

## SECTION 5: GRADING AND PROMOTION

### 5.1 Grading

NUNM maintains high standards of scholarship, and recognizes its responsibility to provide each student the best opportunity to complete the program successfully. At the beginning of each course, the instructor is required to define clearly for class members the objectives of the course and the standards and methods by which student achievement will be measured. Students are responsible for checking their grades online in SONIS. Courses that are graded using the P/F grading system are not included in a student's GPA.

For students enrolled in any program (fall 2015 or later): At the end of each course, each student's performance is reported to the registrar using the following letter grading system.

A student's grade-point average will be calculated using the following chart:

| <u>Grade</u> | <u>Percentage</u> | <u>Points</u>  |
|--------------|-------------------|----------------|
| A            | 90-100            | 4.0            |
| B            | 80-89             | 3.0            |
| C            | 70-79             | 2.0            |
| D            | 60-69             | 1.0            |
| F            | 59 or less        | 0.0            |
| W/WF         | N/A               | Not calculated |

- A (SUPERIOR PERFORMANCE): passing
- B (SATISFACTORY PERFORMANCE): passing
- C (MARGINAL PERFORMANCE): passing
- D (UNSATISFACTORY PERFORMANCE): not passing for graduate-level courses, passing for undergraduate
- F (FAILURE): not passing, permanent grade
- P (PASS): satisfactory performance
- W (WITHDRAWAL): student withdrew from course
- WF (WITHDRAWAL, FAILING): student withdrew from course while failing
- I (INCOMPLETE): course requirements not yet completed, due only to serious illness or bereavement (temporary grade)
- T (TRANSFER): course received approved transfer credit. Transfer credit does not apply toward overall GPA calculation
- AU (AUDIT)
- IP (IN PROGRESS)
- R (REMEDATION REQUIRED): marginal performance (temporary grade) – graduate level only
- RC (REMEDIATED C): pass remediation exam – graduate level only
- RP (REMEDIATED PASS): grade given for a passed medical clinic rotation, but with required skills remediation – graduate level only

For students enrolled in the ND or CCM programs prior to fall 2015: At the end of each course, each student's performance is reported to the registrar using the following pass/fail grading system:

- H (HONORS): superior performance; equivalent to "A," not available for all courses
- P (PASS): satisfactory performance; equivalent to "B" or "C"

- FR (FAIL REMEDIATE): marginal performance (temporary grade)
- RP (REMEDIATED PASS): Equivalent to “C-”
- F (FAILURE): unsatisfactory performance (permanent grade); equivalent to “F”
- I (INCOMPLETE): course requirements not yet completed, due only to serious illness or bereavement (temporary grade)
- W (WITHDRAWAL): student withdrew from course
- WF (WITHDRAWAL, FAILING): student withdrew from course while failing
- AU (AUDIT)
- CMP (COMPLETE): used for courses that are not graded, but attendance is required and a specified number of hours need to be completed, such as preceptor hours
- T (TRANSFER): course received approved transfer credit. Transfer credit does not apply toward overall GPA calculation
- NC (NOT COMPLETED): hour requirement or attendance not met
- IP (IN PROGRESS)

## **5.2 Remediation — Graduate Level Only**

### ND Program

ND students who earn a 67-69% (D range or FR grade) in lecture courses are eligible to remediate a final exam. Labs and tutorial courses may offer remediation exams at instructor discretion, based on the course material and the feasibility of offering a remediation exam. An “R” grade will be recorded on their transcript until a remediation exam has been taken and a permanent grade is entered into SONIS. In order to have the “R” grade as an option, faculty must include it in their syllabus.

### CCM Programs

CCM students who earn a 60-69% (D range) for their final grade may be eligible to remediate a final exam if, in the judgment of the instructor, it is likely that the student could pass the course by successfully taking a remediation exam. If a remediation exam is available, an “R” grade will be recorded on their transcript until a remediation exam has been taken and a permanent grade is entered into SONIS. In order to have the “R” grade as an option, faculty must include it in their syllabus.

### SoRGS Programs

SoRGS students who earn a 60-69% (D range) for their final grade may be eligible to remediate a final exam if, in the judgment of the instructor, it is likely that the student could pass the course by successfully taking a remediation exam. If a remediation exam is available, an “R” grade will be recorded on their transcript until a remediation exam has been taken and a permanent grade is entered into SONIS. In order to have the “R” grade as an option, faculty must include it in their syllabus.

## **5.3 Grade of “R/FR” — Graduate Level**

“R” (remediation required) or “FR” (fail remediate) is a temporary grade. Students who fail a course may receive an R/FR grade rather than an “F” (fail) if they meet the criteria listed in Section 5.2 above.

“R” grades are converted to either an “RC” (remediated C) if the remediation exam is passed or a D/F if the remediation exam is failed. “FR” grades are converted to either an “RP” (remediated pass) or “F”—not to a “P” or an “H.” Grades of R/FR are not eligible for grade appeals.

Students who receive two or more R/FR grades (regardless of whether they have been changed to RC/RP) will be placed on academic probation and must sign an academic contract. Students

earning three or more R/FR grades (regardless of whether they have been changed to RC/RP) will be required to appear before the Academic Review and Appeals Committee (ARAC), and may be suspended.

