


Name of Policy: College of Medicine and Life Sciences: Academic Promotion, Grading Criteria, Remediation & Dismissal in the MD Program		 <p>Effective date: May 5, 2025</p> <p>Original effective date: 08/25/85</p>	
Policy Number: 3364-81-04-013-02			
Approving Officer: Dean, College of Medicine and Life Sciences			
Responsible Agent: Senior Associate Dean for Undergraduate Medical Education, Assistant/Associate Dean for Foundational Sciences. Associate Dean for Clinical Undergraduate Medical Education and Senior/Associate Dean for Student Affairs			
Scope: College of Medicine and Life Sciences M.D. Program			
<input type="checkbox"/>	New policy proposal	<input checked="" type="checkbox"/>	Minor/technical revision of existing policy
<input checked="" type="checkbox"/>	Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy

(A) Policy statement

All medical students are responsible for understanding University of Toledo College of Medicine and Life Sciences (COMLS) policies, standards, and procedures regarding academic promotion, grading system, academic remediation, and dismissal. Students are expected to achieve an appropriate level of academic performance as defined by the faculty in the COMLS and to demonstrate reasonable, continued progress in the academic programs of the curriculum. Students subject to adverse action are entitled to due process and appellate rights as outlined below.

(B) Purpose of policy

To codify the standards for maintaining good academic standing and meeting the requirements for satisfactory academic process and promotion in the COMLS, as well as the policy and procedures for remediating and participating in re-examination of deficiencies and for appealing any adverse actions related to academic performance and standing.

(C) Scope

This policy applies to medical students in the M.D. Program as well as all COMLS components of the combined MD Programs such as MD-PhD, MD-MBA, and MD-JD.

(D) Procedure

A document displaying the performance data of all students will be screened regularly by the Academic Progress Committee (APC). All aspects of student performance are assessed, including the student’s knowledge, technical and interpersonal skills, attitudes, and professionalism (i.e., both cognitive and non-cognitive abilities). If students are not achieving satisfactory academic progress, the Medical Student Promotions Committee (SPC) will review the total student performance record, interview the student, and determine if further intervention is needed. The SPC may determine that remedial work or repetition of one or more curriculum components is needed, or that the student should be dismissed.

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Students will be given the general objectives, methods of evaluation, and criteria for successful completion at the beginning of each curriculum component. Grading shall be based on the extent to which a student accomplishes specified educational objectives and/or achieves expected levels of clinical competency. Assessments/examinations will be designed to measure the educational program objectives specified in each syllabus.

Foundational Science Curriculum GRADING

Students will not be promoted to a new academic year until all requirements of the previous year have been successfully completed.

Good Academic Standing

Good Academic Standing in years 1 & 2 is defined as the absence of any outstanding grades of Fail, Unsatisfactory, Defer Grade, Incomplete, or Withdraw Fail.

Grade Criteria

COMLS employs a P-F (Pass-Fail grade) grading system for all components of the pre-clerkship phase. Grading on the P-F system may be postponed through the use of a conditional grade (DF-Defer). A deferred grade assigned in any curricular component will be recorded on the student's official transcript until all requirements of the course are completed, at which time it will be changed to a Pass or a Fail grade, as appropriate.

1. Pass/Fail (P/F)

- a. For all threads, a student must achieve a **minimum of 70%** to post a passing (P) grade.
- b. If a student achieves between 60-69%, they are eligible for re-examination and must achieve a 70% on the re-examination assessment to achieve a passing (P) grade.
- c. If a student earns a final grade **below 60%** in any Thread, the student is **NOT** eligible for re-examination and may not proceed to the next system or thread.
- d. A student's **final** course score will be expressed as an integer value. Any decimal value will be truncated. There is **NO rounding** of the earned final grade.
- e. If a student fails to achieve a passing (P) grade in a course, the student is required to take an assessment that will evaluate content from any system in which they received a score of <70% for the final system grade.
- g. Students are required to independently pass the Integrated Clinical Skills Exam, and anatomy assessment for each system as applicable (details available within the syllabus).

2. Satisfactory/Unsatisfactory (S/U)

A grading system of satisfactory/unsatisfactory will be used for the individual systems that constitute a course.

- a. A satisfactory grade requires that students meet the **minimum level of 70%** after each system.
- b. If students do not meet the minimum performance standards, they will be given a grade of unsatisfactory.

