

party of its requirements under §99.33 of the Regulations concerning re-disclosure of the information. The University is required to only use reasonable good faith efforts to obtain the above referenced consents. In the event that such consents are not obtained, the University will use reasonable good faith efforts to obtain a protective order prohibiting public disclosure of such efforts;

- f. The disclosure is in connection with a health or safety emergency, under the conditions described in §99.36 of the regulations;
 - g. The disclosure is directory information. The University has designated the following types of personally identifiable information as directory information: Student’s name, address, telephone listing, e-mail address, date and place of birth, photograph, major field of study, participation in officially recognized activities, dates of attendance, degrees and awards received, most recent previous educational agency or institution attended; and location, training institution and medical specialty identified for postdoctoral education;
 - h. The disclosure is in conjunction with the MSPE/Dean’s Letter for submission on behalf of the student for an application for internship, residency, or fellowship.
 - i. The disclosure is in connection with a transfer of education records, under the conditions described in §99.31 and §99.34 of the regulations;
4. A legitimate educational interest by school officials, including faculty, includes requests for advisement purposes, information needed for writing letters of recommendation or commendation, or information needed to determine the academic status of a student for disciplinary measures;
 5. The University will maintain a record of all disclosures made pursuant to this policy for the length of time it maintains the educational records of the student. The record of disclosures will be available for inspection by the student.

If an eligible student believes the educational records relating to the student contain information that is inaccurate, misleading or in violation of the student’s rights of privacy, he or she may ask the University to amend the record. The University reserves the right to decide whether to amend the record as requested. If the University decides not to amend the records the student will be informed of his/her right to a hearing.

For a detailed review of FERPA legislation, please refer to the U.S. Department of Education website at <http://www.ed.gov/policy/gen/reg/ferpa/index.html>.

Grades and Grading Policies

Grades and Quality Points

The academic grades and quality point system in force at KCUMB is as follows:

<i>Grade Definition</i>	<i>Quality Pts</i>
A Excellent work: 94-100%	4.00
A- 90-93%	3.67

B+	87-89%	3.33
B	Average: 84-86%	3.00
B-	80-83%	2.67
C+	77-79%	2.33
C	Minimum Average: 70-76%	2.00
F/C	Successful Remediation	2.00
F	Failure	0.00
H	Honors	
HS	High Satisfactory	
S	Satisfactory/Pass (70% minimum)	
U	Unsatisfactory/Fail	
IP	In-Progress	
I	Incomplete	
W	Withdrew	
NR	Not Reported	

The grade point average is the sum of earned grade points divided by the sum of term-hour credits passed and failed. If a student fails a section or course and successfully remediates or retakes the section or course, a grade of C will be assigned for purposes of calculating the cumulative G.P.A., class standing and ranking. Remediation generally occurs within the same term the original course was failed and successful remediation is notated on the transcripts as F/C. Repeated course grades are notated on the transcript through the use of brackets [C]. Courses not remediated or repeated will be carried forward with the grade earned. A grade of Satisfactory or Pass is equivalent to a minimum of 70%.

The record of each student will be reviewed each year to evaluate the student's potential for continuance. At the end of the academic year, the Promotion and Graduation Committee may recommend promotion to the following year, make-up examinations, summer remediation or dismissal.

Incomplete Grades

An instructor may assign a grade of incomplete "I" if the student has been unable to complete the course/section on time because of unavoidable conditions. An Incomplete Grade Contract should be completed that clearly details the requirements for completion of the course/section. The student's signature is not required for the contract to be in force. A copy of the contract will be mailed to the student by the Registrar's Office giving the student a 10-day window in which to decline the incomplete and receive their earned grade.

Any student receiving a grade of incomplete "I" must coordinate with the instructor/Curriculum Director to satisfy all outstanding coursework for the course/section. Once outstanding requirements for the course are satisfied, the instructor will process a change of grade form converting the "I" to a letter grade. The deadline for the grade change is the last day of class of the next full-length (i.e., fall or spring) term. Once this deadline has passed, the "I" becomes an "F."

A degree cannot be awarded to a student with an incomplete grade on his/her record.

Special Note: In-progress or “IP” grades are reserved only for those instances when students are unable to complete a course by the established deadline due to an instructor or administrative challenge (e.g., instructor is hospitalized and several class meetings must be rescheduled, University closes during finals week due to inclement weather, etc.).

Grade Changes/Corrections

No grade will be changed unless the Associate Dean for Curricular Affairs (COM) certifies in writing, that an error occurred in computing or recording the grade, or a section or course has been successfully remediated. Such changes must be approved by the Provost and Dean of the College of Osteopathic Medicine. If the change of grade impacts individual students rather than the entire class, or it's because an instructor neglected to turn their grades in by the established deadline, the change of grade must be documented on a grade change form and submitted to the Office of the Registrar for processing.

Section Grade Appeal Process

A student may request that their section or course grade be reviewed. Students should request the Curriculum and Assessment Coordinator review their points and final grade. If the student feels an error remains, a final request to review the section grade may be made directly to the Associate Dean of Curricular Affairs.

Course Repeats and Audits

Students approved for readmission after an academic dismissal will be required to repeat their last year of attendance. Students will be registered for and must successfully repeat all section offerings that they previously failed and may be required by the Provost and Dean of the College of Osteopathic Medicine, to audit those courses previously passed in their last year or semester of attendance. Students approved for readmission after a period of suspension or an approved Leave of Absence may also be required to repeat or audit previous taken sections/courses.

All course enrollments and earned grades will remain on the student's academic transcript. However, once a student successfully repeats a course/section, the most recent grade replaces the former grade in the calculation of the student's grade point average. The maximum grade allowed for the repeat of a traditionally graded course/section is a “C,” which is recorded as a [C] on the academic transcript. If the successfully repeated course is an elective or fourth-year clerkship, the grade will be recorded as an [S] on the transcript.

Semester Credit Definition

KCUMB awards semester credit based on an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates to no less than 750 minutes (12.5 clock hours) of formalized instruction that typically requires students to work at out-of-class assignments an average of twice the amount of time as the amount of formalized instruction (1,500 minutes) for a total of 2,250 minutes or 37.5 clock hours for each semester credit awarded. Additionally, KCUMB recognizes that formalized