An R/FR grade that has not been remediated by the end of the second week of the following term (for a spring term course by the end of the third week of summer term) will automatically be converted to an “F.”

#### **5.4 Grade of “RC/RP” — Graduate Level**

Students who pass a remediation exam will earn a permanent grade of “RC” (remediated “C”) /RP (remediated pass).

#### ND Clinical Rotations and “RP” Grades

A permanent grade of “RP” will be given when an ND student passes a clinical rotation, but is required to attend a clinical skills enhancement course to attain an adequate level of clinical proficiency. See Section 4.12, above, for Clinical Remediation and/or 7.4 in the Student Clinic Section II.

#### **5.5 Grade of “D/F” — Graduate Level**

For graduate-level students, a letter grade of “D” or “F” is reconsidered a failing grade. A failing grade in a required course (including clinical rotations), requires the student to repeat the course/clinic rotation the next time it is offered, usually the next year. If it is an elective course that is failed, the student is not required to retake it. The student is prohibited from continuing in any courses for which the failed course is a prerequisite.

The student will repeat the course at the current per-credit rate. Any naturopathic student failing a clinical rotation will be required to register for and attend skills-building.

#### **5.6 Grade of “F” — Undergraduate Level**

When an undergraduate-level student receives a failing grade, the course/rotation must be repeated the next time it is offered, usually the next year. The student is prohibited from continuing in any courses for which the failed course is a prerequisite. The student will repeat the course at the current per-credit rate.

#### **5.7 Grade of “I”**

A grade of “I” (incomplete) is given when a student has satisfactorily completed a minimum of 80% of the course and its requirements, but is unable to complete the course during the term the course is offered. The student must petition the faculty for an incomplete grade by submitting a “Petition for an Incomplete” form. Incomplete grades should only be issued in the case of illness, bereavement or circumstances beyond the student’s control. Incomplete grades should be given only if the student has an approved absence excuse issued by the Center for Academic Success.

A student receiving an “I” grade is responsible for completing the course requirements as specified by the instructor, and for seeing that the registrar receives proper notification of the grade change. Whenever possible, the student is encouraged to sit in on the remaining classes and finish the necessary grading requirements by the second week of the term they return. A grade of incomplete that is not converted to a passing grade by the deadline will automatically become a grade of “F.” Under extenuating circumstances, an instructor may extend the deadline for an incomplete grade by notifying the registrar in writing of the extension and give a date by which the grade must be resolved; an extension may be no longer than one year, after which time it will convert to a failing grade. If the grade of “I” is due to on-going illness, and cannot be made up by

the deadline, the student will be required to take a medical leave of absence for the quarter and will be allowed to complete the course material upon return from medical leave. Students who apply for a leave of absence and have not completed 80% of the coursework will receive a grade of “W” for the class, and will need to repeat it upon return from leave. A withdrawal will affect the student’s ability to continue in certain course sequences in subsequent quarters. Any student who is failing the course after week eight (8) is not eligible to request an incomplete and will receive a grade of “WF.”

### **5.8 Grade of “CMP”**

This grade (complete) is used for courses that the student is required to attend, but no evaluation is given. Examples of such courses include, but may not be limited to, ComEx, community education or New Student Orientation, for which the student is required to complete a certain number of hours, or Clinical Skills Enhancement for which the student is required to attend and receive tutoring in a specific area.

### **5.9 Grade of “IP”**

Course is in progress, temporary grade. Once the faculty member submits the grades the “IP” grade will be changed to the appropriate rating.

### **5.10 Grade Appeals**

Students have the right to appeal a failing grade if they perceive that there has been an error in the grading procedure, or if there is a perceived lack of clarity about the faculty member’s expectation for passing a course. **The appeal must be made within two weeks of receipt of the grade.** Passing grades cannot be appealed and passing grades cannot be appealed to receive a grade of “honors.”

A student may request a review of a grade given in an exam or a final grade for a course only in the following manner:

1. A written request by the student, for a review of the grade, must be submitted to the faculty member. This appeal must be within two weeks of the posted grade.
2. The faculty member will advise the student in writing of the decision within seven days of receipt of the request.

ND students who have a non-passing first OSCE exam result may not appeal since a failing grade is not given until the second exam attempt is not passed.

A failed OSCE exam grade appeal must be submitted to the associate dean of clinical education within two (2) weeks of the posted grade and will be referred to the Clinical Assessment Committee. The Clinical Assessment Committee will notify the student in writing of the decision within 14 days of receipt of the request.

The student may appeal the faculty member’s decision in writing via a “Grade Appeal” form. The completed appeal form will be submitted to the registrar. This appeal must be made within seven days of the faculty member’s written notice to the student regarding the decision. The written appeal to the registrar must be accompanied by appropriate written documentation as to why the student feels the grade is in error, and what the outcome was of the discussion and appeal with the faculty member. The registrar will forward the appeal to the Academic Appeal and Review Committee (ARAC). The ARAC will review the documentation, including a discussion with the faculty member, and issue a recommendation to the program dean. The recommendations from the ARAC may include upholding the grade as submitted or requiring the student to remediate an exam. The ARAC may not recommend a passing grade to be substituted in place of a failing

grade. The program dean will review the recommendations and will make a final decision. The student and faculty member will be notified in writing of the final decision. The decision is final and may not be appealed to higher authority.