

Student Grading and Promotion

Revised 9/24/97

THE GRADING SYSTEM

Establishing performance criteria for each grade lies within the purview of the department or course faculty awarding the grade. At the beginning of a course, clerkship or other learning experience, each department or unit is responsible for explaining its grading system to the student(s). The grading system will be recorded and explainable in each academic department or unit.

1. Grades will be assigned as follows:

A (EXCELLENT) - The grade reserved for a student whose performance in a course, clerkship or other learning experience is clearly outstanding. This grade is awarded to a student demonstrating intellectual curiosity and competence that sets him/her apart.

B (GOOD) - The grade given to a student whose performance in a course, clerkship or other learning experience clearly exceeds the minimal requirements established by a department or course faculty.

C (SATISFACTORY) - The grade given to a student whose performance in a course, clerkship or other learning experience meets the minimal requirements established by a department or course faculty.

F (FAILURE) - A failing grade given to a student whose performance in a course, clerkship, or other learning experience does not meet the minimal requirements established by the department or course faculty awarding the grade.

P (PASS) - The grade given to a student who successfully completes the requirements in skill courses which utilize a PASS/FAIL system of evaluation.

2. When appropriate, the following notations may also be made on the student's official transcript:

IP (IN PROGRESS) - Indicates that the regularly scheduled course, clerkship, or other learning experience has not concluded. A grade will be assigned upon completion of course requirements.

H (HONORS) - Upon the discretion of a department or course faculty, exceptional students may be designated as having earned "Honors" in a discipline (e.g. Biochemistry Research). Such a commendation should be used only to recognize exemplary, independent scholarship and superior achievement beyond course requirements.

I (INCOMPLETE) - indicates that the regularly scheduled course, clerkship or other learning experience has not been completed due to extenuating medical or personal circumstance. It is not to be used as a qualified pass or fail and is to be viewed as a nonjudicial entry on the student's record.

W (WITHDRAWAL) - The notation assigned to a student who has, with permission of the Dean, withdrawn from a course, and/or has been granted a leave from school.

3. Recording of Grades

All entries of "A", "B", "C", "F", "I", "H", "W" are permanent transcript notations which describe a student's progress. Each designation of "W", "F", or "I" will require an additional course entry on the transcript. For example, if a student received an "I" in Histology, an "F" in Biochemistry, and a "W" in Primary Care Conference; his/her interim record would show:

<i>Anatomy I</i>	<i>I</i>
<i>Biochemistry</i>	<i>F</i>
<i>Primary Care Conference</i>	<i>W</i>

With Satisfactory remediation of these courses, this section of the student's final transcript would show:

<i>Anatomy I</i>	<i>I/B (or other passing grade assigned)</i>
<i>Biochemistry</i>	<i>F/repeated C (Date or other passing grade assigned)</i>
<i>Primary Care Conference</i>	<i>W/B (or other passing grade assigned)</i>

STUDENT ADVANCEMENT

1. Student Review and Promotion Committees

- a. Scope - There will be four Student Review and Promotion Committees representing each of four curriculum years (M-1, M-2, M-3 and M-4). Each committee will review student performance during the given academic year, and make recommendations concerning students' academic development to the Dean.
- b. Composition - Members will be representative of courses within the particular academic year. The Dean from the Offices of Student Affairs will appoint voting members, other than the Dean for Student Affairs, and the Academic Support and Counseling Center will serve as ex-officio, non-voting members. Voting members will be full-time faculty of the School of medicine with the rank of Professor, Associate Professor, or Assistant Professor, who have been at the School at least two years. A simple majority will constitute a quorum.

- c. Function - M-1 and M-2 Student Review and Promotion Committees will meet at least four times each academic year (as soon as possible following mid-semester exams and following the end of each semester) for the purpose of recommending each student's program of development for the following academic period. M-3 Student Review and Promotion Committee will meet as needed for the purpose of reviewing student's academic progress in the clinical clerkships and recommending each student's program of development. M-4 Student Review and Promotion Committee will meet March or April to review the academic progress of members of the graduating class and prepare a recommendation for the spring Faculty Meeting when voting on the graduating class takes place. Each committee will review an individual student's academic progress and any other information available to the committee and make a recommendation based on this review. Each committee is responsible for recommending student promotion to a subsequent year.

