

DEPARTMENT: Office of Student Affairs
NAME: Grading
POLICY NUMBER:
OWNER: Office of Student Affairs
EFFECTIVE DATE: 06.30.2025

SCOPE

This policy applies to all students enrolled at the Meritus School of Osteopathic Medicine (MSOM).

PURPOSE

The purpose of this policy is to provide a fair, transparent, and consistent grading framework that supports student learning, accurately reflects academic performance, and maintains institutional integrity. By clearly defining grading standards and appeal procedures, this policy ensures that students are evaluated equitably and that opportunities for feedback, remediation, and due process are preserved.

POLICY

A. Grading System

All courses are graded on a Pass/Fail system. For purposes of class rank, student feedback, and transparency, a numeric score shall be reported for each course to the student. For purposes of class rank calculation, numeric scores shall be weighted for each course according to credit hours. Students will have ongoing access to a dashboard that will allow them to see their current class rank and numeric score.

B. Incomplete Grade

The grade of "IC" (Incomplete) may be assigned to a student who otherwise is passing the course but is unable to complete all the required coursework and/or examinations due to extenuating circumstances that would not require a formal LOA (such as illness, death in the family, etc.). The IC must be removed no later than ten (10) days after it was assigned, unless otherwise specified by prior agreement with the Dean to extend the deadline. If the IC is not removed within the stated period of time, it will automatically change to a grade of F. A student with an IC on their transcript at the beginning of the fourth-year clerkships will not be allowed to begin their fourth-year rotations until the IC has been removed from the transcript.

C. In-Progress Grade

The grade of "IP" (In Progress) may be assigned by the course directors to students

whose work at the end of a term is still in progress because the course requires more than one term to complete. Completion of course requirements for IP grades must occur within one year. A grade of IP automatically changes to F after one year if no other grade is assigned. IP grades count as credits attempted and as credits earned upon completion of the course. Students with IP grades are not re-enrolled for the course and cannot use these credits for enrollment or financial aid in subsequent terms.

D. Withdrawal Grade

The grade of "W" (Withdrawal) indicates a withdrawal from the semester. Students in the pre-clinical years who request to withdraw from one course must withdraw from all courses for the semester.

E. Summary of Grading System

Grade	Description
Pass (P)	Passing Grade in Course
Pass with Honors (PH)	Passing Grade and top 20 th percentile in the course
Fail (F)	Failing Grade in Course
Withdrawal (W)	Withdrawn from Courses
Incomplete (IC)	Incomplete Grade in Course
In Progress (IP)	Course Work Still in Progress

PROCEDURE

A. Final Course Grade Appeal

A student may file an appeal to dispute a final course grade (not any individual course component) following the process outlined:

1. The student must initiate a formal grade appeal process by submitting the entire complaint and evidence of course assessment deficiency or calculation error to the faculty within ten (10) business days of the grade being posted.
2. The faculty shall respond to the student in writing using the submitted Course Grade Appeal form within five (5) business days of having received the form.
3. If the appeal is not resolved to the student's satisfaction, the student can submit the appeal form to the Dean within two (2) business days of receiving the decision of the faculty.
4. The Dean shall consider the appeal, after discussing the appeal with the student and

the faculty, and render a written decision on the Course Grade Appeal form, which must be returned to the student within five (5) business days. Decisions of the Dean are final.

If the grade appeal is upheld, the Dean shall notify the Registrar of any need to change the student's grade in official academic records. If the grade appeal is rejected by the Dean, the appeal process is thereby terminated.

POLICY MANAGEMENT

The Registrar is responsible for the development, implementation, and maintenance of this policy. It is reviewed periodically and housed in the electronic policy management system. Questions regarding this policy should be directed to the Office of Student Affairs.
