



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER
EL PASO

Paul L. Foster School of Medicine

Medical Education Program Policy

Policy Name:	Off-Cycle Students and Changes to Course Policies Related to Assessment and Grading				
Policy Domain:	Student Assessment	Refers to LCME Element(s):	9.4, 9.8, 9.9		
Approval Authority:	Curriculum and Educational Policy Committee (CEPC)	Adopted:	10/09/2017	Date Last Reviewed:	10/9/2017
Responsible Executive:	Associate Dean for Medical Education	Date Last Revised:	December 2023		
Responsible Office:	Office of Medical Education	Contact:	Mirjana Babic, M.P.A. mbabic@tuhscc.edu		

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.