



# QUILLEN COLLEGE *of* MEDICINE

EAST TENNESSEE STATE UNIVERSITY

Policy Name: **Grading System/Withdrawals/Auditing Courses/Class Rank**

Policy Replaces a Previous Policy (this includes change in policy name): <input type="checkbox"/> Yes/ <input checked="" type="checkbox"/> No
If so, list name of previous policy (include policy number if different):
Policy Number (issued by the Office of Academic Affairs upon final approval): <b>MSEC-0319-25</b>
Policy Owner (Individual, Department, or Committee/Chair): <b>Ramsey McGowen, PhD / MSEC Chair (2013-2019)</b>
Committees, Departments, or Individuals Responsible for Implementation: <b>MSEC</b>
Original Approval Date and Who Approved by: <b>3/19/2019 - MSEC</b>
Effective Date(s): <b>2019-20 AY; 7/7/2020; 6/7/2022; 6/18/2024</b>
Revision Date(s) (include a brief description) and Who Approved by (made by Policy Owner and/or Policy Advisory Committee): <b>7/7/2020 – MSEC approval of 70% passing threshold.</b> <b>6/7/2022 – MSEC approval of adding clerkship Honors grade definition.</b> <b>6/18/2024 – MSEC approval of clarifying eligibility for Honors.</b>
Administrative Edits (briefly describe) by Staff and/or the Policy Advisory Committee (PAC) and Date (these revisions do not require voting/approval by the policy owner): <b>2/20/2020 – clarification added regarding running class rank reports.</b>
Exemption(s) to Policy (date, by what committee or individual, and brief description):
LCME Required Policy: <input type="checkbox"/> Yes/ <input checked="" type="checkbox"/> No
If yes, please list the Element(s) Affiliated with this Policy (include Element number/name/statement):
<b><i>All policies will be reviewed by the Policy Advisory Committee every three years unless an earlier review is identified.</i></b>
Date of Review:
Revisions Made: <input type="checkbox"/> Yes/ <input type="checkbox"/> No If yes, list revisions made:
Revisions Require Approval by Policy Owner: <input type="checkbox"/> Yes/ <input type="checkbox"/> No

**Policy Statement:**

The College of Medicine reports grades in all courses and clerkships as Pass or Fail, or otherwise as noted in this policy. Course and clerkship directors are responsible for determining the grades to be assigned to students. The distribution of the grades assigned will also be the responsibility of the course and clerkship directors.

**Purpose of Policy:**

To identify the College of Medicine MD program grading system for assignment of student grades and class ranking.

**Scope of Policy (applies to):**

All Quillen College of Medicine students.

**Policy Activities:**

The following grading system is used to report the performance of students in all courses and clerkships while enrolled in the MD program:

**Pass (P)** Indicates that a student has demonstrated mastery of the material taught in the course or clerkship to the satisfaction of the responsible course/clerkship director. The passing threshold for the College of Medicine courses and clerkships is 70%.

**Honors** is used to report performance in the required clinical clerkships only. At the end of the clerkship year, a Pass grade for the clerkship may be changed to an Honors grade if a student meets all of the following criteria:

- Final clerkship numeric score is  $\geq$  top 25% of the class per clerkship
- Nationally normed exam (e.g., NBME subject exam) is above the 50<sup>th</sup> percentile of the national norm (if applicable)
- All course requirements/assignments completed and submitted on time, including logging required clinical experiences
- No professionalism concerns from the clerkship

Honors grades will be assigned, and students notified at the end of the final clerkship period, once all grades have been received. The top 25% of numeric scores per clerkship will be calculated at the end of the regular clerkship year. Students who were on an academic, military, or medical leave of absence (as defined in the [QCOM Leave of Absence Policy, ADMIN-0921-20](#)) and had to take clerkships that went into the beginning of the next academic year may receive an Honors grade if they scored above the numeric score cutoff that was calculated for the top 25% of students at the end of the regular clerkship and met all other criteria. Students who were on an administrative or personal leave of absence and students who completed Special Studies and had to take any clerkships in the next academic year are ineligible for an Honors grade in those clerkship(s).

**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. Any student who has one or more failing grades is subject to being dropped from registration. A grade of “F” will remain permanently on the transcript. The remediated grade earned by repeating the course/clerkship will be added to the transcript in the academic period in which it is obtained. The “F” grade is considered a deficient grade and any student accruing two or more deficient grades will automatically be placed on academic probation and recommended for dismissal from the College of Medicine.

**Incomplete (I)** Indicates that a student in a course or clerkship who, because of illness or other valid reason beyond the student’s control, is not able to complete the course/clerkship requirements in the allotted time assigned. The course/clerkship director will recommend to the Student Promotions Committee the means by which the student might achieve a passing grade and the committee has the responsibility for approving or recommending changes to the remediation plan, depending on the circumstances. It is a temporary grade and must be resolved in a manner approved by the Student

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Promotions Committee. When a student completes the work required (e.g., completes an assignment or makeup examination), it becomes a Pass or Fail final grade. If the student does not resolve the incomplete within one year, it becomes a final grade of Fail (F). An Incomplete (I) grade is not considered a deficient grade.

