



SENATE ACTION FORM

Senate Action Number: 1284

Subject: UNC College of Osteopathic Medicine Grading Policy/Grade Appeal Policy/Remediation, Re examination and Make Up Policy/Academic Dishonesty Policy

Reference to Senate Minutes Dated: 4/20/26

Senate Action

MOTION: Approve the UNC COM Grading Policy, Grade Appeal Policy, Remediation, Re examination and Make Up Policy, and the Academic Dishonesty Policy

VOTE: Motion approved unanimously

Response Requested:

- ☐ Approval for placement in University Catalog, Undergraduate and Graduate
- ☐ Approval for placement in University Regulations
- ☒ Recommendation to Board for placement in Board Policy Manual
- ☐ None (sent as information item)
- ☐ Other action requested/comments: _____

Harmony Newman Digitally signed by Harmony
Newman
Date: 2026.04.27 16:14:23 -06'00'

04/27/2026

Faculty Senate Chair

Date

Administrative Review of Senate Action (unnecessary for information items):

- ☒ Reviewed by VPAA/Provost. Check ☐ if comments are attached.
- ☒ Reviewed by General Counsel. Check ☐ if comments are attached.

Presidential Action:

- ☒ Approve
- ☐ Reject
- ☐ Return to Senate for discussion/modification (comments attached)

05/28/2026

President/Designated Administrative Officer

Date

Date of Board approval (if applicable): 06/12/2026

**PLEASE RETURN SIGNED ORIGINAL AND ATTACHMENT TO THE FACULTY SENATE OFFICE:
CARTER HALL 2004, CAMPUS BOX 75.**

Faculty.Senate@unco.edu

FACULTY SENATE POLICY PROPOSAL/MOTION

Subject: UNC College of Osteopathic Medicine Grading Policy

Originator/Date: 10/23/2025

Placement(s): Board Policy Manual 2-1-205

Sent to APC on 2/18/26

Reviewed by Academic Polices (APC) on 3/2/26 and sent to Codification (COD)

Reviewed by COD on 3/11/26 and sent to APC

Reviewed by APC o 3/23/26 and returned to COMS

Reviewed COM on 3/25/26 and returned to APC

APC approved on 3/30/26 and sent to Faculty Senate

Motion: Approve the Grading policy for the University of Northern Colorado College of Osteopathic Medicine (UNC COM)

Purpose: Establish the grading system for students enrolled in the UNC COM.

Rationale: Pass/fail grading is the established standard in osteopathic and allopathic medical education, with more than 75% of U.S. medical schools having adopted this system. This approach reduces grade-driven competition, promotes collaboration, and develops the self-regulated learning habits essential to clinical practice.

UNC COM uses pass/fail terminology to align with professional medical education norms, COCA accreditation standards, and the pass/fail scoring adopted for COMLEX-USA Level 1 and USMLE Step 1 licensure examinations. This grading framework reflects the competency-based, professionally-normed context of osteopathic medical education and is distinct from — though complementary to — grading systems used in other UNC programs.

During clinical rotations, an Honors designation provides meaningful differentiation for students demonstrating exceptional performance, supporting competitive residency placement while preserving the collaborative and competency-focused environment of pass/fail grading.

Responsible Party: Assistant Dean of Assessment

Commission on Osteopathic College Accreditation (COCA) Standard: 9.2

Review Frequency: Annually and as needed

Proposed Language

2-1-205 College of Osteopathic Medicine Grading Process.

This policy establishes the grading system for students enrolled at the University of Northern Colorado College of Osteopathic Medicine (UNC COM).

2-1-205(1) Grading. For the academic performance standards and expectations for successful progression through the program, according to the approved Student Promotion Policy.

2-1-205(2) Grading System. UNC COM uses a pass/fail grading system in preclinical courses and an honors/pass/fail grading system in clinical rotations to report student performance. These grades reflect the level of achievement and competency demonstrated by students during the program.

(a) Preclinical Grading Scale.

