



## Medical Education Program Policy

<b>Policy Name:</b>	Grade changes and transcript notations (subsidiary to HSCEP OP 77.19)				
<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>		<b>Date Last Reviewed:</b>	
<b>Responsible Executive:</b>	Associate Dean for Medical Education	<b>Date Last Revised:</b>			
<b>Responsible Office:</b>	Office of Medical Education	<b>Contact:</b>	Robin Dankovich, Ed.D. <a href="mailto:robin.dankovich@ttuhsc.edu">robin.dankovich@ttuhsc.edu</a>		

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 77.19)
2. **Reason for Policy:** This policy is intended to be consistently 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 77.19
  - 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 (the pre-clerkship phase uses the PA/FA mode, the clerkship phase uses the HO/PA/FA mode — except for the intersessions and boot camp, which are graded using the PA/FA mode)
6. **The Policy:**
  1. **Student with on-time progression**

*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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- a. **Grade Changes:** Grade changes are to be processed in accordance with HSCEP OP 70.19 Section I.B 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.
- b. **Grade notations:**
  - i. Conversion of a temporary grade (DE, I, PR, or X) to a final grade:
    - When a temporary grade of I or PR is to be converted to a final grade (FA, PA, HO), the temporary grade is converted to the final grade with no grade notation.
    - When a temporary grade of DE or X is to be converted to a final grade of FA, the temporary grade is converted to the final grade with no grade notation.
    - When a temporary grade of DE is to be converted to a final grade of PA, then the grade of PA shall be associated with a grade notation of “[Unit/Component(s)] Remediated” (for example: “1 Unit Remediated” for SPM, or “Spanish Remediated” for SCI).
      - Note: conversion of an DE to an HO based on a course/clerkship component remediation is not permitted.
    - When a temporary grade of X is to be converted to a final grade of PA or HO, the following rules apply:

If:	Then:
The student’s work at the time the temporary grade was entered was satisfactory, and the student’s subsequent work was also satisfactory (i.e. consistent with the standards of the final grade)	The temporary grade is converted to the final grade with no grade notation.
The student’s work at the time the temporary grade was entered was not satisfactory, and the student’s subsequent work included	The temporary grade is converted to a PA with a grade notation of “[Unit/Component(s)] Remediated” (conversion to an HO is not permitted).

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remedial efforts to achieve a passing grade.	
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- 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).
- c. **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 completed successfully or discontinued) 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.
- 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.

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- 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 and Distinction in Anatomy).