**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. The “T” grade is considered a deficient grade and any student accruing two or more deficient grades will automatically be placed on academic probation.

The course/clerkship director will recommend to the Student Promotion’s Committee the means by which the student might achieve a passing grade, and the committee has responsibility for approving or recommending changes to the remediation plan, depending on circumstances.

If the required remediation is successfully completed, the grade will be reported as final grade of Pass (P) and will be recorded on the transcript as “P\*.” An asterisk will be used on the transcript to indicate that the student required remediation to obtain the passing grade. If the remediation is not successfully completed, the final grade will be reported as Fail (F). If the remediation for a “T” grade requires a new period of enrollment under the requirement of the Student Promotions Committee to repeat the course/clerkship, special procedures apply as outlined below. The numeric score earned by the student in the initial attempt will be used for the calculation of class rank.

On occasion, the Student Promotions Committee, after an analysis of overall performance, may require the student to repeat all or a portion of the curriculum including those courses/clerkships in which the original grade was a “T.” In this special instance, the student’s record will reflect the following: Upon successful remediation, the original grade of “T” will be replaced on the transcript with an asterisk (\*). In this instance, the numeric grade will be ignored. The enrollment of the repeated course will be added to the transcript as appropriate in the subsequent enrollment period. The grade earned by the student during the repeat course will be the grade recorded on the transcript. The numeric score earned by the student in the repeat will be used in determining class rank.

**Review (R)** is a temporary grade indicating that prior to assigning a final grade, a course faculty, for an appropriate reason, desires to ensure that the performance of a student is discussed at a Student Promotions Committee meeting. Following discussion by the Student Promotions Committee, the “R” will be changed by the course/clerkship director to the appropriate grade.

**Withdrawals (WP, WF):**

Withdrawals from a course or clerkship may occur through administrative approval only. A student may withdraw from a course until one-quarter of the course’s duration with no penalty or record of enrollment.

Between one-quarter and three-quarters duration of the course or clerkship, the student may withdraw, receiving a WP (withdrew passing) or “WF” (withdrew failing) grade as determined by the student’s current performance in the course or clerkship. After a course or clerkship has passed three-quarters of its duration, the student may only withdraw under documented extenuating circumstances as approved by the course/clerkship director and the Offices of Academic and Student Affairs.

A grade of “WP” or “WF” will be assigned as determined by the student’s current performance in the course or clerkship. Withdrawal during the last quarter of the course/clerkship under other circumstances will yield a recorded grade of “F.”

**Auditing Courses:**

Under appropriate circumstances, with the approval of the course director, a student may officially audit a course. In such instances, the audit will be recorded on the transcript as “AU” and the student must pay the corresponding tuition and associated fees.

**Class Ranking:**

The College of Medicine maintains a class ranking for each student beginning at the end of the second preclerkship year. Class rank is calculated based upon numeric course and clerkship grades (percentage out of 100 points). Class rank is

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determined at the end of the preclerkship phase and again at the end of the required core clerkships. Additionally, class rank will be computed at a point in the third year when needed by AOA for determining member eligibility.

<b>Administrative Reviews/Approvals</b>	<b>Date Approved</b>
<i>University Compliance (if applicable)</i>	
<i>Policy Advisory Committee (includes three-year reviews)</i>	6/9/2022; 7/25/2024
<i>Associate Dean for Accreditation Compliance (if applicable)</i>	6/6/2022; 7/25/2024
<i>Vice Dean for Academic Affairs</i>	6/7/2022; 7/25/2024

<b>Policy Review and/or Revision Completed By (if applicable)</b>	<b>Date Policy Reviewed and/or Approved (if applies to that department, committee, or group)</b>
<i>Office of the Dean</i>	
<i>Office of Academic Affairs</i>	5/7/2019; February 2020; 7/11/2024
<i>Office of Student Affairs</i>	
<i>Department of Medical Education</i>	
<i>Medical Student Education Committee</i>	3/19/2019; 5/7/2019; 7/7/2020; 6/7/2022; 6/18/2024
<i>Student Promotions Committee</i>	5/8/2019
<i>Faculty Advisory Council</i>	
<i>Administrative Council</i>	
<i>M1/M2 Course Directors</i>	
<i>M3/M4 Clerkship/Course Directors</i>	
<i>Student Groups/Organizations (describe):</i>	
<i>Other (describe): All QCOM Faculty</i>	5/8/2020

<b>Final Policy Emailed to:</b>	<b>Date of Email Notifications</b>
<i>Medical Education Director for Posting on Educational Policies Website</i>	5/1/2024; 7/11/2024
<i>Policy Owner</i>	5/1/2024; 7/11/2024
<i>Admissions Office for Catalog (only new policies)</i>	February 2020