- (i) Pass (P). Assigned for proficient performance. This grade indicates that a student has met all course requirements and demonstrated adequate understanding and application of the course material. Each preclinical syllabus shall outline criteria for Pass.
- (ii) Fail (F). Assigned when a student fails to meet minimum academic or clinical performance standards. A student receiving this grade on a course or rotation shall be referred to the Student Progress Committee (SPC).
- (iii) Incomplete (I). A temporary grade assigned when a student is unable to complete required coursework or assessments due to extenuating circumstances. It indicates that the student has made satisfactory progress but must fulfill remaining course requirements to receive a final grade. If these requirements are not fulfilled, the grade will be recorded as a Fail (F).

(b) Clinical Grading Scale.

- (i) Honors (H). Assigned for academic and clinical excellence. This grade is awarded to students who demonstrate superior mastery in clinical rotation course material and clinical skills. Each clinical rotation syllabus shall outline criteria for Honors.
- (ii) Pass (P). Assigned for proficient performance. This grade indicates that a student has met all course requirements and demonstrated adequate understanding and application of clinical knowledge and skills. Each clinical rotation syllabus shall outline criteria for Pass.
- (iii) Fail (F). Assigned when a student fails to meet minimum academic or clinical performance standards. A student receiving this grade on a course or rotation shall be referred to the Student Progress Committee (SPC).
- (iv) Incomplete (I). A temporary grade assigned when a student is unable to complete required coursework or assessments due to extenuating circumstances. It indicates that the student has made satisfactory progress but must fulfill remaining course requirements within an approved timeframe to receive a final grade. If these requirements are not fulfilled, the grade shall be recorded as a Fail (F).

FACULTY SENATE POLICY PROPOSAL/MOTION

Subject: UNC College of Osteopathic Medicine Grade Appeal Policy

Originator/Date: 10/23/2025

Placement(s): Board Policy Manual 2-1-205

Sent to APC on 2/18/26

Reviewed by Academic Polices (APC) on 3/2/26 and sent to Codification (COD)

Reviewed by COD on 3/11/26 and sent to APC

Reviewed by APC o 3/23/26 and returned to COMS

Reviewed COM on 3/25/26 and returned to APC

APC approved on 3/30/26 and sent to Faculty Senate

Motion: Approve the UNC COM Grade Appeal Policy

Purpose: To establish the policy and process for students to appeal a final course grade

Rationale: As a medical school, UNC COM has a linear curriculum that builds on itself across the four years. This is particularly true in the preclinical curriculum (years 1 and 2). Ensuring that students complete coursework with a high degree of mastery is necessary to ensure their preparation for the first of their required licensure exams, the COMLEX 1, which is taken between their second and third years. Given this, UNC COM reserves grade appeals for course grades rather than individual assignments. The policy and process differ from the general UNC appeals policy which allows appeals for individual assessments.

UNC COM policy follows the general structure of informal resolution at the level of the course followed by a formal process, then appeal to an oversight body. Students who ultimately receive a failing grade may still have opportunities to remediate the course with support from the Student Success Committee and to meet with the UNC COM Student Progress Committee for review of their educational program.

Responsible Party: Assistant Dean of Assessment

Commission on Osteopathic College Accreditation (COCA) Standard: 9.2

Review Frequency: Annually and as needed

Proposed Language

2-1-205(3) Grade Appeal Process. UNC College of Osteopathic Medicine (UNC COM) follows a fair, transparent, and timely process for resolving academic grade appeals tailored to the needs of medical education. No appeals shall be considered for passing scores.

- (a) **Step 1: Informal Resolution.** Students are encouraged to attempt to resolve grade disputes by meeting with the Course Director before initiating a formal appeal. The Course Director for each course is indicated in the course syllabus and serves as the instructor of record.
- (b) **Step 2: Formal Appeal Submission.** If the issue is unresolved, the student may submit a formal written appeal to the Office of Student Affairs.
 - (i) Appeals must be filed within three (3) business days of the posted grade or decision.
 - (ii) The Associate Dean of Admissions and Student Affairs (or designee) may grant an extension in cases of extenuating circumstances (e.g., illness, accident, or significant hardship).
 - (iii) The written appeal must include:
 - (A) Student's name and ID number.
 - (B) Course title and number.
 - (C) Statement of which grade is being appealed.
 - (D) Grounds for appeal and supporting evidence.
 - (E) Reference to relevant syllabus and policy language, if any.
 - (F) Resolution sought.

The Office of Student Affairs shall review the submission within three (3) business days (e.g., Monday - Friday exclusive of University Closure) for completeness and scope. Incomplete appeals shall be returned to the students with the option to revise and resubmit. Any resubmission must be received within one (1) business day.

