



## Medical Education Program Policy

<b>Policy Name:</b>	<b>Off-Cycle Students and Changes to Course Policies Related to Assessment and Grading</b>				
<b>Policy Domain:</b>	Student Assessment	<b>Refers to LCME Element(s):</b>	9.4, 9.8, 9.9		
<b>Approval Authority:</b>	Curriculum and Educational Policy Committee (CEPC)	<b>Adopted:</b>	10/09/2017	<b>Date Last Reviewed:</b>	10/9/2017
<b>Responsible Executive:</b>	Associate Dean for Medical Education	<b>Date Last Revised:</b>	10/9/2017		
<b>Responsible Office:</b>	Office of Medical Education	<b>Contact:</b>	Mirjana Babic, M.P.A. <a href="mailto:mbabic@ttuhsc.edu">mbabic@ttuhsc.edu</a>		

- 1. Policy Statement:** The CEPC seeks to ensure that all students participating in the same course/clerkship/curricular activity in the same academic year are subject to the same grading policies and standards. However, occasional adjustments to grading policies and standards are inevitable. In these instances, year-to-year policy adjustments will apply to all students in the required course/clerkship/curricular activity, including those who are repeating or participating off-cycle.
- 2. Reason for Policy:** To clarify the status of off-cycle and repeating students in relation to changes in course/clerkship policies and standards that may occur from year to year.
- 3. Who Should Read this Policy:**
  - Course and clerkship directors and coordinators
  - Members of the Committee on Student Grading and Promotion
- 4. Resources:** This policy is administratively supported and disseminated by the Office of Medical Education.
- 5. Definitions:**
  - Off-cycle: A student who is taking a required course or clerkship at a time other than as intended by the standard degree plan.
- 6. The Policy:** All students participating in the same course/clerkship/curricular activity in the same academic year, including those who are repeating or off-cycle, shall be subject to the same grading policies and standards.

**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.