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Grading and Testing Policies: Preclinical and Clinical

Educational Policy Committee Approved: March 2008

Educational Policy Committee Last Revised: February 6, 2013

Effective Date: Immediate

1. All course/clerkship requirements, including examinations, should be completed by the last day of a course/clerkship, unless extenuating circumstances are documented. These special cases should be handled by course or clerkship directors on an individual student, case-by-case basis.
2. Decisions about honors/pass/fail criteria developed by course/clerkship faculty must be in compliance with any applicable EPC or SOM guidelines.
3. All course and clerkship grades must be released to students and to Student Affairs within four to six weeks of the last day of a course or clerkship rotation. In addition, students must receive written evaluation comments with their final clerkship rotation grades.
4. A final exam may be “must pass” only if it is a validated, reliable assessment tool (for example, an NBME shelf exam or an internally validated exam such as the third-year UofL Clinical Skills Examination). In cases where a decision regarding whether a particular final examination is a “validated, reliable assessment tool,” the Educational Policy Committee will be responsible for making this determination. Any exceptions to this requirement will require EPC approval and will require the course director to submit an annual report detailing the efforts to ensure reliability and validity.
5. Students in preclinical courses are not permitted to retake a final examination. Students in clinical clerkships will follow the guidelines outlined in the *Clerkship Remediation Policy*.
6. Deferred grades may be awarded only to students who are unable to complete a preclinical course due to illness or other unforeseen circumstances; a deferred grade may not be awarded to a student in academic difficulty.
7. All required courses will be included in class rank computations.

Policy History

Originally Grading, Testing, and Remediation Policies, Approved March 2008, Revised January 19, 2011
Deferred Grades, Approved April 5, 2006

Report of the Preclinical Remediation Task Force, Approved July 29, 2010, Revised December 15, 2010
Revised: January 16, 2013

Revised: February 6, 2013

Standardized Grading and Honors Policy: Preclinical

Preclinical Curriculum Committees Approved: March 27, 2012

Educational Policy Committee Approved: April 18, 2012

Educational Policy Committee Reviewed: February 6, 2013

To increase the consistency of student assessment between courses within the educational program, 1st and 2nd year courses are required to:

1. Use the following criteria for a “Pass” grade:
 - a. ≥70% minimum overall course grade required by all courses
 - b. Courses currently below this minimum may gradually shift to 70% over a 2-year period, with all courses required to use this minimum pass level by Fall 2013
2. Assign a “Fail” grade to students not fulfilling the above criteria
3. Use the following criteria for an “Honors” grade:
 - a. Completion of all assignments AND
 - b. ≥90% overall course numeric grade
 - c. Additional course honors project may be required by course director for student to be eligible for honors if numeric grade criteria are met
4. Include graded events outside of high-stakes examinations using teams or small groups that contribute towards the course points total

Adherence to this requirement will be added to the EPC Course & Clerkship annual review process.

Policy History

Preclinical Curriculum Committees Approved: March 27, 2012

Approved: April 18, 2012

Reviewed: February 6, 2013

Standardized Grading and Honors Policy: Clerkships

Educational Policy Committee Approved: March 7, 2012

Educational Policy Committee Reviewed: February 6, 2013

Effective date: AY 2013-2014

Shelf Exam

Percentage of Clerkship Grade: The Shelf Exam may only 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. 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 raw score.

If there is no raw score that corresponds to the 4th percentile, the percentile ranking just below will be used.

Honors Policy

Shelf Exam Requirement for Honors: Across clerkships, the shelf exam percentile rank for receiving honors is the 75th percentile. 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 raw score.

If there is no raw score that corresponds to the 75th percentile, the percentile ranking just below will be used.

Withholding Honors: All clerkships will include a statement in their syllabus that says that the clerkship director or department reserves the right not to award honors 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.

Honors/Pass/Fail will be the only grades reported to Student Affairs.