- (c) **Step 3: Initial Appeal to the Associate Dean.**
 - (i) The initial appeal shall be forwarded to either the Associate Dean of Preclinical or Clinical Education.
 - (ii) The Associate Dean may request additional information or hold a meeting with the student.

- (iii) A written decision shall be issued within three (3) business days of review.

(d) **Step 4: Final Appeal to the Deans Council (DC).**

- (i) The student may appeal the decision of the Associate Dean if they believe the decision was arbitrary or capricious, in violation of policy, or if they can present new evidence that was not available at the time of the initial appeal decision.
- (ii) The final appeal must be submitted within three (3) business days of the original appeal decision to the Deans Council of UNC COM.
- (iii) The Associate Dean whose decision is under appeal, shall recuse themselves from the DC appeals process.
- (iv) The DC shall issue a final written decision within three (3) business days of receiving the appeal.
- (v) The DC's decision is final.

(e) **Confidentiality & Non-Retaliation.**

- (i) All appeals are handled confidentially.
- (ii) No student shall face retaliation for filing an appeal.

- (f) **Record Keeping.** The Office of Student Affairs shall maintain records of all academic appeals as outlined in the Retention Policy.

FACULTY SENATE POLICY PROPOSAL/MOTION

Subject: UNC College of Osteopathic Medicine Remediation, Re-examination and Make-Up Policy

Originator/Date: 12/2/25

Placement(s): Board Policy Manual 2-1-205

Sent to APC on 2/18/26

Reviewed by Academic Policies (APC) on 3/2/26 and sent to Codification (COD)

Reviewed by COD on 3/11/26 and sent to APC

Reviewed by APC on 3/23/26 and returned to COMS

Reviewed COM on 3/25/26 and returned to APC

APC approved on 3/30/26 and sent to Faculty Senate

Motion: Approve the UNC COM Remediation, Re-examination and Make-Up Policy

Purpose: To outline the policy and process for UNC COM students remediating courses, the process to initiate a re-examination due to inclement conditions or other disruptions, and the policy and process for a student making up a missed exam.

Rationale: As a medical school, UNC COM has a cumulative curriculum that builds on itself across the four years. The COM has an ethical obligation to the public and students to ensure students complete coursework with a high degree of mastery, which is necessary for their successful transition to patient care and their preparation for required licensure exams. To support this level of accountability, UNC COM does not generally allow remediation at the assessment level but instead reserves remediation of an entire course after calculation of a final grade. This differs from the general UNC appeals policy, which allows appeals for individual assessments. Requiring students to prepare fully for each exam sets an expectation for self-directed learning, personal accountability, and professional responsibility. To facilitate first-time success, courses will employ multiple, frequent formative opportunities with targeted feedback so that students, faculty, and support services have a clear idea of student preparation and progress, and can employ appropriate learning, behavioral, and wellness interventions in a timely fashion.

This remediation policy outlines the number of remediations allowed each semester and the process to follow should additional remediation be needed. This

policy also places oversight authority of remediation in the UNC COM Student Progress Committee. As part of accreditation standards, UNC COM must have an oversight body that makes decisions about student progress and dismissal. This allows for monitoring and decision-making with full knowledge of a student's academic performance.

The re-examination section of this policy addresses assessment disruptions by force majeure and other interruptions that affect exam delivery for large portions of the class and provides a process for exam re-administration.

The make-up exam section of this policy lays out a process for rescheduling an individual's exam due to an excused absence.

Responsible Party: Associate Dean for Admission and Student Affairs

Commission on Osteopathic College Accreditation (COCA) Standard: 9.2

Review Frequency: Annually, or as needed

Proposed Language

2-1-205(4) Remediation, Re-Examination and Make-Up Exams.

(a) Individual Assessment Remediation.

- (i) In general, remediation is not permitted for individual assignments or exams within a course, unless specified in the syllabus.
- (ii) Remediation may be required for any competency-based assessments (e.g. practical exams, clinical assessments, etc.) if successful completion is part of a course requirement.
- (iii) The remediation format for assessments (e.g., written, oral, skills demonstration) is determined by the Course Director in consultation with the Associate Dean for Preclinical or Clinical Education.
- (iv) Students who fail any summative assessment shall be referred to the Student Success Committee (SSC).

