

Addendum to Student Handbook and Academic Catalog 2025-2026

Update: 07/17/2025

Course Name Change

The name of the MEDE735 Clinical On-Ramp course has been updated to **MEDE 735 Foundations for COMLEX Success**.

Update: 08/04/2025

Updated Grade Tables:

NON-CALCULATED CREDIT: Included in hours earned

GRADE	GRADE NAME	DEFINITION	YEARS GRADES UTILIZED
H	Honors	Special recognition for exceptional performance in clinical clerkship and sub-internships. Top 10%	OMS III and OMS IV; Clerkships & Sub-internships
HP	High Pass	Recognition for commendable performance in clinical clerkship and sub-internships. Next 25%	OMS III and OMS IV; Clerkships & Sub-internships
P	Pass	Pass.	OMS I – OMS IV
RP	Remediated Pass	Performance that meets the course requirements after successful completion of a remediation plan following an initial failing grade.	OMS I – OMS IV

NON-CREDIT VALUES: Excluded from hours earned

GRADE	GRADE NAME	DEFINITION
AD	Administrative Drop	Administrative Drop from course(s). Faculty/Administrator-initiated.
AU	Audit	Participation and/or observation of a course.
AW	Administrative Withdrawal	Withdrawn from course(s) or college. Faculty/Administrator- initiated
F	Fail	Failure of a course OMS I – OMS IV. Fail (<70%)
I	Incomplete	Incomplete coursework due to extenuating circumstances.
IP	In Progress	A temporary grade for an ongoing COMLEX readiness course, rotation, clerkship, or sub-internship.
W	Withdrawal	Withdrawal from a course(s) or College. Student-initiated.
NA	Not Applicable	An N/A grade is assigned when a student who has established attendance is administratively removed from a course without penalty. The NA grade serves solely to document attendance for internal purposes and does not impact Satisfactory Academic Progress (SAP). It does not appear on the student's official transcript.
NR	Not Reported	A grade was not reported by the listed deadline.

Course Remediation

Students who are required to remediate a course will retain the original grade on record until the remediation process is successfully completed. Upon successful completion, the course director will submit a grade change, and the original grade will be updated to RP (Remediated Pass). The final recorded percentage for a successfully remediated course will be 70%, regardless of the student's actual performance during remediation. Please refer to the Remediation Policy and Process in the Student Handbook and Academic Catalog.

If a student initially received an IP (In Progress) grade and does not successfully complete the required remediation, the IP will be converted to a grade of F (Fail). For additional information, please refer to the In Progress (IP) Grade Policy.

Incomplete Grades

A course director may assign a grade of Incomplete (I) if a student is unable to complete the course/section because of extenuating circumstances beyond the student's control. Extenuating circumstances can include the following:

- Serious illness or injury of the student (hospitalization, surgery, or extended medical leave)
- Death of an immediate family member or close relative
- Documented mental health crisis affecting the student's ability to complete coursework
- Military deployment or obligations occurring during the term
- Significant personal hardship (e.g., fire, flood, or other natural disaster impacting the living situation)
- Unexpected caregiving responsibilities (e.g., caring for an ill child, spouse, or parent)
- Legal obligations (jury duty, court appearances, or immigration proceedings)
- Other unforeseeable or extraordinary circumstances that prevent completion of required coursework, as approved by the institution.

The course director, or their designee, will complete an Incomplete Grade Contract clearly detailing requirements for completion of the course/section.

The student will receive a copy of the contract via the student's KHSU-KansasCOM email address. The student will have three (3) business days to respond to the incomplete grade contract request. If a response is not received, the student will receive the current earned grade with all missing assignments calculated as a zero.

Students receiving an incomplete grade must coordinate with the course director to satisfy all outstanding coursework for the course/section. Once outstanding requirements for the course are satisfied, the Course Director, or their designee, will process a change of grade form converting the incomplete to a grade. DEADLINE: The student has a maximum of 180 days (about 6 months) to work with faculty to complete the incomplete. Once 180 days have passed, the incomplete becomes a failure.

Please note: Incomplete Grades may impact a student's Financial Aid. Please contact Financial Aid for questions.

In Progress (IP) Grade Policy

Students actively participating in COMLEX readiness courses, clinical rotations, clerkships, and sub-internships are eligible for In Progress (IP) grades as per this policy. The IP grade may be assigned by the appropriate faculty member when a student requires additional time to complete COMLEX requirements or when a final grade from a preceptor is pending.

For COMLEX readiness courses, an IP grade may be assigned at the end of each term to reflect ongoing academic engagement. The IP grade will remain until the student receives approval to sit for the COMLEX 1 exam. The IP grade will be converted to a Pass/Fail grade, as appropriate. Students who are unable to successfully complete a repeated COMLEX readiness course are considered not to have met academic progression requirements and may be dismissed from the program.

For clinical rotations, clerkships, and sub-internships, students assigned an IP grade must complete outstanding requirements or facilitate the submission of the final preceptor grade within 60 days. The Clinical Education Administrative team will oversee the progress of students with IP grades and ensure timely resolution. If requirements are not met or a final grade is not received within the 60-day period, the IP grade will be converted to a failing grade.

Please refer to the National Licensing Exam (COMLEX) policy for specifics regarding the exam and exam preparation.

In circumstances where an IP grade remains unresolved beyond the 60-day period, the Clinical Education team will coordinate with external entities (e.g., preceptors, clinical sites, and affiliated programs) to secure the documentation and information necessary to finalize the student's grade.

Once requirements are met or a preceptor grade is received, the IP grade will be replaced with the appropriate final grade reported to the Office of the Registrar. All IP grades must be resolved and converted to a final letter grade before graduation.