



ADMINISTRATIVE POLICY

Medical School Grades Policy

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Policy Owner: Robert Englander, M.D., MPH, Associate Dean for Undergraduate Medical Education

Policy Contact: Jennifer Neufeld, Medical School Registrar

POLICY STATEMENT

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

REASON FOR POLICY

The assignment of grades reflects students' mastery of content and level of performance in the medical school curriculum. This policy is to comply with **LCME 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.

PROCEDURES

A. Grade bases and grade definitions

Year 1 and 2 courses will have a grade basis of P-N. Year 3 and 4 courses will have either a H-E-S-N or P-N grade basis. The grade basis is determined when the course is created and cannot be changed mid-semester. Any proposed changes to the grade basis need to be approved by the Education Council.

P – Pass. Achievement meets the course requirements.

N – No Pass. Signifies that the work was either (1) completed but at a level of achievement that is not worthy of credit or (2) was not completed.

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.

B. Other grade symbols and definitions

I – Incomplete. Granted at the discretion of the course/clerkship director when a substantial portion of the course has been completed with a passing standard. Requires a signed agreement for course completion. Course completion must occur within one year of the end of the course/clerkship.

K – Course is in progress. Used for LIC clerkship experiences.

NG – No grade required.

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 next to a bracketed N grade on the transcript.

W – Withdraw. Assigned when a student withdraws from a course before completing a substantial portion of the course.

X – Course is part of a sequence of courses and is in progress.

C. Non-passing grades (N, I, W)

i. Students earning an N (No Pass) grade in any course must be approved by the Committee on Student Scholastic Standing (COSSS) on the Twin Cities campus, or the Scholastic Standing Committee (SSC) on the Duluth campus to remediate the course. Remediation may happen by re-examination (Year 1 and Year 2 courses) or re-take of the entire course at the discretion of the COSSS/SSC. A successful remediation by re-examination in a Year 1 or Year 2 course will result in the N grade bracketed next to a T grade on the transcript. Multiple course failures are subject to the COSSS or SSC policy on academic standing. Refer to: [COSSS](#) (Twin Cities) or [SSC](#) (Duluth)

ii. An I (Incomplete) grade may be granted at the discretion of the course director when a student has completed a substantial portion of the course and is passing, but extenuating circumstances prevent timely completion of the course, or when a clerkship is successfully completed with the exception of the final exam. An Incomplete contract signed by both the course director and student must outline the work left to be completed and the deadline by which it must be completed, no later than one calendar year from the last date of the course. The Incomplete contract must be submitted to the Registrar no later than one week after grades are due for the course. Failure to submit the Incomplete contract to the Registrar, or failure to complete the terms of the Incomplete contract will result in an N (No Pass) grade.

iii. Course withdrawals must be approved by the Assistant Dean for Student Affairs (Twin Cities) or the Associate Dean for Student Life and Academic Affairs (Duluth) in consultation with the course director. Withdrawals occur after the student has started a course and before a substantial portion of the course has been completed in order for an Incomplete grade to be granted. A grade of W (Withdrawal) is assigned in this circumstance.

D. Grade changes

There are limited circumstances in which a grade may be changed after it has been posted on a student's transcript. In each circumstance, the request for the grade change must be submitted in writing to the registrar by the course director or coordinator. The registrar will change the grade and file the documentation in the student's file.

i. When the work has been completed in a course with an I (Incomplete) grade.

ii. When a course has been remediated by re-examination.

iii. At the conclusion of a course or sequence of courses in which K or X grades have been assigned.

- iv. When an error has been made on the initial grade entry.
- v. When, after careful reevaluation of a student's work, a course director or clerkship director determines that a higher grade should be assigned. This type of grade change should be extremely rare and be accompanied by a compelling rationale.

E. Grade appeals

The medical school follows the University of Minnesota's policy on [Addressing Student Academic Complaints](#).

F. Year 1 and 2 course and exam grades

- i. Course grades and exam grades in Years 1 and 2 courses will be criterion-referenced, that is, based on a student's mastery of the material and not comparative to other students in the class.
- ii. A student must accumulate 70% or more of the total points in the course and 70% or more of the total points on the final exam in order to earn a P (Pass) in the course.

G. Year 3 and 4 clerkship grades

- i. Students must pass all components of the clerkship as listed in BlackBag. BlackBag will also include criteria for each possible grade: Satisfactory, Excellent, or Honors.
- ii. If a student meets all the criteria to pass the clerkship but fails the clerkship exam, an I (Incomplete) grade will be entered and the student will be allowed a second attempt at the exam. The highest achievable grade in the clerkship when passing the final exam on a second attempt is E (Excellent). A second failure of the final exam results in a N (No Pass) grade in the clerkship.

FORMS/INSTRUCTIONS

[Agreement for the Completion of Incomplete Work](#) (Incomplete Contract)

APPENDICES

There are no appendices associated with this policy.

FREQUENTLY ASKED QUESTIONS

There is no FAQ associated with this policy.

ADDITIONAL CONTACTS

Subject	Contact	Phone	Fax/Email
Primary Contact	Name	Phone	Fax/Email
Medical School Registrar (Twin Cities)	Jennifer Neufeld	612-625-4489	neuf0006@umn.edu
Director of Student Affairs (Duluth)	Shawn Evenson	218-726-8873	sevenson@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

HISTORY

Amended: