GRADING SYSTEM AND POLICY

Course Directors (including Preceptors) of courses, clerkships, and electives in the School of Medicine are the instructors of record and assign grades at the end of each course or clerkship/elective. Instructors evaluate students in a manner that is fair, unbiased, and consistent with the criteria and mechanisms announced at the beginning of the course or clerkship. Final course grades are Honors (SH), Satisfactory (SA), or Unsatisfactory (UN):

1. Honors (SH)
   The student performs exceptionally well as defined by the criteria for honors in the course syllabus.

2. Satisfactory (SA)
   The student completes all course requirements in a satisfactory manner as defined by the criteria in the course syllabus.

3. Unsatisfactory (UN)
   The student fails to meet the minimum requirements for a course, clerkship, or elective as defined in the syllabus or meets one or more of the following criteria.
   a. In Component I or II, attains an overall course average less than 65%, or attains an overall course average below 70% AND has previously received a grade of UN and/or a temporary grade of I (i.e., the student had a final course average between 65-70%) in two or more courses in that Component.
   b. In Component III, fails an NBME Subject Examination from a clerkship twice, or fails an NBME Subject Examination AND has previously received a grade of UN and/or a temporary grade of I in two or more Component III clerkships.
   c. In Component III or IV, fails the clinical component of a clerkship or elective, or
   d. fails to complete the requirements of a course within one year, or

4. Incomplete (I)*
   A student may temporarily receive a grade of Incomplete (I) if he/she:
   a. has a final course average between 65-70% and is eligible to take a make-up examination before receiving a final course grade in Component I or II. A student is eligible to take make-up examinations in a maximum of two courses per academic year, but may not take a make-up exam if he/she has previously received a UN and/or I in any two previous courses during the Component. The Advancement Committee determines if a student is eligible to take a make-up exam.
   b. has failed a Component III NBME Subject Examination once and is eligible to take a second NBME Subject Examination before receiving a final course grade. A student is eligible to take a make-up examination in a maximum of two clerkships. A student failing an NBME Subject Examination in a third clerkship will receive an Unsatisfactory grade for that clerkship and will be referred to the Advancement Committee for action.
   c. has been granted an extension to complete course requirements (e.g., OSCE/CSE, H&Ps, written assignments, etc.)

   The grade of Incomplete (I) is changed to Satisfactory (SA) when the student satisfactorily completes all required work for the course, clerkship, or elective within the time granted for the extension. If the student has not completed the required work in a satisfactory manner within the time granted (in no case later than one year after the completion of the original course), the Incomplete (I) is changed to Unsatisfactory (UN).

5. Withdrawal (W)
   A grade of Withdrawal (W) will be recorded and no credit received when a student officially withdraws from a course while in good standing following consultation with the Associate Dean for Student Affairs.

6. Withdrawal while Failing (FW)
   A grade of Withdrawal while Failing (FW) will be recorded and no credit received when a student officially withdraws from a course while failing that course.