

Policy Name: 10.03.1 Academic Assessment, Grading, and Advancement Policy

Policy

The University of Texas at Tyler School of Medicine (SOM) has instituted committees to oversee the educational program's academic grading and to monitor student academic progress.

- 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

In alignment with the oversight provided by these committees, academic assessment and performance requirements are established and implemented through a structured process. Academic assessment and performance requirements are determined by the course and clerkship directors and approved by the COC prior to implementation. The academic requirements for individual courses and clerkships are outlined in respective syllabi. Grading schemes for each Phase are outlined below.

	Honors	High Pass	Pass	Fail*
Phase 1				
All Courses			X	X
Phase 2				
All Clerkships	X	X	X	X
Interprofessional Education (IPE)			X	X
Teaching Outstanding Physicians (TOPS)			X	X
Phase 3				
Required Clerkships	X	X	X	X
Sub-Internships	X		X	X
Clinical/Non-Clinical Electives			X	X

* Failure to meet the requirements outlined in the syllabus to earn a passing grade within a course or clerkship results in the grade of Fail.

Incomplete Grades

Students may request, or the instructor of record may recommend, an Incomplete when all of the following conditions are met: (a) the student has been making satisfactory progress in the course; (b) the student is unable to complete all course work or final exam due to unusual circumstances that are beyond personal control and are acceptable to the instructor; and (c) the student presents these reasons prior to the time that the final grade roster is due. The decision to grant an Incomplete lie with the instructor of record for the course/clerkship. The student and the instructor must submit an Incomplete Form detailing the work required and the time by which the work must be completed to their respective department chair or college dean for approval. The time limit established must not exceed one year. Should the student fail to complete all of

Policy Name: 10.03.1 Academic Assessment, Grading, and Advancement Policy

the work for the course within the time limit, then the instructor may assign zeros to the unfinished work, compute the course average for the student, and assign the appropriate grade. If a grade has not been assigned within one year, then the Incomplete will be changed to an F.

Grade Posting

All course/clerkship grades are finalized and approved by the instructor of record. Final course/clerkship grades are uploaded to students' transcripts by the SOM's Associate Director of Financial Planning and Registrar Services and finalized by the UT Tyler Office of the Registrar. Timing for final grades uploaded to transcripts is six (6) weeks after the last day of the course.

Academic Progression/Advancement

Students must achieve satisfactory completion of all required coursework, milestones, examinations, and other requirements, including expectations for professionalism, to be considered in "good academic standing" and progress towards graduation. **Students must successfully pass all courses through Regulation** prior to the first day of their MS2 year and successfully pass all Phase 1 courses before advancing to Phase 2.

The SPPC meets at the end of each phase, and as needed, to review student academic and professional performance and progress and determine if students are making good academic progression and in "good academic standing" or if they are at-risk of not maintaining good academic standing. The SPPC has oversight of academic actions to be put in place if a student fails to make satisfactory academic progress; these decisions may be adverse. Potential academic actions include but are not limited to the following: remediation, extension of time for completion of certain requirements, repeating portions of the curriculum, taking leave of absence, and dismissal.

The goal of identifying students who are not making satisfactory academic progress (i.e., at-risk) is to ensure they are provided with the opportunity to utilize specific resources and interventions that can support them in their academic progression. Failure to meet conduct and professionalism expectations can result in adverse academic actions that may result in up to dismissal, despite completing all academic requirements.

Curriculum Oversight Committee approved: 7/7/2026

Last Revision Date: 7/2026

Review Date: 7/2026