(b) Course-Level Remediation.

- (i) Students are permitted to remediate a maximum of one (1) course per semester during the first two (2) years of the curriculum.
- (ii) Students who fail courses during the first two (2) years may only remediate during the designated remediation period.
- (iii) Students who fail clinical rotations during years three (3) and four (4) shall be referred to the Student Progress Committee (SPC).
- (iv) Students failing remediation or failing two (2) or more courses in a single semester shall be referred to the Student Progress Committee (SPC).

(c) SPC Oversight of Remediation.

- (i) Students with multiple academic concerns, course failures, and repeated remediations, are reviewed by SPC.

- (ii) SPC has the discretion, under extraordinary circumstances, to allow multiple course remediations in one semester.
- (iii) If a student is unsuccessful in remediation or has multiple course failures, the SPC may recommend that the student repeat the academic year or that the student be dismissed.
- (iv) Appeals of SPC decisions may be submitted to the Deans Council, whose decision is final.

(d) Re-Examinations.

- (i) Re-examinations refer to extraordinary circumstances that prevent exam delivery to the class as a whole. Potential examples of include, but are not limited to system failure, power outages, and inclement weather.
- (ii) All re-examinations require approval by the UNC COM Dean. Requests must be initiated by the Course Director to the relevant Associate Dean for Preclinical or Clinical Education, who makes a recommendation to the Dean.

(e) Make-Up Examinations for Excused Absences.

- (i) Students unable to take a scheduled exam due to an emergency must contact the Office of Student Affairs in addition to the Course Director before the start of the exam (or as soon as the emergency allows) and submit any requested documentation.
- (ii) Make-up exams are scheduled in coordination with the Assistant Dean of Assessment and the Course Director.
- (iii) Formats of make-up exams may differ from the original (e.g., oral, essay, alternative version).

(f) Make-Up Examinations for Unexcused Absences. Students who miss an exam without approval shall receive a zero on the exam.

(g) Timing of Make-Up Examinations. Make-up exams should occur within five (5) business days of the original exam or as otherwise approved by the relevant Associate Dean of Preclinical or Clinical Education.

FACULTY SENATE POLICY PROPOSAL/MOTION

Subject: UNC College of Osteopathic Medicine Academic Dishonesty Policy

Originator/Date: 10/23/2025

Placement(s): Board Policy Manual 2-1-205

Sent to APC on 2/18/26

Reviewed by Academic Polices (APC) on 3/2/26 and sent to Codification (COD)

Reviewed by COD on 3/11/26 and sent to APC

Reviewed by APC o 3/23/26 and returned to COMS

Reviewed COM on 3/25/26 and returned to APC

APC approved on 3/30/26 and sent to Faculty Senate

Motion: Approval of UNC COM Grading policy

Purpose: To establish the academic dishonesty policy for students enrolled in the University of Northern Colorado College of Osteopathic Medicine (UNC COM).

Rationale: Professionalism is a core attribute and requirement for medical practitioners. Accreditation standards require COMs to provide oversight of professional conduct. Academic Dishonesty falls under professional conduct and, as such, under the UNC COM Professionalism Committee oversight. This provides UNC COM Professionalism Committee a more comprehensive understanding of student professional behavior and allows for integrated interventions to address any infractions.

Other UNC COM policies provide for due process for students, including the right to present evidence and to appeal decisions. The change from UNC policy is in which body is responsible for executing this oversight.

Responsible Party: Dean, College of Osteopathic Medicine

Commission on Osteopathic College Accreditation (COCA) Standard: 5.1

Review Frequency: Annually and as needed.

Proposed Language

2-1-205(5) Academic Dishonesty. Academic dishonesty includes but is not limited to:

- (a) Cheating on a formal academic exercise or examination
- (b) Plagiarism
- (c) Falsification of data, information, or citations
- (d) Providing false information to an instructor concerning a formal educational activity
- (e) Acting in a manner that would sabotage a fellow student in their work
- (f) Assisting others in any of the above activities

Students who are alleged to have committed an act of academic dishonesty shall be referred to the UNC COM Professionalism committee. Students found to have committed academic dishonesty may suffer negative consequences up to and including reporting of an infraction on the student's Medical Student Performance Evaluation through dismissal.