Student Advancement Guidelines

There are two academic status designations:

- Good Academic Standing--describes a student whose record at the time of determination shows no unremedied "F" grades for any course completed.
- Academic Difficulty--describes the student who has one or more unremedied "F" grades on his/her record.
 1. Incomplete
 - The notation of Incomplete for a course will be amended upon satisfactory completion of the work within a reasonable length of time specified by the Dean for Student Affairs after consultation with the department in question, the student and the student's adviser. Normally, the 'I' notation will be removed within a period of 12 months following its designation; unusual or extenuating circumstances may warrant extension of this time at the discretion of the Dean. A notation of incomplete not removed within the amount of time determined by the department in question, the student, the student's adviser, and the Dean for Student Affairs will be converted to an "F".
 2. Withdrawal
 - No student will be allowed to withdraw from a course, clerkship or other learning experience at any time, except under unusual or extenuating circumstances as determined by the Dean for Student Affairs. A student wishing to withdraw from a course must petition, in concert with his/her adviser, the appropriate Student Review and Promotion Committee. This committee will make recommendations to the Dean for a final decision. Upon discretion of the appropriate student Review and Promotion Committee, consideration of withdrawal

from a course, clerkship or other learning experience may be recommended to the student, his/her adviser and the Dean.

- A student may not leave school prior to completion of an academic year unless granted leave of absence by the Dean for Student Affairs. A student who leaves without such permission or who fails to return by the end of his/her granted term of leave, is considered terminated from his/her class. By letter addressed to the Dean, the student may request readmission setting forth circumstances which in the opinion of the student would justify readmission.

3. Failure

- No student will be advanced from one curriculum year to the next unless he/she is in Good Academic Standing; i.e. has no unremedied "F" grade (s). Students receiving an "F" will be required to remedy it prior to advancement to the next curriculum year.
- At the discretion of the Department and with endorsement of the Review and Promotion Committee, an "F" grade can be remedied by repeating the entire course or that portion of the course which resulted in the student's failure. The "F" grade will not be erased from the transcript but will be notated to show successful remediation and subsequent award of the achieved grade.
- A notation of incomplete not removed within the amount of time determined by the department in question, the student, the student's adviser, and the Dean for Student Affairs will be converted to an "F".
- Remediation of two "F" grades may not occur concurrently with a normal schedule of courses. Remediation of two "F" grades must be completed prior to enrollment in the next curriculum year. Students who do receive two "F" grades within one curriculum year may be recommended for an individualized curriculum. At the discretion of the appropriate committee, receipt of two "F" grades may be grounds for recommending student dismissal to the Dean.
- Students will be recommended for dismissal if they receive three or more "F" grades within one curriculum year or if they receive three or more "F" grades within the combined M-1 and M-2 curriculum years.

ACADEMIC DISMISSAL PROCESS

The recommendation for dismissal of a student from the School of Medicine will be made by the Student Review and Promotion Committee of the specific year in which the student officially is enrolled. A student may be considered for dismissal by the Committee if that student: Fails three courses within a curriculum year; has not satisfactorily completed a course previously failed; or whose knowledge, competencies and personal characteristics have not achieved, in the judgment of the Committee, a satisfactory level of development and integration to justify continuing him/her as a reasonable candidate for the M.D. degree. If a second "F" is received after completing remediation for a course in which an "F" was received the first time, it is grounds for automatic dismissal subject to the student, by means of appeal, showing cause why automatic dismissal is not justified.

ACADEMIC APPEAL PROCESS

1. A student may appeal dismissal by submitting a written statement to the Dean within two weeks of notice of dismissal.
2. Written appeals related to grades or prescribed remediation may also be submitted to the Dean.
3. A written statement by the student must declare the grounds for the appeal and include copies of all relevant documents. The Office of Student Affairs will assist in the preparation of such an appeal. An ad hoc Promotions Review and Appeals Committee, composed of five members appointed by the Dean, will hear the appeal at the earliest possible time consistent with thorough review and preparation. Members of the Promotions Review and Appeals Committee unable to attend the appeals meeting may not send a delegate to these proceedings. A quorum will consist of four-fifths of the committee membership. The student who is appealing will be offered the opportunity to meet with the ad hoc Promotions Review and Appeals Committee to present a statement and/or answer questions the Committee members might have.
4. Recommendations of the Promotions Review and Appeals Committee will be presented to the Dean for final disposition.

REQUIREMENTS FOR GRADUATION

1. The degree of Doctor of Medicine will be conferred by East Carolina University upon candidates who, in the opinion of the medical faculty, have:
 - a. Attained the school's educational objectives as evidenced by satisfactory completion of prescribed courses and examinations, by proven clinical skills, responsibilities, and ethical standards.
 - b. Enrolled in the School of Medicine, East Carolina University, for a minimum of two curriculum years, one of which must be an academic year of clinical rotations; and
 - c. Discharged all financial obligations to the school.
2. Although these requirements are generally met in a four-year period, some students may take longer, and their cases will be considered individually.
3. No student may graduate with an unremedied failure or incomplete.
4. It is the policy of the School of Medicine that candidates must be present at commencement exercises unless excused by the Dean.

TRANSCRIPT AND ACADEMIC FILE

1. Transcript

- The official Brody School of Medicine transcript lists all courses, clerkships and other learning experiences for which a student registers. Grades received and other pertinent notations accompany this information (see A. The Grading System). The document is distributed when an outside source requests information about a student: contingent upon prior written permission of the student.

