



## INSTITUTIONAL POLICY: GP-04

Category: Graduate Programs  
Subject: Grading Scale  
Effective Date: January 29, 2026  
Updated:  
Applicability: Graduates Students as of  
July 1, 2026

### GP 04-1. Authority

W. Va. Code § 18B-1-6

### GP 04-2. Grading Scale

The following grading scale shall be employed at the West Virginia School of Osteopathic Medicine for graduate programs:

A (93-100%)	Excellent Performance
A- (90-92%)	Excellent Performance
B+ (87-89%)	Good Performance
B (83-86%)	Good Performance
B- (80-82%)	Good Performance
C+ (77-79%)	Adequate Performance
C (73-76%)	Adequate Performance
C- (70-72%)	Adequate Performance
Below 70% (F)	Failure
P	Pass
I	Incomplete
W	Withdrawal
C-	Successful Course Remediation
R	Reassessment Eligible

### GP 04-3. Reporting and Records

3.1 All grades will be recorded as letter grades according to the grading scale in Section 2.

- 3.2 All grades will be reported on transcripts as the letter grade according to the grading scale in Section 2.
- 3.3 **Pass (“P”)** indicates competency in a course not requiring a numerical grade. **P** is not averaged with the grades to determine a grade point average.
- 3.4 **Incomplete (“I”)** indicates that a student has not completed all of the required work by the end of the course. Normally, this lack of completed work entails only a small portion of the work and falls at the end of the grading period. Incompletes should be granted only when, in the judgment of the course director, a student cannot complete all required work due to circumstances beyond the student’s control.
- 3.4.1 A grade of **I** must be removed no later than the end of the second Friday in June of the same academic year. In cases of circumstances beyond their control and at the discretion of the Course Director with permission from the Associate Dean of Graduate Programs, a student may be given permission to extend the completion date of a course.
- 3.4.2 The requirements for the removal of an **I** should be obtained from the Course Director who assigned the course grade. When the student receives an **I** due to an excused absence from the final exam, the **I** will be removed upon completion of the make-up exam.
- 3.4.3 If the grade of **I** is not removed by the end of the second Friday in June of the same academic year, or in the time approved for any extension, the Associate Dean of Graduate Programs will be notified by the Registrar and the Associate Dean of Graduate Programs will order a permanent grade of 65 and Failure **F** be recorded for the course.
- 3.5 **Withdrawal (“W”)** indicates withdrawal from the institution. Students may not withdraw from an individual course.
- 3.6 A letter grade of **C-** will be recorded by the Registrar after successful remediation.
- 3.7 **Reassessment Eligible (“R”)** indicates that a student has a grade at the end of the semester in a course that is less than a **C-** and is eligible to take a reassessment exam. Students may only have one **R** grade in any semester.

#### **GP 04-4. Other Definitions**

- 4.1 “Lab Course” means a course where a preponderance of the assessment is derived from skill-based exams.
- 4.2 “Reassessment” means a cumulative course exam given in circumstances where certain factors are present relating to course grade and academic achievement in the course, as described in more detail in the Procedure for Institutional Policy GP-04: Grading Scale.
- 4.3 “Remediation” means a self-guided retake of an entire course that is then assessed by one cumulative exam.

- 4.4 “Make-Up Exam” is defined as a retake of one course exam that was missed due to an excused absence.