

## Grading System – COM Students

### Grades and Quality Points

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

<u>Grade</u>	<u>Definition</u>	<u>Quality Pts</u>
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/Repeat	2.00
F	Failure	0.00
H	Honors	
HS	High Satisfactory	
S	Satisfactory/Pass (70%)	
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. 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.

### Electronic Capture of Learning Activities

Electronic capture of learning activities is the responsibility of the IT Department, which follows University guidelines for obtaining appropriate permissions from those involved. Learning activities at KCUMB involve all scheduled curricular activities and include lectures, labs, small groups, presentations, reviews, demonstrations, and any activity in which faculty members, patients or off-campus visitors are participating.

Capturing any of these events using video recorders, cameras or camera devices, digital recorders in any form, including cell phones and PDAs, is not allowed without the

express written consent of all persons involved and the administration. Posting of any material for “personal use” to any website also requires written consent in advance. A request form is available from the departments of Curriculum or Information Technology and should be completed with signatures prior to any activity. The form should be returned signed to the Department of Curriculum.

Students who initiate electronic capture of faculty, staff, visitors or a curriculum activity without permission will be asked to discontinue the activity immediately. Additional action may involve referral to the University Administration for un-professional conduct.

### *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. 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/section 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.

### *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 Executive Vice President for Academic and Medical Affairs, 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 Coordinator for the section 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 Executive Vice President of Academic and Medical Affairs, 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 an F/C on the academic transcript. If the successfully repeated course is an elective or fourth-year clerkship, the grade will be recorded as a U/S on the transcript.

Additionally, the original failure will have an asterisk (\*) placed beside the grade to signify that it is no longer computed in the grade point average.

### Academic Renewal

Academic Renewal is designed for medical students who are successful in being readmitted after an extended absence of no less than four academic years and whose cumulative grade point average when last enrolled was less than 2.00.

Academic renewal permits students to re-enroll in the medical program and begin anew. All previously earned grades remain on the student's academic transcript, but the student carries no grade point average at the time of readmission. All previous grades will be marked with an asterisk (\*) indicating that they are no longer computed in the GPA and an academic renewal notation will be included on the transcript.

If academic renewal is granted, the student may be asked to repeat certain courses/sections and must successfully pass all remaining academic requirements to continue eligibility for enrollment. Failure to do so will result in academic dismissal with no opportunity to appeal.

Students who have returned under academic renewal are not eligible for Latin Honors.

Former students interested in petitioning for academic renewal must submit a letter of request, along with a justification statement and two letters of reference to the Executive Vice President of Academic and Medical Affairs, and Dean of the College of Medicine.

## **Grading System – COB Students**

### Grades and Quality Points – M.S. in Biomedical Sciences

<i>Grade</i>	<i>Quality Points</i>
A	4.00
B	3.00
C	2.00
F	0.00
S	Satisfactory/Pass
U	Unsatisfactory/Fail
I	Incomplete
W	Withdrawal

NR Not Reported

### Grades and Quality Points – M.A. in Bioethics

<i>Grade</i>	<i>Quality Points</i>
A	4.0
B+	3.3
B	3.0
C	2.0
F	0.0

### Incomplete Grades

An instructor may assign a grade of “I” if the instructor believes that a student has been unable to complete the course/section on time because of unavoidable conditions. 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 “I” must coordinate with the instructor/section 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.

### Grade Changes/Corrections

No grade will be changed unless the section director or instructor 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 Dean of the College of Biosciences and must be documented on a grade change form that is submitted to the Office of the Registrar for processing.

## **Joint Educational Programs**

In addition to helping students fulfill their dreams of becoming physicians and researchers, KCUMB offers a variety of unique options for those interested in taking their educational experiences to the next level.

### D.O./Master of Business Administration in Healthcare Leadership

KCUMB’s College of Osteopathic Medicine students can elect to concurrently study the complexities of leadership and management and earn a master of business administration in healthcare leadership through a partnership with Rockhurst University Helzberg School of Management, one of the nation’s leading business schools.

The D.O./M.B.A. dual-degree program allows medical students to become conversant in the language of business, with courses in topics such as accounting, economics, finance, human resources, information technology, law, marketing and management.