Standardized Grading, Honors, & Remediation Policy

Educational Program Committee Approved: April 18, 2012
Educational Program Committee Last Revised: June 6, 2019

REQUIRED M1-2 COURSES

To increase the consistency of student assessment between courses within the educational program, 1st and 2nd year courses will follow the requirements below. Introduction to Clinical Medicine (ICM) courses 1 and 2 are exempt from any regulations marked with an asterisk*:

1. All M1-2 courses will be graded Pass/Fail starting with the matriculating M1 class in fall 2019.
2. Course grade composition will consist of 70-80% high stakes assessments (e.g., summative exams, NBME custom exams, clinical skills exams) with 20%-30% formative, low-stakes assessments (e.g., PBL, TBL, SoftChalks, quizzes).*
3. Course or thread directors must monitor student aggregate performance on summative exams and make corrective adjustments if a new assessment performs outside the expected acceptable performance range. Reviews of exam item performance statistics and critical review of problems with question construction will be used to adjust summative exam grades by allowing multiple additional correct answers, accepting all answers, or discarding flawed questions.
4. Universal minimum criteria for “Pass” vs “Fail” grades:
   a. ≥70.0% minimum overall course grade required by all courses (rounding and/or curving are not permissible).
   b. A ≥70.0% average on the summative exams within the course is required to pass, regardless of overall grade average.
      i. Summative exams include section, unit or module exams; NBME custom exams; and other high-stakes exams that assess knowledge prior to going on to new material within a course or to other courses.
      ii. Courses may have additional Pass/Fail requirements that are outlined in the syllabus.
5. Final course grades in all courses, including ICM 1 and ICM 2, must accurately reflect the results of all of the evaluation methods used in a course in a student’s grade. Comments made on any assignment or evaluation that recommend failing a student must be investigated by the course director and if substantiated by the course director is sufficient grounds for course failure despite overall grade average.
6. Courses that require cumulative NBME custom examinations will award 7.5% percent of the overall course high stakes assessment grade from this source in M1 and M2. There are no “must-pass” final examinations in M1 and M2.
7. Students requesting a leave of absence before courses are completed for the semester must do so 21 days prior to the last date of the semester except for extraordinary and compelling circumstances. Otherwise, a leave of absence will not be approved.
Remediation of Classroom Courses:

1. Classroom courses >4 credit hours may not be partially remediated. Students who fail a classroom course >4 credit hours must go before the Student Promotions Committee prior to being enrolled in any future courses.

2. Classroom courses <4 credit hours may be remediated over breaks from school on an individual basis. Students who fail a classroom course <4 credit hours must work with the course director and to create a plan for success in meeting course goals. Any student who does not adhere to the remediation plan or fails to fulfill remediation requirements during the agreed upon time period will receive a second failure for the course and be required to go before the Student Promotions Committee prior to being enrolled in any future courses.

REQUIRED CLINICAL CLERKSHIPS

GRADING POLICY
To increase the consistency of student assessment between courses within the educational program, all M3-4 courses will use the following grading criteria starting with the M3 class in June 2019:

1. All M3-4 courses will be graded Honors, High Pass, Pass, or Fail.
2. Honors: ≥93% overall final grade, all passing range evaluations, and ≥75th percentile rank on the NBME shelf exam.
3. High Pass: Does not meet Honors criteria, however, ≥90% overall final grade, all passing range evaluations, and ≥60th percentile rank on the NBME shelf exam.
4. In order for students to be eligible for Honors or High Pass, they must complete the Administrative Responsibilities criteria.
5. Pass: ≥4th percentile on the NBME shelf exam as defined below AND all passing range clinical evaluations AND ≥70% average in the course overall. Students who do not meet all 3 of these requirements have failed the course.
6. A failing clinical evaluation or written recommendation to fail a student from any evaluator, regardless of numeric evaluation grade, if investigated and substantiated by the clerkship director, is sufficient grounds for clerkship failure despite overall grade average or shelf score.
7. Students who fail the NBME shelf examination for a single clerkship and have not failed any other clerkships in the M3 year, will be given a Deferred grade for that clerkship and allowed to remediate this failure by taking a different NBME shelf exam for that clerkship at the end of the M3 year. Students who pass this remediation using the criteria above will have their Deferred grade corrected to Pass. Students who fail the remediation using the criteria above will have their Deferred grade changed to Failure and be required to meet with the Student Promotions Committee.
8. Withholding Honors: All clerkships will include a statement in their syllabus explaining that the clerkship director or department reserves the right not to award honors or high pass if the student demonstrates a deficiency in any core competency (patient care, medical knowledge, interpersonal and communication skills, systems-based practice, practice-based learning and improvement, professionalism) regardless of numerical score.

MID-CLERKSHIP (FORMATIVE) FEEDBACK
All clerkships shall provide mid-clerkship feedback to students. Residents should be encouraged to contribute to mid-clerkship feedback, however attendings are ultimately responsible for providing feedback and signing the mid-clerkship feedback form.
Mid-clerkship feedback must be delivered by the midpoint of the clerkship.

