



## INSTITUTIONAL POLICY: E-12

Category:	Education
Subject:	Grading Scale
Effective Date:	July 1, 2018
Updated:	N/A
Applicability:	Students

### E 12-1. Authority

W. Va. Code § 18B-1-6

### E 12-2. Grading Scale

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

90-100% (A)	Excellent Performance
80-89% (B)	Good Performance
70-79% (C)	Adequate Performance
Below 70% (F)	Failure
P	Pass
I	Incomplete
W	Withdrawal
WP	Withdrawal Passing
WF	Withdrawal Failing
R	Retest
NC	No Credit
CR	Credit

### E 12-3. Reporting and Records

- 3.1 All grades will be recorded 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 for Preclinical 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 for Predoctoral 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 for Academic Affairs and Dean will be notified by the Registrar and he/she will order a permanent grade of "F" be recorded for the course.
- 3.5 **W** is granted officially and indicates withdrawal from the institution when no grades are available from a course or rotation. Students may not withdraw from an individual course or rotation.
- 3.6 **WP** is granted officially and indicates withdrawal from the institution when grades are available from a course or rotation and are greater than or equal to 70.0%. Students may not withdraw from an individual course or rotation.
- 3.7 **WF** is granted officially and indicates withdrawal from the institution when grades are available from a course or rotation and are less than 70.0%. Students may not withdraw from an individual course or rotation.
- 3.8 **R** is granted to a student who has failed a single test in a first, second, or third year course (excluding lab courses, Prep Tracks and OSCEs); and by virtue of that failure would fail the course, but otherwise would have passed the course with a score of 70 or better on that test for Year 1 or 2 or the set standard score for Year 3. No more than one **R** grade is allowed per semester in Year 1 and Year 2 and only one per academic year in Year 3. An **R** cannot be granted after the last retest period of the year.

#### **E 12-4. References**

Grading Scale Procedures