**Kansas City University**
**Of Medicine and Biosciences**
Policy Library

**Academic Affairs 5.15**

**Policy Name:** COM Grading Policy
**Approval Authority:** Associate Dean for Curricular Affairs
**Responsible Executive:** Associate Dean for Curricular Affairs

**Responsible Office(s):** Curriculum & Education
**Effective:** 060408 **Expires:**
**Last Revised:** 101212
**Next Review Date:**

# COM GRADING POLICY

## Policy Statement

**COM Students**
**A. Testing/Grading**

1. The school year is divided into Fall, Spring and Summer semesters. Each COM semester during Years I and II has a designated number of Sections, with each Section having an assigned number of semester hours (or unit measure), as calculated by the Registrar.

2. Assessment during each COM Section may consist of:
   a) Quizzes
   b) Midterm Exam, and End of Section Comprehensive Final Exam
   c) End of the Section lab practicals for Anatomy and Pathology, as applicable. (Note: Students must pass all lab practicals with a score of 70% in order to continue in the academic program.)
   d) Osteopathic Clinical Skills, which includes weekly quizzes, lab practicals, and other assignments/assessments. (Note: Students must pass all lab practicals and skills assessments with a score of 70% in order to continue in the academic program.)
   e) Standardized patient interviews

3. Students will receive a letter grade for each COM Section. Points may be assigned for quizzes, case presentations, laboratory and online exercises, Section midterm, the Section final exam and laboratory practical examinations. A total point score for the Section will be calculated.

   A letter grade will be assigned to the score for the Section by the Curriculum and Assessment Coordinator and approved by the Curriculum Director and the Associate Dean for Curricular Affairs. Grades are submitted to the Dean of the College of Medicine for final approval. The following scale will be used to assign the grades:

| Score (%) | Grade |
|---|---|
| 94-100 | A |
| 90-93 | A- |
| 87-89 | B+ |
| 84-86 | B |
| 80-83 | B- |
| 77-79 | C+ |
| 70-76 | C |
| 0-69 | F |

Percentage scores greater than 0.5 will be rounded to the nearest whole percentage number when assigning grades, whereas any score less than 0.5 will be rounded to the lower whole percentage number.

Section scores may be adjusted to a mean score of 85% when the section mean falls below 85%.

## Entities Affected by the Policy

Students
Curriculum Director
Curriculum and Assessment Coordinator
Associate Dean for Curricular Affairs
Registrar

## Policy Background

This policy outlines the grading scale approved by the faculty in 2008. Previously, grades were based on standard deviations from the mean with a failing score being less than 2 standard deviations. This resulted in a new scale for each section because of the variable number of questions and the varying performances by students. This policy standardized the grading scale and introduced a means to adjust section grades to a standard mean of 85.

## Policy Procedures

- Exams are created by the Curriculum Coordinators with the assistance of the Curriculum Directors and Assistant Directors.
- Questions are peer-reviewed by faculty in the section and edited as needed.
- Exams are finalized after internal reviews which may include the Associate Dean for Curricular Affairs, the Curriculum and Assessment Coordinator, and the Curriculum Director.
- Exams are proctored by faculty and staff to ensure the integrity of the exam.
- Exams are graded by the Curriculum and Assessment Coordinator who then provides information to the Curriculum Director about “flagged” questions.
- Preliminary scores are posted on blackboard for the section as available. All scores and points should be submitted no later than the day before the final exam to be included in the section.
- Students may review scores on blackboard.
- Following the resolution of “flagged” questions, scores for students are finalized with an adjustment to the class mean, e.g. if the class mean for the section is less than 85% an adjustment is made to raise the mean to 85%. If the class mean is 85% or greater, no adjustment is made.
- Fractions of 0.5 are rounded to the next whole number. Fractions less than 0.5 are rounded down to the lower number.
- Final grades are posted to Blackboard and documentation of the class performance is delivered to the Dean’s Office within 5 business days.

## Responsibilities

Curriculum Directors – Assist with preparation of exam: proof-reading, clarifying questions, interacting with faculty about questions

Curriculum Coordinator – Maintaining question bank, creating exams, scheduling review sessions of exam for faculty and students

Curriculum and Assessment Coordinator – grading exam, producing exam statistics, delivering statistics to Curriculum, finalizing grades, answering questions of students and faculty about grading

Associate Dean for Curricular Affairs – review exam, finalize grades

## Interpreting Authority

Associate Dean for Curricular Affairs

## Relevant Links

This policy incorporates Academic Affairs 5.9 and that policy is deactivated.

## Policy Adoption Review and Approval

Created 060508
Revised 040111
Edited with delineation of procedures 101212