2. Academic File

The academic file will include the following contents:

- Admission Section - various application forms, undergraduate transcripts, and letters of acceptance from the applicant and the Brody School of Medicine.
- Academic Standing Section - all course work, narrative evaluations of performance, failures and letters of marginal performance, National Board of Medical Examiners performance - information, and actions of Student Review and Promotion Committees.
- Recommendations and Miscellaneous Sections - letters of recommendation requested to be sent on the student's behalf, as well as such miscellaneous items as selective service forms, copies of insurance forms, local address and telephone number information, etc.
- Independent Study Section - documentation of research activities and special projects, including reprints of publications and evaluations of his/her performance by Faculty preceptors.
- Advising Section - memos to the file dictated by the Dean and/or Dean for Student Affairs. These memos merely reflect the substance of meetings with students. Curricular plans are also included in this section. The advising section is available for a student to review but is always removed before the academic file is given to faculty members.
- Information pertaining to financial aid is maintained in a separate file.

3. Privacy of Student Education Records Policy

- The University policy for administration of student education records is in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974 (P.L. 93-380). Personally identifiable information contained in student educational records will not be disclosed to persons outside the University without the prior written consent of the student. Under this policy, the student also has a right of access to student educational records maintained by the University of any department or unit within the University. A copy of the University policy dealing with the privacy of student educational records is maintained in each professional school and academic department within the University each member of

the faculty should be thoroughly familiar with this policy and comply with its provisions accordingly.

4. Release of Directory Information

- It is the policy of the University to routinely make available certain directory information of its students. This policy is for the convenience of students, parents, other members of the University community and the general public. In compliance with the Family Educational Rights and Privacy Act (P.L. 93-380), the University will continue this policy of releasing directory information, such information being defined by the Act as some or all of the following categories: the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous educational agency or institute attended by the student. If any student does not wish any or all of this directory information released without that student's prior consent, then the student must notify the Office of the Registrar within seven days after Registration Day of the current term of enrollment.

5. Policy on Posting Grades

- It is the policy of the University that each instructor will post final grades in each course which he or she teaches at the end of each term in a convenient place so that students may have access to their grades as soon as possible after completion of the course. The individual's identification number without an accompanying identifying name is used to identify the individual course grades to protect the right of privacy of the student. In compliance with the Family Educational Rights and Privacy Act (P.L. 93-389), if any student does not want the grades posted by the instructors at the end of the term that student must notify the Course Director of that fact not later than 21 calendar days prior to the last day of classes of a given term or summer session. Once such notification has been made, that student's grades will thereafter not be posted in any courses unless the request not to post the grades is withdrawn by the student.

6. Access to Student Educational Records - In compliance with the Family Educational Rights and Privacy Act of 1974, it is the policy of the University that students have the following rights in regard to official educational records maintained by the University:

- a. Each student has the right to inspect and review any and all official educational records, files and data maintained by the University and directly related to the student.
- b. The University will comply with the request from a student to review his or her records within a reasonable time but not more than 45 days after the

request is made. Any inquiry pertaining to student records should be directed to the Office of the Registrar, School of Medicine.

- c. A student who believes that his or her educational records contain inaccuracies, misleading information or that his or her privacy is violated on the basis of information contained in such records has the right to a hearing to challenge such information and to have it removed from his or her record or to include in the record his or her own statement of explanation. Any complaint pertaining to student records should be made directly to the Office of the University Attorney Advisor, phone 757-6940.
- d. The University will not release any information from student records to anyone (except those agencies noted below in e) without the prior written consent of the student. The consent must specify the records or information to be released, the reasons for the release and the identity of the recipient of the records.
- e. Information from the student's records may be released without the written consent of the student in the following situations:
 - 1. in compliance with a court order or subpoena provided the student is notified of all such orders or subpoenas in advance of compliance by the University;
 - 2. a request from the staff or faculty of the University who have a legitimate educational interest in the information or administrative duties required in maintaining the records;
 - 3. requests from other departments or educational agencies who have a legitimate educational interest in the information;
 - 4. requests from officials of other colleges or universities to which the student intends to enroll or transfer provided the student is furnished with a copy, if he or she so desires, so that he or she may have an opportunity to challenge the contents of the record;
 - 5. requests from authorized representatives of the U.S. Comptroller General, the administrative head of a federal educational agency in connection with an order or evaluation of federally supported educational programs;
 - 6. requests in connection with a student's application for receipt of financial aid; (g) requests from parents of a dependent student of such parents as defined in Section 152 of the Internal Revenue Code of 1954;
 - 7. requests from appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of the student or other persons;
 - 8. a student has the right to file a complaint with the U.S. Department of Health, Education and Welfare at any time. However, it is expected that the student normally would exhaust the administrative remedies for relief available to the student according

to the University grievance procedures before filing such a complaint.