



## PROCEDURE FOR INSTITUTIONAL POLICY E-12: GRADING SCALE

### 1. PURPOSE

The purpose of this procedure is to give specific guidance to assist the West Virginia School of Osteopathic Medicine (WVSOM) with implementation of, and ensure institutional compliance with, WVSOM's Institutional Policy E-12: Grading Scale in regards to the removal of Incomplete (I) grades and the Retest (R) category.

### 2. APPLICABILITY

- 2.1 This procedure applies to any situation where Incomplete grades are assigned or the Retest category of Institutional Policy E-12 is triggered.
- 2.2 WVSOM reserves the right to amend this procedure at any time, as necessary or appropriate.

### 3. DEFINITIONS

For purposes of this procedure, Incomplete and Retest have the same meaning as assigned to them in Institutional Policy E-12.

### 4. REMOVAL OF INCOMPLETE GRADES

- 4.1 The requirements for the removal of an Incomplete (I) should be obtained from the Associate Dean that assigned the course grade. A grade of "I" must be removed within the time period specified in Institutional Policy E-12.
- 4.2 When the student receives an "I" due to an excused absence from the final exam, the "I" will be removed upon completion of the make-up exam.
- 4.3 If the grade of "I" is not removed within the appropriate time period, a grade of "F" will be recorded for the course as specified in Institutional Policy E-12 and a grade of 65 will be entered by the Registrar in place of the "I" grade.

### 5. RETEST

- 5.1 Students are eligible for a Retest (R) designation when:
  - 5.1.1 their grade at the end of a Year 1, Year 2, or Year 3 course is less than 70% (excluding lab courses, Prep Tracks and OSCEs);
  - 5.1.2 they have scored less than 70% on a single test in a Year 1 or Year 2 course (excluding quizzes and TBLs but including anatomy practicals) or less than the set standard score for a Year 3 COMAT exam;
  - 5.1.3 had they scored 70% or greater on the Year 1 or Year 2 test they failed or a score equal to or greater than the set standard score on the Year 3 COMAT exam, they would have received a grade of 70% or greater for the course; and
  - 5.1.4 they have no other current R grades.
- 5.2 If a student is eligible for a Retest designation, a grade of R must be submitted to the Registrar at the end of the course by the appropriate Associate Dean. The time allotted for preparation and reexamination will be included in detail in the course syllabus and must occur within its scheduled time period.

5.3 Reexamination consists of student self-guided, independent study of the test material on the test failed, followed by an examination requiring a grade of 70.0% or greater in Year 1 or Year 2 or a score equal to or greater than the set standard score on the Year 3 COMAT exam. Failure to achieve a 70.0% or greater in Year 1 or Year 2 or a score equal to or greater than the set standard score on the Year 3 COMAT exam results in the original course grade being entered by the Registrar in place of the R grade.

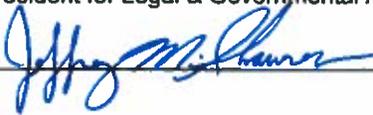
5.4 A student who is successful on the retest in achieving a 70.0% or greater in Year 1 or Year 2 or a score equal to or greater than the set standard score on the Year 3 COMAT exam will have their R grade converted to a course grade of 70 that will be recorded on the student's transcript. The original course grade will not appear on the student's transcript. A student who is unable to retest at the scheduled time for any reason will have their R grade reverted to the original course grade.

5.5 Limitations

5.5.1 A student may have only one course grade of R at any one time and may have up to two (2) R grades per year in Years 1 and 2. Only one (1) R grade is allowed per academic year in Year 3. If a student has an R grade for a course, any subsequent course grade of <70% will be considered a course failure and may not be reexamined. An R grade cannot be assigned if a course ends after the second retest period of the academic year.

5.5.2 A student is not eligible for assignment of an R grade if the exam failure was due to an unexcused absence or any other issue resulting in a grade reduction.

5.5.3 Written exams are available for view in the Exam Center for ten (10) business days after the Registrar has posted grades for a course. However, exams may not be viewed during the re-test periods defined in the academic calendar.

Procedure Title: <u>Procedure for Institutional Policy E-12: Grading Scale</u>	
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<b>APPROVED BY:</b>	
Approving Administrator – Vice President for Academic Affairs and Dean:	
	Date: <u>04/10/18</u>
Vice President for Legal & Governmental Affairs and General Counsel:	
	Date: <u>04/10/18</u>