

Policy: Final Grades

INITIAL EFFECTIVE DATE:	LAST REVISION DATE:	RESPONSIBLE DIVISION/DEPARTMENT/COMMITTEE
2009	June 2025	<ul style="list-style-type: none"> Curriculum Committee <ul style="list-style-type: none"> Foundational Education Subcommittee

POLICY STATEMENT

The Office of Medical Education follows standardized procedures for the submission, approval, and communication of student grades in academic years 1 and 2.

SCOPE

All students, staff, and faculty involved with Academic Years 1 and 2

REASON FOR POLICY

To support curricular management

DEFINITIONS

TERM	DEFINITIONS

RESPONSIBLE PARTIES

Course Directors (for courses) or Unit Directors (for units)
 Course Coordinators
 Assistant Director of Assessment and Evaluation
 Associate Director for Academic Support Services
 Assistant Dean for Foundational Education
 Foundational Education Subcommittee

RELATED RESOURCES

CONTACTS

Questions about this procedure should be directed towards the Assistant Dean for Foundational Education and Associate Director, Academic Support Services, Office of Medical Education.

POLICY HISTORY

Initial Effective Date: 2009

Review Dates (*review performed, no updates*):

Revision Dates (*updates made to document*): November 13, 2023; June 2025

Comments on Revision (*if applicable*):

Procedure: Final Grades

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PROCEDURE STATEMENT

- A. Responsible parties:
- Coordinators prepare the final course gradebook and send it to the Course or Unit Director (CD, UD), Assistant Dean of Foundational Science curriculum, and Assistant Director of Assessment and Evaluation.
 - The Assistant Director of Assessment and Evaluation's team reviews the gradebook and sends recommendations regarding pass line to the CD (courses) or UD (units).
 - For courses without units, the CD assigns final course grades. For unit grades, the UD assigns unit grades. The CD submits final course grades for courses with units.
- B. The final passing grade is a score of 72 or higher. If more than 5% of the cohort scores below 72, the gradebook will be adjusted as follows
- Grades are curved using -2SD as the new passing criteria.



- The passing score in this situation is the score corresponding to a grade of -2SD, which is adjusted to 72 by adding the necessary points.
- The same number of points are added to all students.
- In cases where scores go above 100%, a mathematical compression will be done by the Director of Assessment and Evaluation.
- If modifications need to be made, the CD or UD sends the instructions to the coordinator and the Office of Assessment and Testing.
- After the unit grades have been approved, no adjustments are made to the final gradebook.

C. Release of final grades

- Approval chain: The Assistant Dean of Foundational Curriculum approves the final gradebook (for all courses and all units).
- Deadlines: Final grades are submitted before four weeks before the end of the course for longitudinal courses, or 2 weeks of the end of the course for block courses or units.
- Communication:
 - The CD/UD sends an email to the Course Coordinator to release grades. Grades can only be released after the review is completed.
 - The Course Coordinator releases grades via CanvasMed.
 - Grades are not released during class time or after 5pm on Friday.
- The Course Coordinator sends a confirmation of grade release email to CD/UD, Director of Assessment and Assistant Dean Foundational Curriculum.
- The Assistant Director of Assessment and Evaluation sends the notification for students with a UPR or a failing grade. Contact person for Medical Student Evaluation and Promotion Committee (MSEPC), Academic Advising, Course Director, the Assistant Dean for Medical Education, and the Associate Dean for Medical Education are copied in the email.
- The student meets with the CD (for courses without units) or UD (for units) Director to discuss remediation plan, remediation/reassessment exam, and the criteria for successful remediation.

- D. This process is monitored by the Assistant Dean for Foundational Education, who reports violations to the Foundational Education Subcommittee for review and development of an action plan.