UNIVERSITY OF MINNESOTA

Date Revised
November 2025

Medical School Policy

Date Effective
January 2019

Registration, Grading, & Grade Appeals

Date
UME.06.v.2

Senior Leader: Medical School Dean

Responsible University Officer: Senior Associate Dean for Undergraduate Medical Education

Policy Owner: Senior Associate Dean for Undergraduate Medical Education

Policy Contact: Medical School Registrar, medregistrar@umn.edu

Policy Statement

The medical school has defined grading criteria and informs students about how they will be assessed in each course and the guidelines for timely registration.

Procedures

I. Course and Clerkship Grading Structure

A. Grade Definitions

Grade Nomenclature	Explanation
Grade Definitions	**These are used in Foundations phase courses and Pass/Fail clinical experiences**
P (Pass)	Achievement meets the course requirements.
N (No Pass)	Signifies that the work was either (1) completed but at a level of achievement not worthy of credit or (2) was not completed. Students earning an N are subject to the *Academic Progress and Graduation Policy* and must remediate the course/clerkship in order to make satisfactory academic progress.
Grade Definitions	**These are used in graded clinical experiences (e.g. Electives)**
H (Honors)	Achievement is outstanding relative to the level necessary to meet the course requirements.
E (Excellent)	Achievement is significantly above the level necessary to meet the course requirements.
S (Satisfactory)	Achievement meets the course requirements.
N (No Pass)	See above
Other Definitions	**These are applied in specific circumstances**

I (Incomplete)	Given when a student who is passing a course/clerkship is unable to complete a minimal portion of the remaining scheduled time or graded assignments due to unforeseen extenuating circumstances, such as illness or a family emergency. Incomplete can also be assigned to a clinical student with a first failure of a final exam *(*Refer to the *"Incomplete Grade Policy")*
K (In Progress)	Used for Longitudinal Integrated Clerkships (LICs) or other courses spanning multiple terms, before a grade is assigned
NG (No Grade)	Entered when there is no grade required for the course or clerkship
NR (Not Reported)	Assigned when an instructor has not posted grades by the grading deadline.
T (Test Credit)	Assigned when a student successfully remediates a course by re-examination. Will appear in a separate section on the transcript.
X	The course is part of a sequence of courses and is in progress. Used for clinical continuity courses in the MSTP program.
W (Withdraw)	A formal, permanent notation on a student's academic transcript indicating they have left a course or clerkship after add/drop eligibility has elapsed and before the deadline when a final grade would be issued. *(*Refer to the *"Add/Drop/Withdrawal Policy")*

II. Grade Determination Procedures

A. Foundations Phase

- Students must meet all requirements and pass all components of the course as listed in the online learning management system (LMS).
- Graded assessments (quizzes, exams) in Foundations phase courses are criterion-referenced, that is, based on a student's mastery of the material and not comparative to other students in the class. The pass cutoff score is set at ≥ 70%.
- Each student whose total score for the course is below 70%, but within one standard error of measurement, triggers an automatic review by an ad hoc committee. This ad hoc committee will make a recommendation to the Course Director who will have the final decision on the final grade.

B. Foundations Phase Ad Hoc Committee

- Scores below 70%, but within one standard error of measurement, will be reviewed, with the student's name removed, by an ad hoc committee consisting of the Course Director(s) for the course in question, one additional Course Director, and a representative from the Assessment and Evaluation Office. Upon completion of the review, the Course Director(s) makes a final decision and documents the rationale.
- The final decision of the review should be completed in a timely manner based on committee member availability (generally within five business days from

receipt of the scores). Students will be notified, in writing, of the outcome of the review, including the rationale. If the outcome changes the score (i.e. to a passing grade) it will be updated in the student's record.

C. Clinical Immersion and Specialty-Specific Transitions Phases

- Students must meet all requirements and pass all components of the clerkship as listed in the online learning management system (LMS).

III. Grade Changes & Appeals

A. Changing Grades

There are limited circumstances in which a grade may change after it has been posted on a student's official transcript. The request for the grade change must be submitted in writing to the UMMS Registrar by the Course Director/Coordinator or the Committee on Student Scholastic Standing (COSSS). Grade changes occur when:

1. The work has been completed in a course with an I (Incomplete) grade.
2. Concluding a course/clerkship or a sequence of courses/clerkships in which K or X grades have been assigned.
3. An error has been made on the initial grade entry.
4. The COSSS authorizes a grade change; this may result in a non-passing grade.
5. A student's appeal of a grade is successful.
6. The course grade is adjusted due to a grade change on a course component reviewed by the Foundations Phase ad hoc committee.

