

Policy Name: 10.3.1 Academic Performance and Grading Policy

The University of Texas at Tyler School of Medicine (UT Tyler 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 courses, Phase 2 and Phase 3 clinical experiences are determined by the course directors and, clerkship directors, respectively, each adhering to 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 the clinical experiences and electives. The process by which a student may appeal a grade or evaluation received is set forth in the medical school's Appeal of Grade Policy.

Incomplete and Failing Grades

A student who does not complete all the required coursework will earn an Incomplete or failing grade.

Incomplete: Students can be assigned an Incomplete in situations, as determined by the Office of Student Affairs, 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 deemed appropriate by the Associate Dean of Student Affairs or his/her designee). The Incomplete will change to a grade of either "Pass" or "Fail" once the student has completed the required coursework. If a student fails to complete the required course work within the

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designated time, as determined with the course director but not to exceed one year, the Incomplete grade will be changed to a Fail.

Fail: A student who fails any component(s) in Phase 1 must remediate the component(s) before starting Phase 2; Phase 2 clinical experiences require a passing grade to advance to Phase 3. To receive a “Pass,” the student must obtain a minimum overall grade of 70%. A student who successfully remediates a course will receive a grade of “P.” Students who do not successfully remediate a course will receive an “F.”

Grade Posting/Submission

Each Phase 1 or course director will submit a grade roster at the end of each course within 10 business days of course completion. Clinical experience grades will be submitted no later than four (4) weeks after the rotation is completed. Narrative feedback will be provided as appropriate. All grades are processed through the Office of Medical Education and will be submitted to the Office of the Registrar.

Process of Distribution of Grades

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. In Phase 2, grades will be determined by a departmental grading committee, approved by the Office of Medical Education, and then released to the students. In Phase 3, the clinical experience directors will determine the grades and once approved by the Office of Medical Education, the grades will be released to the students.

Curriculum Oversight Committee approved: 7/26/2022

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Review Date: