

6.04 Documentation of Student Assessment in MS2

(1) MS2 End-of-Course Grades

- (a) Course directors report grades promptly to the Office of Student Affairs for all students in a course according to the following grading system:
Permanent grades: Honors (H), Pass (P), Fail (F), Condition/Pass (CO/P), Condition/Fail (CO/F), Credit by Examination (BE).
Temporary grades: Condition (CO), Incomplete (IN).
- (b) The Registrar may assign Administrative Grades: No Grade (NG), Withdrawn (W). NG is a temporary grade and W is a permanent grade.
- (c) The Curriculum Management and Policy Committee must approve any course seeking to use an alternative grading scale (e.g. Pass/Fail).

(2) Grades Defined

- (h) Honors (H) is meant to distinguish those who have achieved particular merit in a course.
 - i. For norm referenced courses: Honors should be awarded to approximately the top 15% of the class. Some flexibility is appropriate in cases in which multiple students achieve the stated cutoff.
 - ii. Criterion referenced courses: Honors should be awarded to students who have achieved a predetermined level of performance.
 - iii. In some courses an additional project (paper or activity) will be required. This must be clearly described in the syllabus.
- (i) Pass (P) means a student's performance was entirely satisfactory.
- (j) Fail (F) means a student's performance was unsatisfactory.
 - i. A failing grade is determined by the Course Director.
 - ii. Assessment may be criterion or norm referenced.
 - iii. A failing grade is generally accepted to be a grade of less than 70% that is more than two standard deviations below the mean, but may vary depending on the circumstances of the course and decision of the Course Director.
 - iv. The standard or any deviation from the standard should be communicated to students at the beginning of the course (See 4.01(3)).
- (k) Condition (CO) should be used in cases where a student's performance in the course suggests that he or she should be able to pass a re-examination after a brief independent review of the course material.
 - i. A CO grade should be cleared within 3 weeks of the end of the course. At the discretion of the Course Director, this time may be extended to no more than 4 weeks after the end of the semester.

- ii. Failure to clear a CO within this time frame will result in a CO/F for the course.
- iii. A CO must be cleared by a passing performance on an evaluation instrument equivalent in scope and difficulty to the original evaluation instrument.
- iv. There is no requirement for a formal review session to be provided by the faculty for a student who receives a CO grade.
- v. Students passing the above evaluations will have a grade of CO/P. Students failing the reevaluation will receive CO/F.

(l) Incomplete (IN) signifies that the student has not met all requirements for a course for compelling reasons such as family or medical emergencies.

- i. To ensure consistency in the way in which IN grades are used, no grade of IN will be assigned without the approval of the Associate Dean for Student Affairs.
- ii. An IN must be converted to a permanent grade 4-weeks after the completion of the semester in which the IN was assigned.

(m) No Grade (NG) is reserved for administrative reasons where a final grade cannot be given.

(n) Withdrawn (W) is reserved for cases where the student withdraws from a course.

(o) Credit By Examination (BE). The use of BE is reserved for course credit awarded by examination. The option for credit by examination in place of a full course may be extended by the course director to students with an advanced degree in a discipline related to a pre-clinical course. The course director may issue a BE after an appropriate examination or reviewing the student's credentials.