



Grading System Policy

Roles and Responsibilities

Policy Contact	Associate Dean for Student Affairs, Assistant Dean for Assessment
Responsible	OME, CCC
Accountable	OME, OSA
Consulted	PCC, CYC
Informed	Faculty, Residents, Staff, Medical Students, Site Directors

LCME Elements

9.8 Fair and Timely Summative Assessment

A medical school has in place a system of fair and timely summative assessment of medical student achievement in each course and clerkship of the medical education program. Final grades are available within six weeks of the end of a course or clerkship.

Scope and Purpose

The system of grades rewards academic accomplishment and simultaneously provides feedback to individual students regarding their progress toward graduation and further medical training.

Policy Statement

The medical education program employs both 2-tier and 4-tier Pass/Fail grading systems (see below). Specific criteria for each grade are determined by course leadership in conjunction with the Office of Medical Education and the Curriculum Coordinating Committee. Students will be informed about course grading criteria (and weight for each assessment) at the start of each course.

4-Tier Pass/Fail Grades

Label	Symbol	GPA	Cutoff*	Description
Honors	MH	4.0	>=88.0 %	Honors; Exemplary
High Pass	MHP	3.0	>=78.0 %	High Pass; Outstanding
Pass	MP	2.0	>=68.0 %	Pass; Very Good

Fail	MF	0.0	< 68.0 %	Fail - An F in a required course or clerkship mandates remediation. Both the original grade of F and the grade received after remediation will be recorded on the transcript.
Remediated Pass	MFP	2.0	< 68.0 %	Remediated Pass (by Exam) after a Fail; if remediated by examination (versus retaking the course) this is the highest grade achievable and as noted above both the original grade of F and the grade received after remediation will be recorded on the transcript

2-Tier Pass/Fail Grades

Label	Symbol	GPA	Cutoff*	Description
Pass	P	n/a	>=68.0 %	Pass
Fail	F	n/a	< 68.0 %	Fail - An F in a required course or clerkship mandates remediation. Both the original grade of F and the grade received after remediation will be recorded on the transcript.

*Cutoffs are for pre-clerkship courses only

For any courses that are repeated, the GPA will include an average of the two course grades.

Off-campus electives that do not supply a final letter grade following the UMSOM 4-tier grading system shall have those grades converted to 2-tier (Pass/Fail).

Incomplete

This designation is used in consultation with OME/OSA when mitigating circumstances prevent the student from completing a course on time and is applied only when a majority of course requirements have been met (See Withdrawal and Incomplete Policy). The grade of Incomplete will be replaced with the grade the student earns for the course once requirements are met.

Withdrawal

This grade is assigned when a student withdraws from a course (as described in the Withdrawal and Incomplete Policy) and results in a W on the transcript.

Auditing a Course

1. Audited courses appear on the transcript with an AU designation but do not receive an evaluation or grade, will not count toward degree requirements, and will not appear in the MSPE.
2. Students pay full tuition and fees for audited courses.
3. Credited courses may not switch to audit (or vice versa) after the start of the course.
4. Students auditing a course are expected to adhere to all standards of professionalism and expectations as set forth by the course director.
5. Until two weeks prior to the start of the course, priority must be given to students enrolling for credit over students choosing to audit.
6. Away rotations that do not meet the UMSOM definition of an elective (e.g., virtual electives) will be enrolled as audit.

Reporting and Posting of Grades

1. Final grade reports for each required course and clerkship must be submitted no later than 4 weeks following the conclusion of the course or clerkship.
2. Grades will be made available to students as soon as they have been posted.

Exceptions

There are no exceptions noted for this policy as the scope covers all medical students enrolled in the Renaissance Curriculum.

Sanctions

Violations of this policy or non-adherence to procedures will be reported to the Office of Medical Education for follow-up and corrective action when needed.

Definitions

N/A

Forms

There are no forms associated with the implementation of this policy.

Related Policies/Procedures

Grade and Evaluation Inquiry and Appeal Policy
Incomplete and Withdrawal Policy
Calculating and Recognizing Student Achievement

History

Approved: CCC, March 17, 2020
Amended: CCC, March 16, 2021 (Incomplete, Auditing a Course)
Amended: CCC, August 17, 2021 (Incomplete)

Revised: CCC, May 16, 2023