STUDENT ASSESSMENT AND GRADING IN YEAR 1 AND YEAR 2:

POLICY:

Required courses in Years 1 and 2 are assessed as Pass/Fail. The final grade represents the global assessment of a student in the areas of medical knowledge, skills, and professional behavior, as determined by the assessment methods of that course as approved by the Curriculum Committee.

PROCEDURES:

1. Each course will offer a form of formative assessment/feedback regarding performance and achievement prior to the summative assessment of student performance.
2. Each course will also provide students with summative assessment/feedback regarding their performance in the course in order to help students to identify strengths and weaknesses and improve knowledge, skills, and professional behaviors as they progress throughout their training.
EARLY ALERT SYSTEM:

For all courses, student performance will be monitored by course director, with the assistance of the Office of Medical Education (OME) to identify students at risk of academic difficulty and/or students with issues of unprofessional behaviors.

1. The academic monitoring process will involve monitoring student performance on weekly quizzes, on the iRAT component of TBLs, on mid-term examinations, and on student performance in small group sessions.
2. The professionalism monitoring process will involve monitoring student performance during the Essentials of Clinical Skills (ECS) course, performance in small group sessions, and receipt of a complaint of unprofessional behavior that has been validated by the Student Performance and Conduct Committee (SPCC).
3. This ongoing monitoring will continue throughout years 1 and 2 of the program.

Receipt of early alert

a. Any student identified by the OME and Course Directors as being at risk of failing a course will be contacted by the Course Directors and be required to meet with the Course Directors within five working days.

b. If the Early Alert is due to a non-passing grade on a mid-term examination, the student will review the College of Medicine portion of the examination with the Course Directors.

c. The Course Directors will direct the student to meet with the Director of Student Affairs and the Director of Academic Success who will further evaluate the student’s needs for assistance.

d. The Course director, Director of Student Affairs and/or the Director of Academic Success may suggest, refer, or require the student to participate in one or more of (but not limited to) the following services:
   i. Arrangement for professional counseling
   ii. Arrangement for evaluation for learning disabilities
   iii. Arrangement for evaluation for deficiencies of learning skills
   iv. Advice on developing learning skills
   v. Assistance in the development of a study plan
   vi. Assistance via the Peer tutoring program
   vii. Assistance by faculty members
COURSE No Pass (NP):

Each course has a specific assessment plan for student performance. These plans are comprised of various components. The Curriculum Committee has approved the decision to make it mandatory for each student to achieve a passing grade in each component of the assessment plan in order to be successful in the course. While the component parts of each course assessment plan may vary from course to course, professionalism behavior is a mandatory component of each course.

Any student who does not achieve a passing grade on any component of the course assessment plan as defined in the course syllabus will receive a Z grade for the course:

1. The first course of action is that the student is notified, by the Office of Medical Education that they have received a Z grade for the course, and that they are required to meet with the Course Directors within 48 hours of notification.
2. Course Directors will discuss the reason for the Z grade and how the z grade may be addressed.

Failure to earn a passing grade on the combined multiple choice examination component of the course grade:

1. If the Z grade was assigned due to failure to achieve a passing grade on the multiple choice examination component of the course:
   a. The course director will follow the same process described under “Early Alert” in this policy.
   b. The student will be offered a retake examination.
      i. The retake examination must be held within one week of notification of the z grade.
      ii. A student can only complete a retake examination one time to address a z grade in a given course.
      iii. If successful in passing the retake examination, the Z notation will be changed to a P (‘pass’) notation on the student transcript.
Failure to take and pass a retake examination to address a Z grade:

If the student does not take or is unsuccessful on the retake examination, the student will receive an NP (‘no pass’) grade on the student transcript and will enter a remediation period. The remediation period will be a time of self-study, focusing on a review and mastery of course material.

1. The student must meet with the Director of Academic success and develop a remediation plan for the self-study.
2. The remediation period must end with a multiple choice remediation examination.
3. This remediation examination will normally be taken within four weeks following the end of the semester in which the no pass grade was assigned.
4. If the student is successful in passing the remediation examination, the NP notation will be changed to a P notation on the student transcript.
5. If the student is unsuccessful on the remediation examination, the student will not be permitted to progress to the next portion of the College of Medicine curriculum, and will be withdrawn from College of Medicine. The SPCC will determine whether the student will be allowed the option of reentering the program. The student will be asked to meet with the SPCC to determine whether the student may, if certain conditions are met, re-enter College of Medicine at an appropriate time pending seat availability and feasibility of placement.

6. Should the student re-enter the College of Medicine and obtain a second Z grade in the same course, the student will be dismissed from the College of Medicine.

If a student is assigned a Z grade for failure to earn a passing grade on the multiple choice component of a course grade in a second course in an academic year, the student will be required to meet with the SPCC to determine whether the student may continue in the College of Medicine curriculum.

