

**Medical Education Program Policy**

<b>Policy Name:</b>	<b>Grade changes and transcript notations (subsidiary to HSCEP OP 59.05)</b>				
<b>Policy Domain:</b>	Student records	<b>Refers to LCME Element(s):</b>	9.9		
<b>Approval Authority:</b>	Committee on Curriculum and Educational Policy	<b>Adopted:</b>	March 2019	<b>Date Last Reviewed:</b>	March 2019
<b>Responsible Executive:</b>	Associate dean for medical education	<b>Date Last Revised:</b>	November 2023		
<b>Responsible Office:</b>	Office of Medical Education	<b>Contact:</b>	Mirjana Babic, M.P.A. mbabic@ttuhsc.edu		

1. **Policy Statement:** This policy establishes guidelines for the approval of grade changes and for the use of grade notations, including conversion of a temporary grade (DE, I, PR, or X) to a final grade. This policy also establishes that a final grade of HO cannot be achieved through the successful resolution of a temporary grade of DE (as defined in HSCEP OP 59.05 [Grading Procedures and Academic Regulations](#) )
2. **Reason for Policy:** This policy is intended to be applied in all situations requiring a grade change and/or the use of transcript notations. Any potential exceptions shall require review by the Committee on Curriculum and Educational Policy (CEPC), and final approval by the dean or their designated chief academic officer. In addition, this policy is intended to provide guidance that is specific to the PLFSOM educational program and aligned with the AAMC’s “Guidelines for Medical Schools Regarding Academic Transcripts” (GSA Steering Committee, May 2016).
3. **Who Should Read this Policy:** course directors, members of the Committee on Student Grading and Promotions (also referred to as the “GPC”), associate and assistant deans of Medical Education and of Student Affairs, the registrar.
4. **Resources:** This policy is administratively supported by the Office of Medical Education
5. **Definitions:**
  - a. Grade modes and grades: see HSCEP OP 59.05
  - b. Grade notation: an explanatory statement associated with a grade on a student transcript
  - c. PLFSOM grade modes: see the PLFSOM Policy on Grading, Promotion and Academic Standing [Grading, Promotion and Academic Standing \(GPAS\)](#)
  - d. (the pre-clerkship phase uses the PA/FA mode, the clerkship phase uses the HO/PA/FA mode — except for specified courses such as the intersessions, boot camp, emergency medicine in the third year and the family medicine longitudinal experience in third year, which are graded using the PA/FA mode)
6. **The Policy:**

**Grade Changes:** Grade changes are to be processed in accordance with HSCEP OP 59.05 and initiated by the instructor of record through the system provided by the Office of the Registrar. Justification for the change must be documented. In addition, all grade changes are to be reviewed and approved by the associate dean for Medical Education (or their designee) prior to submission to the Office of the Registrar.

*Policies are subject to revision. Refer to the Office of Medical Education website or contact the Office of Medical Education to ensure that you are working with the current version.*



- a. **Conversion of temporary grades:**
- i. Conversion of a temporary grade (DE, I, PR, or X) to a final grade:
    - When a temporary grade of I, PR or X is to be converted to a final grade (FA, PA, HO), the temporary grade is converted to the final grade according to the applicable grading mode.
    - A temporary grade of DE can only be converted to a final grade of FA or PA. Conversion of a DE to an HO based on a course/clerkship component remediation is not permitted.
  - ii. Conversion of a failing grade (FA) to a passing grade (PA) based on remediation prior to promotion according to the standard degree plan (i.e., without repeat of the year): If a student is permitted and successful in remediating a final course grade of FA in time for on- schedule promotion according to their degree plan, then the grade shall be converted to a grade of FA-PA, indicating initial failure followed by successful remediation and full course credit (note: conversion of an FA to an HO based on remediation is not permitted).
- b. **Unsatisfactory academic performance requiring repeat of course(s)/year:**
- i. Refer to the PLFSOM policy on grading, promotion and academic standing for a description of the GPC's related responsibilities and discretion.
  - ii. Final course grades of FA resulting in a determination that a student is required to repeat the course(s) and/or year are permanent. In addition, any passing grades in courses that the student is not required to repeat are permanent — though due to the integrated nature of the curriculum, students repeating a year are generally expected, except under special circumstances as may be determined by the GPC, to repeat all of the courses in that year.
  - iii. All courses not failed but required for a repeat year (i.e., those in which the student is progressing successfully at time of withdrawal or discontinuation) shall be associated with a temporary grade of I, or of W if the course was dropped within the drop period as published on the Office of the Registrar's website. Upon completion of the repeat terms, the grades of I will be converted to RP – and a final grade will be recorded for each course in the repeat year according to the applicable grading mode.
    - Course credit will be awarded for the repeat semester/year once it is completed successfully. No credit toward the degree plan will be awarded for courses in the original semester/year that were subsequently repeated.
    - Grades earned in both the original and repeated semester/year will be displayed on the transcript.
    - For the purposes of class ranking, students will be ranked with their original third year cohort using the original grades in the formula outlined in the Common Clerkship Policies.
  - iv. When a student withdraws from a term and they are in academic difficulty and meet the criteria for dismissal or repeat of the academic year/semester according to the GPAS policy, then temporary grades in

courses/clerkships where the progress was unsatisfactory will be converted to a final grade of WF.

2. **Other Notations:** PLFSOM faculty may record academic information only which falls entirely within the purview of the school's faculty and as explicitly approved by the Committee on Curriculum and Educational Policy.
  - i. **Transcript Notation Levels:** TTUHSCEP student information system allows for transcription notations associated with each term and each degree earned. Therefore honors that are awarded by the school's faculty, either within a term or at graduation, may be included on the transcript as approved by the CEPC.
  - ii. **Diploma Notations:** Distinguished honors noted on a diploma require the advanced approval of the Texas Tech University Board of Regents (current approved notation are limited to Distinction in Research and Scholarship, Distinction in Clinical Genetics, and Distinction in Anatomy).