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- c. The unsatisfactory can change to a satisfactory grade under the following circumstances:
 - The student demonstrates competence by passing (P) the overall course.
 - The student attains a 70% on the retake assessment.

All pre-clerkship electives will follow the same grading criteria of Satisfactory and Unsatisfactory as the systems within each Thread.

3. Incomplete grades (I)

An **incomplete** will be given when a student does not complete all requirements for a course within the specified time. If the **incomplete** results from an excused absence (e.g., illness, family emergency) and work are completed **two weeks** before the course is offered again, the **incomplete** will be removed from the permanent record and a final grade of a P/F will be assigned, as appropriate. If a student is unable to complete the requirements of the course before the next offering, a grade of **withdraw pass** or **withdraw fail** will be assigned.

4. Defer grade (DF)

A deferred is a conditional grade that is assigned should a student need to be re-examined in any curricular component. A DF will be recorded on the student's official transcript until all requirements of the course are completed, at which time it will be permanently changed to a Pass or a Fail grade, as appropriate.

5. Withdrawal grades

- a. If a student wishes to withdraw from a course, written permission must be obtained on forms available in the Office of Student Affairs or the Registrar's Office. This form must be signed and dated by the Associate Dean for Foundational Sciences Curriculum and the Assistant/Associate Dean for Student Affairs and then returned to the Registrar. If this form is completed within the first third of the grading period for any given course, a grade of **withdrawal** will be recorded for that Thread.
- b. A student who withdraws after that date from any course will be assigned a grade of **withdraw pass** or **withdraw fail** based upon the student's grade at the time of withdrawal. A grade of withdraw, withdraw pass, or withdraw fail will remain on a student's transcript even after the course is successfully completed. To complete a course from which a student has withdrawn, the entire course must be repeated during the next course offering.

Foundational Science Curriculum RE-EXAMINATION

Students receiving a grade of **fail** in the foundational science curriculum but scored **60%** or greater will be allowed to participate in the re-examination of the failed component(s) during the **same academic year or in the transitional weeks** (i.e., summer recess) leading into the next academic year.

Students scoring **below 60%**, or students who fail re-examination will be reviewed by the Medical Student Promotions Committee for possible dismissal.

Students are not permitted to attend and/or pass a course at another institution to fulfill the requirements in the re-examination of a course. A student undertaking remedial studies must be re-

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examined by the COMLS faculty to establish competence, even if the student chooses to attend summer courses at another institution.

USMLE Step 1 (Transition from M2 → M3 year)

Students must be in good academic standing for the entire Foundational Science curriculum before taking USMLE Step 1.

To start the M3 academic year, each student is required to take Step 1 by a designated deadline each spring (**no later than one week before the start of the Bridge to Clerkships course**).

Any student who has not taken Step 1 one week before the start of the M3 academic year will be placed on a leave of absence (LOA) until their exam is complete and subsequently be removed from their clerkship track. Once they complete Step 1, they will meet with an OSA Dean to discuss entry into the M3 year as clinical capacity allows.

Students who have successfully completed the M2 curriculum and have taken Step 1 are permitted to be enrolled in a clerkship while awaiting the receipt of their score. However, official promotion to the third year of medical school is dependent on earning a passing score.

If a student receives a failing score on Step 1, the student may finish the clinical clerkship in which they are currently enrolled and have the option of taking or deferring the NBME subject examination.

The student will have two additional opportunities to post a passing Step 1 score within one calendar year of first taking the exam. Failure to sit for the exam or post a passing score after **three attempts** or **delaying past one calendar year** after completion of the M2 year will result in automatic dismissal from the COMLS.

A Student who does not take or pass Step 1 as described above must meet with an OSA Dean for advising and counseling if there will be a delay in the start of clinical clerkships. The student must work with the OSA and may consult with the Department of Medical Education to develop a program of accountability and progress toward Step 1 preparation. A plan of action will be developed in consultation with the AEC with oversight by OSA. The plan of action must include a detailed timeline and individual learning plan. This plan must include weekly and monthly milestone markers for continued follow-up (return and report) to gauge readiness and assess if further intervention is required to provide meaningful academic support and positive progress. The student will meet with an OSA Dean monthly and will attend no less than weekly scheduled meetings with the AEC.

