

Adding Section 2-1-205 College of Osteopathic Medicine Grading Policy, Grade Appeal Policy, Remediation, Re-examination and Make-Up Policy, and the Academic Dishonesty Policy

RECOMMENDATION

It is recommended that the Board of Trustees approve the addition of Section 2-1-205, *College of Osteopathic Medicine Grading Policy* to the Board Policy Manual, including the Grading Policy, Grade Appeal Policy, Remediation, Re-examination and Make-Up Policy, and Academic Dishonesty Policy. These policies establish a comprehensive academic framework for students enrolled in the University of Northern Colorado College of Osteopathic Medicine.

BACKGROUND


The creation of this new section establishes a cohesive and professionally aligned academic policy framework specific to UNC College of Osteopathic Medicine. Collectively, these policies define grading practices, outline processes for grade appeals, establish standards for remediation and assessment continuity, and set expectations for academic integrity and professional conduct.

The policies are designed to align with national norms in medical education, accreditation requirements, and licensure expectations, including the use of pass/fail grading to promote collaboration, competency-based learning, and student success. They also reflect the structured, cumulative nature of medical education by emphasizing mastery of course-level outcomes, limiting appeals and remediation to the course level, and providing clear oversight through designated academic and professionalism committees.

Together, these policies support student development, ensure fairness and due process, promote accountability and professionalism, and uphold the institution’s responsibility to prepare competent and ethical medical practitioners.

Tamra J English
Responsible Staff

06/04/2026
Date



President

06/05/2026
Date

Board Action

Date

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).

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.

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.

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.