Adherence to these requirements will be added to the EPC course and clerkship annual review process.

Policy History

Approved: March 7, 2012

Revised: June 6, 2012

Revised: September 19, 2012

Reviewed: February 6, 2013

Extra Credit Policy

Educational Policy Committee Approved: March 5, 2003

EPC Reviewed: February 6, 2013

Extra credit assignments/points are not allowed. All activities deemed worthy of inclusion in a course or clerkship must be included in the “total points possible” for that course, thus eliminating the potential to exceed 100%.

Policy History

Approved: March 5, 2003

Reviewed: February 6, 2013

Preclinical Remediation Policy

Educational Policy Committee Approved: March 2008

Educational Policy Committee Last Revised: February 6, 2013

Effective Date: Immediate

This policy replaces any previous policies related to preclinical remediation.

1. Under no circumstances may a student remediate a course without going through Student Affairs.
2. Remediation of a course is not permitted until the end of the academic year.
 - a) The only exceptions to this policy are in the case of the OSCEs (CSE 1 and CSE 2) in the Introduction to Clinical Medicine course. These exams should be remediated earlier; they must be remediated within two weeks of the end of the academic year.
3. Passing grades must be attained on all remediated work.
4. Course Directors and the EPC must approve any preclinical remediation course. This includes both remediation courses offered locally (i.e., at the University of Louisville), and remediation courses which are offered by other institutions.
 - a) The remediation course syllabus must be approved by the EPC prior to enrolling students.

Policy History

Sections of the following three policies were combined to create this policy:

Grading, Testing, and Remediation Policies, Approved March 2008, Revised January 19, 2011

Remediation Guidelines – Years 1 and 2, Approved September 2, 2009

Report of the Preclinical Remediation Task Force, Approved July 29, 2010, Revised December 15, 2010

Revised: February 6, 2013

USMLE Graduation Requirement Policy

Educational Policy Committee Approved: February 18, 2004

Educational Policy Committee Reviewed: February 6, 2013

Effective Date for STEP 1 and STEP 2 CK: 2004

Effective Date for STEP 2 CS: Class of 2011

United States Medical Licensing Examination (USMLE) Requirements

STEP 1

All students are required to pass Step 1 of the United States Medical Licensing Examination (USMLE) at the national passing level before progressing in the third year of the curriculum. The primary purpose of this policy is to ensure that students entering the clinical phase have adequate basic science preparation to be successful in clinical courses and eventually to be licensed. Step 1 is scheduled during May-June after the completion of the second year.

Students failing Step 1 on their first attempt will be given the option of completing their current rotation or withdrawing immediately. Students may resume their third year curriculum only after receiving a passing score for Step 1.

STEP 2 CS and STEP 2 CK

All students are required to pass Step 2 CS and Step 2 CK of the United States Medical Licensing Examination (USMLE) at the national passing level during their fourth year and before receiving the Doctor of Medicine Degree. The primary purpose of this policy is to ensure that students finishing their medical education have adequate basic and clinical science preparation to be successful in a residency program and eventually to be licensed.

Retake Process

When the scores are received, students who did not pass Step 1, Step 2 CK or Step 2 CS exam will meet individually with members of the Student Affairs Office staff to assess their individual needs and to develop a plan to retake the exam. A student will be permitted up to three (3) attempts within a twelve (12) month period. The 12-month period will begin with the date of their first attempt. Failure to pass the exam by the end of the 12-month period will result in dismissal. The 12-month time period may be modified for extenuating circumstances on the recommendation of the Student Promotions Committee and final approval of the Dean but under no circumstances will a student be granted a 4th attempt.

Policy History

Approved: February 18, 2004

Revised: March 17, 2010

Revised: April 7, 2010

Revised: November 2010

Revised: January 5, 2011

Clarified: July 20, 2011

Step 2 CS, Approved March 4, 2009 (for Class of 2011)

Reviewed: February 6, 2013