to more time needed for evaluating rotation requirements.

#### **Course failures and remediation:**

1. A student may be deemed eligible or ineligible to remediate.
2. The criteria for eligibility to attempt remediation of an “N” grade are set by the course director and published in the course syllabus.
  - a. In the preclerkship curriculum, remediation typically consists of re-examination.
  - b. In the clerkship, remediation may require repeating the rotation.
3. For required preclerkship courses, if a student is eligible to remediate and chooses to attempt remediation through reexamination, the transcript will be updated as follows:
  - a. If the student successfully completes the remediation, the official University transcript will be updated from an “N” grade to a “P” grade with the notation that the course was remediated.
  - b. If the student fails the remediation, the “N” grade will remain on the transcript with a notation that remediation was attempted.
4. If the student is ineligible to attempt remediation, or if they fail the remediation exam, they will be placed on an academic extension. Please see the extension policy for more details.
5. For required core and elective clerkship courses, rotations must be remediated/repeated to meet the required number of core and elective rotation weeks.
6. Elective courses in the preclerkship do not provide an option for remediation. If an N grade is earned in a preclerkship elective course, it will remain on the transcript.

#### **Honors and High Pass designations on core clerkship rotations**

1. Required courses in the clerkship curriculum (OMS-III and OMS-IV) will be graded on the Pass/No-Grade scale.
2. For core clinical rotations, the designation of “Honors” or “High Pass” may be available, in which case criteria will be provided in the syllabus. If such a designation is earned, it will be noted as a comment on the student’s official transcript and in the Medical Student Performance Evaluation (MSPE).

#### **Reporting of grades**

1. Letter grades according to the college’s grading scale are reported on the student’s transcript.
2. Percent grades for required preclerkship courses are reported on the MSPE, along with the class average percent grade for each course.