

Policy Name: 10.03.1 Academic Performance and Grading Policy

The University of Texas at Tyler School of Medicine (SOM) has instituted committees to oversee the educational program and to monitor student academic performance. The Curriculum Oversight Committee (COC Committee) is the body that provides central oversight and makes recommendations to the Dean of the School of Medicine regarding the overall design, administration, and evaluation of a coherent and coordinated curriculum. The Student Progress and Promotions Committee (SPPC) is charged with reviewing the academic progress and professional development of each student during the four- year medical education program and proposing recommendations to the Dean accordingly. The primary responsibility of the SPPC is to recommend for graduation only those candidates who have satisfactorily completed all graduation requirements and demonstrated consistent professional conduct appropriate for a physician.

Phase 1 courses of the SOM's medical education program include scientific foundation concepts with clinically relevant material. Phase 1 also includes the Community and Rural Medicine Clerkship, Interprofessional Education (IPE), Population Health and System Science (PHSS), and Teaching Outstanding Physician Skills (TOPS) courses, which run longitudinally throughout Phase 1. Phase 2 of the SOM's medical education program includes the core clerkships and clinical electives. Phase 3 includes four (4) required clinical experiences and four (4) elective experiences. The academic standards for successful completion of the Phase 1, Phase 2 and Phase 3 courses and clinical experiences are outlined in the course and clerkship syllabi; academic standards are determined by the course and clerkship directors and align with a grading rubric approved by the COC Committee.

Grades are Pass/Fail for Phase 1 (includes all courses). Phase 2 and Phase 3 grades are based on an Honors/Pass/Fail system for required clerkships; Phase 3 acting internships and electives (clinical and non-clinical) are Pass/Fail. The process by which a student may appeal a final course grade or evaluation is set forth in the medical school's Grade Appeal Policy.

Incomplete and Failing Grades

A student who does not complete all the required coursework will earn a grade of Incomplete or Fail, depending upon the situation.

Incomplete: Students can be assigned an Incomplete in situations, which warrant the provision of additional time to allow the student to complete his or her work (*e.g.*, illness, family emergencies, or other extenuating circumstances as determined by Course/Clerkship/Phase Directors (in consultation with the Associate Dean of Undergraduate Medical Education and Associate Dean of Student Affairs). Incomplete grades are reserved for situations where the student *has not or will not be able to* complete all required coursework by the grade posting deadline. Students are required to complete the remaining required course work within the designated time, as determined by the course director but not to exceed one year. The Incomplete

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will change to a grade of either Pass or Fail once the student has completed the required coursework based upon grading as determined in the syllabus once. Students who do not complete all of the required work in the allocated time will have their grade changed to Fail.

Fail: To receive a “Pass,” a student must obtain a minimum overall grade of 70%. A student who fails to meet the requirements outlined in the syllabus to earn a passing grade within a course or clerkship will earn a failing grade (“F”).

Process of Distribution of Grades and Grade Posting/Submission

In Phase 1, final grades will be calculated by the course directors/co-directors, approved by the Office of Medical Education, and then released to the students. Final grades for all non-clinical courses are uploaded to transcripts within 10 business days of course completion.

In Phase 2, grades will be decided by a departmental grading committee, approved by the Office of Medical Education, and then released to the students. Clinical experience grades will be submitted no later than four (4) weeks after the rotation is completed. Narrative feedback will be provided as appropriate.

In Phase 3, the clinical and elective experience directors will decide the grades and once approved by the Office of Medical Education, the grades will be released to the students.

All grades are uploaded to student’s transcripts by the SOM’s Associate Director of Financial Planning and Registrar Services and finalized by the UT Tyler Office of the Registrar.

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