

Promotions Committee Recommendation Form

Complete, print, sign and submit to the College of Medicine Registrar's Office when course/clerkship grades are entered into Banner

Student Name: _____ Academic Year: _____

Course: _____ Course # _____

M1/M2: Fall Spring semester or M3/M4: Period _____

✓ Select the grade given to the student and note your recommendation for remediation or completion of the course or clerkship requirements.

➤ **NOTE: The recommendation for remediation requires approval by the Student Promotions Committee and the remediation attempt may not begin prior to committee approval.**

Grade assigned	Guidelines
<input type="checkbox"/> I	Incomplete (I) is given only in cases where a student, due to illness or other acceptable reason, was unable to complete all the required work in the usual time assigned for the course or clerkship. All work must be completed within 1 year or the grade becomes an "F". After completion of the course/clerkship, the Course/Clerkship Director will assign an appropriate grade according to the overall quality of the work completed for the entire course. The grade of "I" will be replaced on the academic transcript with the new grade.
<input type="checkbox"/> T	Temporary (T) Indicates that a student has been determined deficient in a portion of a course or clerkship and that remediation of some portion, but not the majority, of a course or clerkship is appropriate for the determination of a final grade. If the required remediation is successfully completed, the grade will be reported as a final grade of Pass (P*) on the transcript. If the remediation is not successfully completed, the final grade will be reported as Fail (F).
<input type="checkbox"/> F	Fail (F) Indicates that a student has not met the minimum performance standards for the course or clerkship as determined by the responsible course/clerkship director. In this instance a complete repeat of the course will be required as recommended by the course/clerkship director and approved by the Student Promotions Committee. An F grade may only be remediated by repeating the course or clerkship in its entirety. Numeric grade: _____
<input type="checkbox"/> R	Review (R) A temporary grade utilized to insure that a student's performance is discussed by the Student Promotions Committee. Following the Student Promotions Committee discussion, the R will be immediately changed by the course/clerkship director to the permanent grade. <i>For Registrar's Office Use Only: New Permanent Grade: _____</i>

Recommendation for remediation and/or additional information:

- M1/2 courses:** Repeat course via course director approved summer course, pending no other deficiencies.
- M3 Clerkships:** Course continued, grade to be assigned after repeat of NBME exam.
- Other: describe: _____

Course /Clerkship Director: _____
(Please print)

Signature: _____

Date: _____

9/2019

Registrar's Office Use Only:
Forwarded for placement on next Student Promotion Agenda.

By: _____

On date: _____