B. Appealing[1] Graded In-Class Components

A student who believes the score they received on a graded in-class component within a course/clerkship is not justified must contact the Course/Clerkship Director(s), in writing, within ten days of receipt of the grade to discuss the issue, including providing a rationale for the appeal. The Course Director(s) will decide the most appropriate action to take in considering the student's appeal, which may include, but is not limited to:

1. acting on the appeal directly.
2. requesting input from faculty members involved in the item under appeal, including the instructor(s) of record.
3. requesting the student meet with the Instructor of Record.

The Course Director(s) will render a decision regarding the student's appeal within ten business days from receipt of the student's written appeal and notify the student of the decision, in writing, adjusting in-class grades on the components in question, as needed. The decision of the Course Director(s) is final.

In the event that a changed score on a component changes the final grade for the course *after* the course grade has been posted, the UMMS Registrar will be notified of the change in order to make the needed adjustment to the student's official academic record, as per the process outlined above.

C. Appealing[1] Course or Clerkship Summative Grades

The University gives broad authority to Course Directors, as content experts, to determine student grades. As such, students cannot appeal a grade directly. Students are entitled to an explanation by the Course Director(s) of the grade they received and can file a complaint if they believe they have been unfairly evaluated. Complaints must be based on a claimed violation of a University rule, policy, or established practice and provide evidence that:

- The Course Director(s) failed to follow the grading policy in the syllabus;
- The assigned grade was unreasonable based on the available information the Course Director(s) had; and/or
- The method of evaluation applied in determining the grade is inconsistent when compared to other comparable situations.

Informal Resolution: Students appealing their course or clerkship grade must first attempt to resolve the appeal informally directly with the Course or Clerkship Director(s).

1. Submit a written request to the Course or Clerkship Director(s) detailing what your concern is and any allegations that meet the conditions noted above; include what action you are requesting be taken to address the concern.
2. The appeal must be submitted to the Course or Clerkship Director(s) within ten business days from the date grades are posted. A student who does not initiate an appeal within the stated time limit waives any right to appeal the grade in question.
3. Meet with the Course/Clerkship Director(s) to discuss the appeal rationale.
4. The Course/Clerkship Director(s) is(are) to provide the student with a decision and rationale, in writing, in a timely fashion (generally within ten business days from receipt of the student's written appeal).
5. If the issue is resolved to the satisfaction of the student, both the student's written appeal and the Course/Clerkship Director's written decision must be forwarded to the UMMS Registrar who will change the grade and file the documentation in the student's file.

Formal Resolution: If the issue is not resolved to the student's satisfaction through informal resolution as described above, the student may appeal under the formal resolution process.

1. Students must submit their complaint in writing to the UMMS' Senior Associate Dean for Undergraduate Medical Education (UME). Complaints must include a description of the outcome of informal resolution and a justification for challenging the decision of the Course/Clerkship Director(s). The burden of proof is on the student to show that it is more likely than not that the decision made violated a University or medical school rule, policy, or established practice.
2. The Senior Associate Dean for UME will review all materials and make a determination to accept or reject the student's appeal.

[1] It is recognized that subjectivity is inherent in many evaluations of students that affect their grades. As a general rule, appeals that cite subjectivity or a difference of opinion between the student and evaluator(s) regarding a student's performance will not be successful.

3. If the appeal is accepted, the Senior Associate Dean will forward the decision to the Course/Clerkship Director and to the UMMS Registrar for the purposes of modifying the grade.
4. The decision of the Senior Associate Dean for UME is final and cannot be appealed further within the medical school or University.

IV. Registration Timing Requirements

Foundations Phase Registration

- Students are registered for their courses by the Registrar approximately 4 weeks prior to the start of the term
- Students adhere to the following deadlines to be registered:

Status	Timing
Leave of Absence (LOA) Return	Students on a Leave of Absence must notify the medical school confirming return to active enrollment no less than 30 days prior to the intended return date.
Completion of Remediation Coursework	Students who have No Pass (N) grades approved for remediation must successfully complete all outstanding work within the specified remediation plan timeframe and no later than 10 business days prior to the start of the next available medical school term, year, or phase.
Completion of Incomplete Contract Coursework	Students with an outstanding Incomplete Contract must complete all indicated coursework within the specified Contract date and no later than 10 business days prior to the start of the next available medical school term, year, or phase. (Refer to the "*Incomplete Grade Policy"*)
Directed Study	Students with a directed study must have an approved and signed Directed Study Contract submitted no later than 10 business days prior to the start of the term.
Holds Non-medical school (i.e. Student Accounts or Boynton Health)	Students must resolve the hold no later than 10 business days prior to the start of the term. Future term registration will not be processed if there is a hold on a student's account.
Compliance	Students must be in compliance with all Academic Health Sciences requirements 10 business days prior to the start of the term, and must have a compliance expiration date of at least 30 days past the first day of the term.
Decelerated Plan	Students on decelerated plans are manually registered by the Registrar. Students are notified when their registration has been processed.

	Students are responsible for checking their registration and ensuring it is accurate according to their deceleration plan.

Clinical Immersion (CiP) & Specialty-Specific Transitions (StP) Phases Registration

- Students in the CiP or StP phases will schedule their courses/clerkships via MEdIS®.
- Add and drop deadlines are clearly posted in MEdIS® for each term, and approval is required for any scheduling changes made after the posted deadlines.
- Registration for the CiP or StP phases happens via an automated weekly process beginning approximately 4 weeks prior to the start of the term.
- Registration will not be processed if there are any holds on the student's account. Future term registration will not be processed if there is a hold on a student's account.
- Students may have future registration dropped within a term if the student fails to maintain compliance with immunization requirements.

It is a student's responsibility to check for and resolve holds well in advance of the upcoming term's registration. Scheduling is **not** the same as registration and a course scheduled in MEdIS® is NOT necessarily officially registered.

LICs

Scheduling and registration of courses in LIC experiences including RPAP, MetroPAP, VALUE, HeLIX, REACH, FLIIC and EPAC is done per the program schedule. Registrations of actual courses represent placeholders as the entire curriculum is threaded throughout the experience. In circumstances where a student must interrupt their LIC experience, every effort will be made to coordinate an adjustment to scheduling and registration that will best accommodate the individual circumstance, be least disruptive to the LIC and the site(s) at which the student is rotating, and most accurately reflected in the student record and Transcript.

Additional Contacts

Subject	Contact	Fax/Email
Primary Contact	**Name**	**Fax/Email**
Medical School Registrar	Carly Siewert	medregistrar@umn.edu
Regional Campus Manager – Duluth	Steph Appleby	sappleby@d.umn.edu

Related Information

This policy replaces previous policies or portions of previous policies Mid Course and Clerkship Feedback, Years 1-4; Required Clerkship Grade Standardization, Years 3 and 4; Clinical Course Grades, Years 1-4; Exam Grades, Years 1 and 2; Course Grades, Years 1 and 2; and Medical School Grading and Transcripts: Twin Cities, Duluth, and Registration policy

Refer to the Medical Student Policies webpage to review the following related policies:

- Academic Progress and Graduation Policy
- Scholastic Standing Committee

Responsibilities

Office of the Registrar

- Track and verify appropriate submission of grades
- Make grade changes, collect, and retain official documentation on grade change justifications
- Serve as content expert on University grading nomenclature and their application

Course/Clerkship Managers & Coordinators

- Submit grades for courses/clerkships they manage
- Assist the Course Director regarding the communication of grades

Course/Clerkship Director

- Monitor completion of coursework for all students enrolled in the course/clerkship
- Assign grades for students enrolled in the course/clerkship
- Communicate final grades to students.
- Communicate failing grades to relevant administrative officers (i.e. Academic Advisors)

Student

- Submit appeals for in-class graded components, or course/clerkship grades in accordance with the procedures outlined above, including within prescribed time limits
- Be aware of, and maintain compliance with, immunizations and registration deadlines; resolve all registration holds in a timely manner

LCME Accreditation Relevance

The policy ensures the medical school meets LCME Accreditation requirements as follows:

Element 9.6: SETTING STANDARDS OF ACHIEVEMENT. "A medical school ensures that faculty members with appropriate knowledge and expertise set standards of achievement in each required learning experience in the medical education program."

History

Amended: September 2018 - Office of the Registrar
Amended: August 2019
Approved by: Education Council
Amended for content by: UMMS Registrar, August 2021
Reviewed and Approved: Medical Student Education Committee (MSEC), August 2022
Reviewed with minor updates: August 2023
Reviewed and Approved: Medical Student Education Committee (MSEC), October 2024
Reviewed and Approved: Senior Associate Dean, UME, May 2025
Reviewed and Updated: Senior Associate Dean, UME, November 2025