Clinical (Clerkship) Curriculum & Advanced Clinical Experience

All grades will be submitted to the registrar, who will in turn forward appropriate information to the Associate Dean of Clinical Undergraduate Medical Education and the Senior Associate Dean for Student Affairs.

Rectification of DEFER (DF) Grades

1. *National Board of Medical Examiners (NBME) subject exam*
 - Students receiving a DF grade in a required clerkship due to failure of an NBME subject exam must repeat the failed subject exam before August 31st of the M4 year. Failure to do so, without permission of the Academic Progress Committee (APC), will result in the DF grade being converted to a FAIL grade.
 - If the student achieves a **passing score on the second attempt** of the subject exam, the interim grade of DF will be changed to a permanent grade of PASS; a grade of PASS is the highest grade that a student can receive after failing the initial attempt on the NBME and will appear on the transcript.
 - If the **student fails the second attempt**, the DF grade will be changed to a FAIL and the FAIL grade will remain on the transcript even after remediation of the Failed clerkship, as detailed below.

2. **Professionalism:** a fail in the professionalism competency will result in a grade of DF until professionalism is remediated as specified in the due process policy https://www.utoledo.edu/policies/academic/college_of_medicine/pdfs/3364-81-04-017-01.pdf. After successful remediation, the DEFER grade will be changed to a PASS.

3. **Practice-based learning:** a fail in this competency will result in a grade of DF until remediation occurs as specified in the due process policy https://www.utoledo.edu/policies/academic/college_of_medicine/pdfs/3364-81-04-017-01.pdf. After successful remediation, the DF grade will be changed to a PASS.

4. **Interpersonal communication:** a fail in this competency will result in a grade of DF until remediation occurs as specified in the due process policy https://www.utoledo.edu/policies/academic/college_of_medicine/pdfs/3364-81-04-017-01.pdf. After successful remediation, the DF grade will be changed to a PASS.

Remediation of FAILED Clerkship Grades

FAIL on the second attempt to pass the NBME subject exam can only be remediated repeating the clerkship in its entirety.:

1. During this remediation clerkship, students will participate in all aspects of the clerkship.
 - Students will have two final opportunities after completion of the remediation clerkship to pass the NBME subject examination. Failure to attain a passing score will be considered as the second failure of the clerkship.

A failed clerkship must be repeated before ~~applying for August 31st the M4 year graduation. The highest grade that can be achieved for the remediation clerkship is a PASS.~~ The original clerkship grade of fail and the required remediation clerkship grade will both appear on the student's transcript. ~~The remediation clerkship will appear as such on the transcript.~~

2. If a student fails the patient care competency the entire clerkship must be repeated.

Policy regarding the passing of USMLE step 2CK

All students are required to pass the USMLE Step 2 CK (Clinical Knowledge) to graduate. Students will have **three** opportunities to pass Step 2CK. Failure to pass after three attempts or take the exam over a maximum period of one year will result in automatic dismissal from UTCOMLS.

Academic Progress Committee (APC): Criteria for monitoring and intervention

- A student who has received a DEFER or FAIL grade in a clerkship will be reviewed and discussed by the APC.
- If a student has 2 DEFER grades and/or FAIL grades in the clerkship year, the student will not be able to continue in the clerkship year and will be reviewed by the Academic Progress Committee as described in policy [3364 81 04 007 00](#)
[Satisfactory Academic Progress in the Required Clinical Clerkships.pdf \(utoledo.edu\)](#)

Student Promotions Committee (SPC): Criteria for intervention and possible academic dismissal

A student will be reviewed by the SPC for possible academic dismissal for the following conditions:

- Has not successfully completed years 1 and 2 within 36 months of initial enrollment**
- Scored below 60% in any Thread in the Foundational Science Curriculum.
- Receives 2 or more grades of FAIL or WITHDRAW FAIL during the Foundational Science Curriculum.
- Receives two or more grades of FAIL in clinical clerkships
- Receives two or more grades of (DF) or (I) in an academic year
- Has not successfully completed all the requirements for the Doctor of Medicine degree within six years**

****Note:** The sole exception involves students on approved Leave(s) of Absence (LOAs) for which the 36-month and six-year deadlines will be extended by the length of the approved LOA. This will need to be reviewed and approved by the Academic Progress Committee.

Maximum Length of Enrollment

In no case will the time for completing all graduation requirements be extended beyond a maximum of seven years, regardless of the approved Leave(s) of Absence or other circumstances.