Clerkship directors are required to review all clinical evaluations and meet with any student found to be at risk for failure based upon written feedback. This meeting should be used to develop an action plan to help the student improve his/her performance.

Mid-clerkship feedback practices must be described in each course syllabus; these will be reviewed by the UME and reported to the EPC each year.

**SHELF EXAM**

**Percentage of Clerkship Grade:** The shelf exam will count for between 25% and 40% of the clerkship grade.

**Standard for Passing:** Across clerkships, the standard for passing the shelf exam is the 4th percentile. This will be adjusted by quarters for the main group of students. July through September rotations use Quarter 1; October through December use Quarter 2; January through March use Quarter 3; and April through June use Quarter 4 percentile rankings to determine the 4th percentile score. If there is no score that corresponds to the 4th percentile, the percentile ranking just below will be used. Students that are off cycle with the main group due to leaves of absence will be graded according to how many clerkships they have completed rather than the quarter of the year.

Norms available before the first track of the academic year begins shall be used to determine student scores for the NBME subject exam; this same set of norms will be used for all rotations during the academic year.

**SHELF EXAM HONORS**

**Shelf Exam Requirement for Honors:** Across clerkships, the shelf exam percentile rank for receiving honors is the 75th percentile or higher. This will be adjusted by quarters. July through September rotations use Quarter 1; October through December use Quarter 2; January through March use Quarter 3; and April through June use Quarter 4 percentile rankings to determine the 75th percentile score. If there is no score that corresponds to the 75th percentile, the percentile ranking just below will be used.

**Shelf Exam Requirement for High Pass:** Across clerkships, the shelf exam percentile rank for receiving high pass is the 60th percentile or higher. This will be adjusted by quarters. July through September rotations use Quarter 1; October through December use Quarter 2; January through March use Quarter 3; and April through June use Quarter 4 percentile rankings to determine the 60th percentile score. If there is no score that corresponds to the 60th percentile, the percentile ranking just below will be used.

**Clerkship Remediation**

**General Remediation Issues**
1. Under no circumstances may a student remediate a clerkship without going through Student Affairs.
2. Passing grades must be attained on all remediated work.
3. Remediation of a clerkship is not permitted until the end of the academic year.

**Failure of Clinical Component of a Clerkship**
4. Failure of any of the core competencies on the clinical evaluation = failure for clerkship
   a) Remediation: Repeat entire clerkship

Failure of NBME Shelf Exam
5. All M3 students will be permitted to retake ONE shelf exam in ONE clerkship if a) they fail the shelf
   exam on their first attempt, b) they are passing all other requirements of the clerkship, and c) they
   pass all other clerkships, including all other shelf exams. If a student fails two or more shelf exams in
   different clerkships, he/she will receive a failure grade for those clerkships and be required to meet
   with the Student Promotions Committee.

6. Upon completion of all required M3 clerkships, students who meet the requirements for re-taking a
   shelf exam (see #5 above) will work with Student Affairs staff to schedule the re-take of the shelf
   exam.

7. The student’s grade will be marked as Deferred until the new score is received; if the student passes
   the shelf exam on the second attempt, he/she will receive the minimum passing score as his/her
   shelf exam grade for the clerkship and a Pass score will be entered on the student’s transcript. If the
   student fails the second shelf exam, the student will receive a Failure in the clerkship and will be
   required to meet with Student Promotions Committee.

8. M4 students, who have passed all of the required M3 clerkships on the first attempt, including all
   M3 shelf exams on the first attempt, will be eligible to retake ONE M4 shelf exam, if they meet the
   requirements in #5 above.

9. Students who fail only one shelf exam during M3 and successfully remediate that shelf, but
   subsequently fail the shelf exam on the acting internship will receive a Failure for the acting
   internship and will only be permitted one re-take attempt of the shelf exam (without repeating
   acting internship) if clinical evaluations are passing.

NOTE: Student Affairs will address all special situations.

Policy History: Clerkship Remediation Policy
Sections of the following three policies were combined to create the Clerkship Remediation policy:
Uniform Clerkship Remediation Policy, Approved June 21, 2006, Revised December 17, 2008
Clerkship Remediation/Failure of NBME Shelf Exam on 3rd Year Clerkship Policy, Approved December 1,
2010, Revised December 5, 2012
Revised: February 20, 2013

Policy History: Preclinical Section
Preclinical Curriculum Committees Approved: March 27, 2012
Approved: April 18, 2012
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Policy History: Preclinical Section
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Revised: April 3, 2013
Revised: June 19, 2013
Revised: August 24, 2015 *Added Clinical Course Section
Revised: July 6, 2016* Removed pre-clinical remediation section, revised grading section to meet semester-long courses.
Revised August 7, 2017: Changed high stakes NBME to 7.5 for Fall exams in Years one and two.

Policy History – Merged Policy
Merged and Revised: July 30, 2014
Revised: June 6, 2019