Medical School Grading and Transcripts: Twin Cities, Duluth

Policy Statement

A. Medical School Grading System

1. There are three grading systems within the Medical School at the University of Minnesota, H-P-N and P-N (years 1 & 2 curriculum), H-E-S-N and P-N (years 3 & 4 curriculum).

2. The Clerkship/Course Director will determine which grading bases will be used for their course(s) before the semester begins and request approval from Ed Council. Course grading bases cannot be changed after the semester has started.

3. Permanent grades will be entered on a students’ official transcript.

4. Grades cannot be withheld for reasons outside of the course requirements outlined in the course syllabus.

5. Course Directors hold the responsibility and authority for individual student grades.

B. Permanent Grades for Academic Work for Credit and No Credit Given

1. Years 1 & 2

   i. H (Honors) – Represents achievement that is outstanding relative to the level necessary to meet course requirements.

   ii. P (Pass) – Represents achievement that meets the course requirements in every respect.

   iii. N (No Pass) - Represents failure and 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 and there was no agreement between the instructor and the student that the student would be awarded an I (see Section C).

2. Years 3 & 4

   i. H (Honors) – Represents achievement that is outstanding relative to the level necessary to meet course requirements.
ii. E (Excellent) – Represents achievement that is significantly above the level necessary to meet course requirements.

iii. S (Satisfactory) – Represents achievement that meets the course requirements in every respect.

iv. N (No Pass) - Represents failure and 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 and there was no agreement between the instructor and the student that the student would be awarded an I (see Section C).

v. P (Pass) – Represents achievement that is satisfactory (S).

vi. N (No Pass) - Represents failure and 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 and there was no agreement between the instructor and the student that the student would be awarded an I (see Section C).

C. Incomplete Grades

1. There will be a symbol I (Incomplete) awarded to indicate that the work of the course has not been completed. The I will be assigned at the discretion of the Clerkship/Course Director when, due to extenuating circumstances, the student who has successfully completed a substantial portion of the course's work with a passing grade was prevented from completing the work of the course on time.

2. The assignment of an I requires a written agreement between the Clerkship/Course Director and student specifying the time and manner in which the student will complete the course requirements. Failure of the student to comply with the terms of the agreement will result in a failing grade (N).

3. A student does not need to be registered at the University in order to complete the work necessary to convert an I to a grade with credit in the time and manner previously agreed upon between the student and the Clerkship/Course Director.

4. I grade will remain on the transcript until changed by the department (for years 3 & 4) or the Medical School’s registrar.

5. When an I is changed to another symbol, the I is removed from the record.

6. If a student graduates with an I on the transcript, the I will remain permanently. A student may petition the Medical School, within a year of graduation, to complete the work in the course and receive a grade.

D. Withdrawing from a Course

1. Withdrawal from a course at any time requires approval from the Medical School and may not be granted solely because a student is failing the course; extenuating non-academic circumstances must also be documented to justify late withdrawal.

2. Appeals will be submitted for a course withdrawal to the

   i. Years 1 & 2 – Associate Dean for Student Affairs & Admissions on the Duluth campus or the Assistant Dean for Student Affairs on the Twin Cities campus
for review with recommendations forwarded to the Associate Dean for Undergraduate Medical Education for final determination.

ii. Years 3 & 4 – Assistant Dean for Student Affairs and Course Director(s) on the Twin Cities campus for review with recommendations forwarded to the Associate Dean for Undergraduate Medical Education for final determination.

3. There will be a symbol W (Withdrawal) entered upon a student’s record when the student officially withdraws from a course. The W will be entered on the transcript irrespective of the student’s academic standing in that course.

4. Approvals to remove the course from the transcript can be granted only under the presence of extreme circumstances and on administrative approval of a student’s appeal.

E. Other Transcript Symbols

1. **Test Credit.** There will be a symbol T indicating that a year 1 or 2 student successfully remediated a course failure by re-examination. The T allows for the course credits to be counted into the students’ graduation requirements. (This does not apply to students required to repeat a failed course). The original N grade remains on the transcript for the failed course.

2. **Continuation course.** There will be a symbol X indicating a student may continue in a continuation course in which a grade cannot be determined until the full sequence of courses is completed. The department/registrar will submit a final grade when the student has completed the sequence.

3. **Course in progress.** There will be a symbol K assigned by the department/registrar to indicate the course is still in progress and that a grade cannot be assigned at the present time. The department/registrar will submit a final grade when the student has completed the course requirements.

4. **No grade reported.** There will be a symbol NR administratively assigned to indicate that a grade was not reported for the course. The department/registrar will submit a final grade when the grade becomes available.

F. Repeating a Course

1. Year 1-4 students who take a course for the second time will be registered for the course again. Thus, the transcript will list the course and the final grade twice.

2. Students who are required to retake a course because of failure will receive the grade they achieve for their last performance of the course based on the grading standard outline in the course syllabus.

3. No course that has been successfully completed may be repeated for a higher grade.

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**Reason for Policy**

To accurately reflect the students’ performance throughout their medical school experience.
Procedures
The Medical School will contact the OTR to post a T grade when a student passes a course by special exam.

Definitions

Related Information
- Course Grades, Years 1 and 2
- Clinical Course Grades, Years 1-4
- Grade Submission Deadline for Courses and Clerkships, Years 1-4

History
Amended: April 2015 – Major revision: Updated Policy Statement, expanded procedures to include grading system and definition, incomplete course work, withdrawing from a course, and other transcript symbols.

Last Updated: February 21, 2012
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May 28, 2007 for years 3 and 4
September 4, 2007 for year 2
August 9, 2007 for year 1

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Discussion:
Curriculum Committee – 12/1/06
CUMED Committee – 5/12/2015