These policies do not apply to curricular components graded as CREDIT/NO CREDIT, or college of graduate studies courses. Students who are being reviewed by the SPC for possible dismissal may continue enrollment pending the review of the committee and a final decision by the dean of the College of Medicine. Students who are being reviewed by the SPC for possible dismissal are **not** eligible to attempt re-examination/remediation. All failed courses must be repeated.

Due Process and Appeal of Academic Dismissal

The Student Promotions Committee (SPC) will schedule meetings each year to review M1-M4 students, as needed. The SPC offers the student the opportunity to engage with the committee and provide information that may help in the formulation of a decision regarding possible dismissal.

Below are the procedural steps that a student can expect:

1. Before and during the hearing with the Committee:

- a. Notify the student in writing of the potential sanction that the committee will consider and the matters that will be brought forward. If the matter before the committee could result in a recommendation of dismissal from UTCOMLS, then the notice will inform the student of that possibility.
- b. Provide the student in writing any relevant information and/or evidence that the UTCOMLS plans to bring or will be considered by the committee relating to the matter, including any exhibits, witnesses, and any other similar information.
- c. Notify in writing specific protocols to be followed in the hearing and provide a copy of this policy to the student.
- d. Provide the date, time, and location of the hearing, as well as the composition of the committee at least **five (5) business days** in advance. The student will be given the opportunity and is urged to appear before the committee to present their position on the information. The student may waive the right to such appearance.
- e. All written materials will be made available to the student at least **three (3) business days** before the hearing along with a list of witnesses or faculty members who will be appearing.
- f. If the student desires to distribute written materials to the committee the student must present them at least **three (3) business days** prior to the meeting.
- g. The student is permitted to have a faculty member or fellow student attend the hearing as their advisor, but that legal counsel **will not** be permitted.
- h. UTCOMLS, student, and any other witness will be permitted to make a statement relevant to the matter and present information pertinent to the matter being addressed.
- i. Keep minutes of the hearing

Any recommendation for sanctions up to and including dismissal from UTCOMLS will be based exclusively on the information received or presented at the hearing. The hearing is not and should not be construed to be a legal trial.

Upon completion of the hearing, the committee will, by majority vote, agree to a decision about the issue before the committee. The decision shall be reduced to a written statement of findings and actions signed by the chair of the committee and delivered to the student and the Dean of the College of Medicine and Life Sciences within **ten (10) business days** after the hearing.

Appeal

The Student may appeal an automatic dismissal or the committee's decision to the Dean of the College of Medicine and Life Sciences. If the SPC's decision was dismissal from UTCOMLS, the student will not be able to attend any MD courses and/or clerkships if the student submits an appeal to the Dean.

Procedure: A written request for appeal must be received within **fifteen (15) calendar days** following the issuance of the written recommendation, or any further right to appeal is waived.

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The Dean of the College of Medicine and Life Sciences will personally:

- review all the evidence presented in the hearing (including minutes and any available transcripts and exhibits), which may include a meeting with the Student to discuss the applicable process matters raised by the Student (if any), the specific concerns regarding the issues raised by the student regarding promotion, re-examination, remediation, or academic dismissal; and
- appoint an *ad hoc* committee of any number, which may include individuals from outside the COMLS, to hear the student's appeal and make a recommendation to the Dean, which may also include a meeting with the student.

Upon review of the evidence presented and the concerns raised by the student, and upon receipt of the *ad hoc* committee's written recommendation, the Dean of the College of Medicine and Life Sciences may consider the recommendations of that panel and may choose to uphold, reverse, or return the findings and recommendations to the original committee for reconsideration of some or all their findings or recommendations.

The Dean of the College of Medicine and Life Sciences will provide the decision regarding all findings to the Student within no later than **45 days from the date on which the appeal was first filed** by the student. The decision of the Dean of the College of Medicine and Life Sciences will be final.

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Approved by:

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Dean, College of Medicine and Life Sciences
Vice Provost for Health Education

Date: May 5, 2025

Review/Revision Completed by:

*Senior Associate Dean for Undergraduate
Medical Education,
Associate Dean for Foundational Sciences*

Policies Superseded by This Policy:

- 3364-81-04-013-01

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 - 01/02/07
 - 7/29/10
 - 10/26/11
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 - 10/15/13
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- 9/20/18
 - 2/11/19
 - 1/03/20
 - 9/28/20
 - 1/13/21
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