

Student Grading DO

Policy Information			
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1. Purpose

- 1.1. To document academic progress and assess student qualification for promotion and graduation in the Baptist Health Sciences University College of Osteopathic Medicine (BUCOM).
- 1.2. To establish grading parameters at the BUCOM.

2. Policy

- 2.1. Performance is graded with letter A, B, C and F, linked with the numeric values 4, 3, 2, and 0, used for calculating the grade point average (GPA). Other letter grades are used to designate student status in specific situations described below.
- 2.2. Faculty or clinicians who provide health services, including psychiatric/psychological counseling, to students or who have a familial, personal, or financial relationship with a student, may not participate in the assessment or promotion of that student.
- 2.3. Pre-clinical course directors are charged with assigning grades in the first and second years. Grades should be submitted via the official grading portal to the registrar by the established deadline listed in the Academic Calendar.
- 2.4. The cumulative GPA is calculated to three decimal places of the points earned to the points possible. Scores are not rounded up.
- 2.5. The deadline for grade submission for rotations in years 3 and 4 is six (6) weeks after the rotation ends (and preferably earlier).
- 2.6. Students may appeal a final grade if they feel it was assigned inappropriately and not in accordance with the course syllabus or rotation statement of policy.

3. Definitions

- 3.1. **"I" (Incomplete):** This symbol indicates that the student, for nonacademic reasons beyond their control, was unable to meet the full requirements of the course. Arrangements are made between the course director and student to complete the requirement after which the "I" is replaced by the grade the student earns. The student must complete the remaining work within 8 weeks of when the incomplete was received. Otherwise, the "I" will be converted to an "F" in the permanent record.
- 3.2. **"NR" (Not recorded)** is a symbol that indicates that the grade has not yet been recorded. For COM students, it is considered a temporary grade based on the student's need to remediate a course.



- 3.3. **“W” (Withdraw):** applied if the student withdraws from classes before the midpoint of the semester.
- 3.4. **“WP” (withdrawn passing):** withdrawal after the midpoint but prior to 70% of the semester with a cumulative performance <70%
- 3.5. **“WF” (withdrawn failing)** withdrawal after the midpoint but prior to 70% of the semester with a cumulative performance <70%.

3.4 **✗ An “NR”** in years 3 and 4 indicates the student must retake and pass the exam according to the policies outlined in the syllabus to receive a grade.

4. Procedure

- 4.1. Pre-clinical years 1 and 2
 - 4.1.1. Grades in the preclinical years are based on the percentage scores listed in Table 1.
 - 4.1.2. Course director responsibilities
 - 4.1.2.1. The course director will list the total points available as well as how points will be allotted. This will be listed in the course syllabus and discussed with the class at orientation at the beginning of each semester.
 - 4.1.2.2. All concerns regarding evaluation criteria, examination questions, event scores, or final grades should be directed to the course director for that course.
 - 4.1.2.3. Changes for total points available to calculate grades may be made at the discretion of the course director, but changes must be communicated to the class via in writing/by email at the time the adjustment occurs.
 - 4.1.3. Integrated, computer graded examinations using multiple-choice questions are given at set intervals during the first and second years.
 - 4.1.3.1. Students are expected to take examinations as scheduled. If a student is unable to take an exam due to acute illness or other emergency, they must notify by email and then call the Assistant Dean for OMS 1 and 2. The Senior Associate Dean for Academic Affairs should be copied on the email.
 - 4.1.3.2. Course directors are responsible for reporting the names of any students who receive <70% on an integrated assessment to the Assistant Dean of OMS 1 and 2 so that academic resources can be offered early for that learner.
 - 4.1.4. Laboratory practicals, laboratory performance, team-based learning scores, participation in small groups, special projects, or other scores may be assigned depending on the course and course director.
 - 4.1.5. Scores are recorded in the learning management system (LMS) gradebook in order that students have ready access to gauging their performance.
 - 4.1.6. Final, official grades are submitted via the Grading Portal by the established deadline per the Academic Calendar.
- 4.2. Clerkship and clinical rotations (Years 3 and 4)
 - 4.2.1. Grades in years 3 and 4 are listed in Table 1.
 - 4.2.2. Student grades may be based on COMAT testing in the clerkships or other suitable activities, including but not limited to, history and physical exam skills, patient progress notes or oral presentations, fund of knowledge, problem solving, clinical application, professionalism, improvement, adaptability, and interpersonal interactions.

- 4.2.3. All students receive formative written and oral feedback at the midpoint in a rotation. The form must be signed by the attending/resident and student and returned to the rotation coordinator to enter into the student record.
- 4.2.4. Students must complete all clinical experiences, including submission of work hour logs, by the end of the rotation. Students will be notified of any delinquencies by the rotation coordinator.
- 4.2.4.1. Failure to complete all clinical experiences and submit work hour logs by the end of the rotation will result in an automatic 1 letter grade reduction for the rotation.
- 4.2.4.2. If a student fails to complete all requirements by 6 weeks, the student will be assigned an “F”.
- 4.2.4.3. If the student is unable to complete the rotation for reasons other than failure to complete required clinical experiences or procedure logs, an “I - Incomplete” is assigned until the deficits are made up.
- 4.2.4.3.1. Any “I” not converted to a final grade by the end of that semester will automatically revert to an “F”.
- 4.2.5. Students who fail the COMAT but otherwise pass the clinical portion of a core clerkship will be assigned a grade of “NR” and attempt the exam once.
- 4.2.5.1. The repeat exam should be taken either during winter break (if “NR” occurred from July to December) or during an elective block (if “NR” was earned from December to June).
- 4.2.6. Students with 2 “NR” grades during the third and fourth year will step out of rotations and use elective rotation time until both “NRs” are remediated. A second failing score or not taking the repeat exam at the scheduled time results in a grade of “F” and having to retake the specific rotation again. The highest grade possible when remediating an “NR” is a grade of “B”, regardless of performance on the repeat test.
- 4.3 A student may appeal a final grade if they feel it was assigned incorrectly or not in accordance with the course syllabus or clerkship policy (Please see BUCOM policy on filing of grievances and appeals).

Table 1: BUCOM Grading System

Grade	Percentage Score	Descriptor	Quality points
A	90-100	Exceeds expectations	4
B	80-89.999	Meets expectations	3
C	70-79.999	Needs improvement	2
NR (Pre-clinical years)	<70	Not Recorded due to remediation need	N/a
NR (Clinical)	¥	Not Recorded due to remediation need	N/a
F	<70	Fail	0
P	N/a	Pass	N/a
W	N/a	Withdrew prior to evaluation	N/a
WP	N/a	Passing at withdrawal	N/a
WF	N/a	Failing at withdrawal	0
I	N/a	Incomplete	N/a

5. Related Information

- 5.1. ACA.6054 Filing of Grievances and Appeals-DO
- 5.2. Standard 9.2 Academic Standards

6. Publications

Yes	Publication	Yes	Publication
x	University Academic Catalog	x	University Website
x	University Student Handbook		MyCampus
	University Faculty and Staff Handbook		Other University Publication: