



INSTITUTIONAL POLICY: DO-04

Category:	Doctor of Osteopathic Medicine Degree
Subject:	Grading Scale
Effective Date:	January 29, 2026
Last Updated:	N/A
Applicability:	Applies to all D.O. students as of July 1, 2026

DO 04-1. Authority

W. Va. Code § 18B-1-6

DO 04-2. Grading Scale

The following grading scale shall be employed at the West Virginia School of Osteopathic Medicine for the Doctor of Osteopathic Medicine degree program:

Below 70% (F).....	Failure
P.....	Pass
I.....	Incomplete
W.....	Withdrawal
R.....	Reassessment Eligible
NC.....	No Credit
CR.....	Credit

DO 04-3. Reporting and Records

- 3.1 All grades will be recorded as a percentage score and reported to the nearest whole number.
- 3.2 If a student is required to remediate a course, the transcript will reflect the original grade and the remediated grade. A grade of 70 will be used to calculate the student’s grade point average and class standing.
- 3.3 **P** denotes competency in a course not requiring a numerical grade. **P** is not averaged with the grades to determine a grade point average.
- 3.4 **I** is given when a student has not completed all of the required work by the end of the course. Normally, this lack of completed work entails only a small portion of the work and falls at

the end of the grading period. Incompletes should be granted only when, in the judgment of the Course Director, a student cannot complete all required work due to circumstances beyond the student's control.

- 3.4.1 A grade of **I** must be removed no later than six (6) calendar weeks after the final day of the course or clinical rotation course. In cases of circumstances beyond their control and at the discretion of the Course Director with permission from the Associate Dean of Preclerkship Education, a student may be given permission to extend the completion date of a first or second year course. In regards to third and fourth year clinical courses, it is the Associate Dean of Clinical Education who determines if a student may be given permission to extend the completion date of a course.
- 3.4.2 For years one and two, all grades of **I** must be removed before a student may begin clinical rotations.
- 3.4.3 If the grade of **I** is not removed in six (6) weeks, or in the time approved for any extension, the Vice President of Academic Affairs and Dean will be notified by the Registrar and will order a permanent grade of "F" be recorded for the course.
- 3.5 **W** is granted officially and indicates withdrawal from the institution. Students may not withdraw from an individual course or rotation.
- 3.6 **R** is granted to a student who has received an initial score below 70% in a Year 1 or Year 2 course (excluding lab courses, and COMLEX Prep Courses). **R** is also granted to a student who has scored less than the standard score on a Year 3 end of rotation exam; and by virtue of that score would fail the course, but otherwise would have passed the course with the set standard score for Year 3.
 - 3.6.1 Only one R grade per semester is allowed in Year 1 and Year 2.
 - 3.6.2 Reassessment must be completed in the scheduled reassessment period immediately following the course.
 - 3.6.3 Only one **R** grade is allowed in Year 3.
 - 3.6.4 An **R** cannot be granted after the last reassessment period of the year.

DO 04-4. References

Procedure for Institutional Policy DO-04: Grading Scale