

Policy Title: Phase I Exam Retake Policy	
Policy Leader(s): Senior Associate Dean for Curricular Affairs	Reviewed By: Pre-Clerkship Curriculum Subcommittee Office of Medical Student Affairs Office of Assessment, Evaluation & Accreditation
Approved By: Dean for Medical Education	Approved Date: 7/27/26

PURPOSE AND SCOPE:

The purpose of this policy is to define the circumstances under which a Phase 1 student may retake an assessment prior to final grade determination in order to meet the passing standard for a module. This policy applies to all students enrolled in Phase 1 of the ASCEND curriculum, matriculating in 2026 and beyond, and is limited to modules in the Foundational Block (Semester 1) and Practice of Medicine 1 (POM 1).

RELEVANT LCME STANDARD(S):

- LCME Element 9.6 Setting Standards of Achievement
- LCME Element 9.9 Student Advancement and Appeal Process

POLICY:

If a student's module grade is below the passing cutoff prior to final grade determination, the student may retake one assessment to improve their grade. The retake assessment will relate to the content competency that is most deficient for the student. The assessment is selected by the module director.

If the retake examination leads to a module grade above the pass cutoff, the student will receive a Pass grade for the module. If the retake examination does not lead to a module grade above the pass cutoff, the student will receive a Fail grade and must remediate the module.

Students may retake examinations for **two (2) modules** during the Foundational Block (Semester 1) in Phase 1. Students who need to retake more than two modules during the Foundational Block (Semester 1) will automatically receive a Fail grade for the third or subsequent module. The retake policy is not applicable to modules in Semester 2 or 3. The retake policy is applicable to Practice of Medicine (POM) 1, but not POM 2 or POM 3.

Students may retake the examination(s) only on specific alternate window dates listed on the Academic Calendar by the Office of Curricular Affairs (OCA).

Until the student retakes the necessary assessment, the student will receive a grade of Incomplete (I) on their transcript. This grade will be changed to Pass or Fail based upon the outcome of the retake.

As per the Student Progression Policy, only one incomplete item (make-up, retake, or remediation assessment) may be carried into Semester 2, and all Phase 1 Semester 1 and 2 modules must be passed by the end of July in order to progress to Phase 1 Semester 3.

PROCESS:

1. The Office of Assessment, Evaluation & Accreditation (OAEA) notifies the module director of any students at risk of failing based upon preliminary grade calculations. Together they identify the content and assessment(s) leading to the current grade and identify the assessment for retake.
2. Students will be notified by the OAEA if their grade does not meet the pass cutoff, along with the identified assessment for retake. Students may retake failed assessments on alternate examination dates as identified in the Academic Calendar.
3. Scheduling of the retake is coordinated between the student and the Office of Curricular Affairs (OCA). If the retake requires a proctored assessment, it may only be scheduled on alternative testing dates identified in the Academic Calendar.

RELATED POLICIES:

- Final Grade Submission Policy
- Attendance Policy
- Student Progression Policy
- Academic Remediation Policy