

Grading Convention Policy and Procedure

I. PURPOSE

All assignments, exams and courses are assigned student performance grades by faculty; this policy identifies letter grade convention based on percentage scores.

II. SCOPE/COVERAGE

This policy applies to all students on the PharmD program at the College of Pharmacy.

III. POLICY STATEMENT

Students are required to meet a specified set of requirements and outcomes in each course as described in each course syllabus. The course facilitator will provide students with the learning objectives, instructional methods, assessment strategies, schedules, and the grading criteria, in writing, prior to the beginning of each course. Achievement of course learning objectives will be based on performance on individual quizzes, examinations, and on any other graded assignments or criteria, including team or independent Pass/No Pass assessments established by the course facilitator.

Course grades, will be assigned as follows:

	Equivalent	Definition	GPA Points
A	90-100%	Exceptional	4.00
B	80-89.9%	Significant achievement	3.00
C	70-79.9%	Satisfactory	2.00
D	60-69.9%	Unsatisfactory – requires remediation	1.00
F	Below 60%	Fail – must repeat	0.00
I	Incomplete	Not completed all course requirements	0.00
W	Withdrawn	Withdrawn from the course before completing all course requirements	0.00

IV. PROCEDURE

Incomplete grade (I)

- a. During a semester, a student may not complete all required assignments and/or examinations due to extenuating circumstances, such as, but not limited to, an illness or a family emergency. In such a case, the course coordinator may give a grade of Incomplete for the course, meaning that the course work is incomplete but of passing quality. The grade of "I" is not to be awarded in place of a failing grade. The course, exam, or assignment with the incomplete grade has to be completed successfully within the time frame agreed by the student's academic plan. This will normally be within **10 business days** after the end of the semester (or rotation) in which the incomplete grade was received; exceptions to this timeframe require approval by the Professional and Academic Standards Committee (PASC) and the Dean of the College.
- b. When a student receives an 'I' the student is responsible for meeting with the course facilitator to receive direction regarding what is necessary to resolve the incomplete grade. In a meeting between the student and the course facilitator issuing the "I" grade, an Incomplete Grade Notification Form must be completed and signed by the student and the course facilitator. Copies of the form must be sent to the student, and to the Academic Affairs Office for approval, before being sent to the Registrar's Office.
- c. If a student pharmacist fails to comply with the conditions outlined in the notification, or fails to satisfactorily convert the incomplete grade to a passing grade, the incomplete grade will be converted to an "F" grade. The student is then placed on Academic Probation, and required to repeat the course. In the event that an "I" grade is carried into a new academic year the Dean may conditionally promote the student pharmacist to the next academic semester in the program pending the satisfactory clearance of the incomplete grade.
- d. In the event that the "I" grade is converted to an "F" grade the student's GPA will be recalculated. If there are any consequences for academic progression, the consequences will be effective the same day the incomplete grade is changed.

Associated Form

Incomplete Grade Agreement

Approval Record:

APPROVED COP: February 2016

APPROVED PEC: June 2016

REVIEW: every 2 years (or more often if required)