



Medical Education Program Policy

Policy Name:	Grading and Promotion Committee Policies and Procedures				
Policy Domain:	Assessment	Refers to LCME Element(s):	9.9, 10.3, 11.1 & 12.5		
Approval Authority:	GPC	Adopted:	7/11/2016	Date Last Reviewed:	
Responsible Executive:	Committee Chair of the GPC	Date Last Revised:	7/5/2016		
Responsible Office:	Office of Student Affairs	Contact:	Kathryn Horn, M.D.		

1. Policy Statement: When the Grading and Promotion Committee (GPC) grading policies are reviewed and updated by the GPC with approval of the Faculty Council, a GPC representative presents updates to the CEPC.
2. Reason for Policy: In order to fulfill their mission, the CEPC must be made aware of policy that affects the matriculation, grading and promotion of students throughout the M.D. Program.
3. Who Should Read this Policy:
 - Members of the Grading and Promotion Committee (GPC)
 - Office of Medical Education staff
 - Members of the CEPC
 - Medical students
4. Definitions:
 - **Fair and formal process for taking any action that may affect the status of a medical student:** The use of policies and procedures by any institutional body (e.g., student promotions committee) with responsibility for making decisions about the academic progress, continued enrollment, and/or graduation of a medical student that ensure: 1) that the student will be assessed by individuals who have not previously formed an opinion of the student’s abilities, professionalism, and/or suitability to become a physician and 2) that the student has received timely notice of the proceedings, information about the purpose of the proceedings, and any evidence to be presented at the proceedings; his or her right to participate in and provide information or otherwise respond to participants in the proceedings; and any opportunity to appeal any adverse decision resulting from the proceedings. (Element 9.9)

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.



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5. The Policy: When the GPC received Faculty Council approval to change GPC policy, this policy is presented to the CEPC at the next scheduled monthly meeting date. See attached policy for details regarding Grading and Promotion.