Failure to earn a passing grade in TBL component of course grade:

1. If a Z grade was assigned due to failure to achieve a passing grade on the TBL component in an Organ-System Course, the student will be required to meet with the SPCC. The SPCC will review the student progress with the student and decide upon a suitable course of action that will assist the student in achieving success in
the next course. This course of action could include, but is not limited to the following.

a. Recommendation to meet with the Director of Academic Success  
b. Review a list of recommend readings  
c. Recommendation to meet with appropriate faculty members  
d. Recommendation to meet with the Office of Student Affairs

2. A student who receives a Z grade in a second Organ-System Course for failure to achieve a passing grade on the TBL component of the course grade, will be required to meet with the SPCC, with dismissal from College of Medicine as a possible outcome.

Failure to earn a passing grade in the professionalism component of a course grade:

If the Z grade was assigned due to documentation of unprofessional behavior, the student will be required to meet with the SPCC, with dismissal from College of Medicine as a possible outcome.

OVERARCHING GUIDELINES:

1. For a failure in the multiple choice examination component of any course, a student will only be allowed one retake of the examination.

2. A student who receives Z grades in two courses in one academic year will be required to meet with the SPCC, with dismissal from College of Medicine as a possible outcome.

3. If the SPCC recommends that a student repeat an entire academic year (repeat status), the student is not allowed any retake examination or remediation in the same course in which they were assigned a no pass grade in the prior year.

4. Any student in repeat status is only allowed one Z course grade during the academic year. If a student receives a second Z grade, the student will be required to meet with the SPCC, with dismissal as a possible outcome.

GUIDELINES FOR PROMOTION FROM YEAR 1 TO YEAR 2:

1. A student must complete all mandatory formative assessments for the Foundational Sciences of Medicine Course and for each Organ-System Course.

2. A student must achieve a Pass grade in each component of each required course, as defined in the course syllabus.
3. A student must achieve an In Progress (IP) grade in each longitudinal course, as follows:
   a. A student who is required to undergo remediation during the months between year 1 and year 2, must successfully complete the remediation no later than four weeks after the end of the final course in the spring of year 1.
   b. If a student does not successfully complete the remediation, the student is required to withdraw from the program and meet with the SPCC.
   c. The SPCC will determine whether the student will be allowed the option of reentering the program.

STUDENT ASSESSMENT AND GRADING IN YEAR 3 AND YEAR 4:

DEFINITIONS:
Criterion-Referenced- student performance is measured against a fixed set of predetermined criteria
Formative Assessment- assessment procedures conducted by faculty during the clerkship designed to provide student feedback to improve attainment of objectives. Examples include mid-clerkship evaluation and initial 2-week Clinical Performance Evaluation (CPE).
Summative Assessment- assessment procedures designed to quantify student attainment of desired educational outcomes. Examples include final clerkship grade, final Clerkship Performance Evaluation (CPE), and NBME subject exams.

POLICY:
Required clerkships (block clerkships and the Comprehensive Community Clerkship – CCC) in Year 3 and Year 4 are assessed NO PASS/PASS/HONORS. Elective clerkships are assessed NO PASS/PASS. The final grade represents the global assessment of a student in the areas of medical knowledge, skills, and professional behavior as determined by the assessment methods of the clerkships and electives as approved by the Curriculum Committee.
PROCEDURE:
Each clerkship will offer a form of formative assessment/feedback regarding performance and achievement of requirements in sufficient time that would allow for academic intervention prior to the summative evaluation of student performance. Typically, this will occur at mid-clerkship point. At the conclusion of each clerkship, clerkship directors will provide students with summative feedback regarding their performance in order to help students identify strengths and weaknesses and improve knowledge, attitudes, skills and professional behaviors as they progress through their training.

REQUIRED CLERKSHIP GRADING CRITERIA:

Each required clerkship has determined requirements for achieving a grade of “PASS.” These criteria are published in the individual clerkship syllabi. In general, a score at or above the threshold for “PASS” must be attained for BOTH the Clinical Performance Evaluation (CPE) and the clerkship specific summative written examination (typically NBME subject exam). All additional requirements for the clerkship (e.g. required encounters/procedures, case write-ups, web-based modules) must also be successfully completed.

Failure to attain a grade of “PASS” in any one of these summative components will result in a grade of “IN PROGRESS,” and a required remediation process. Students failing the NBME/written examination will be required to retake this examination, and achieve a grade of “PASS.” Students failing the Clinical Performance Evaluation (CPE) will be assigned additional clinical time in order to meet the requirements of the clerkship. Failure to achieve a grade of “Pass” after remediation process will result in a grade of “NO PASS” for the clerkship.

Failure to attain a grade of “PASS” on BOTH the Clinical Performance Evaluation (CPE) AND the NBME/written examination will result in a grade of “NO PASS” for the clerkship. In this case, remediation will not be allowed and the student will be required to repeat the clerkship in its entirety.
HONORS GRADE:

Each clerkship has determined requirements for achieving a grade of “HONORS.” These criteria are published in the individual clerkship syllabi. In general, a score at or above the threshold for “HONORS” must be attained for BOTH the Clinical Performance Evaluation (CPE) and the clerkship specific summative written examination (typically NBME subject exam). All additional requirements for the clerkship (e.g. required encounters/procedures, case write-ups, web-based modules) must also be successfully completed.

ELECTIVE CLERKSHIPS:

Elective clerkships are graded PASS/NO PASS. A summative Clinical Performance Evaluation (CPE) is submitted by the elective preceptor at the conclusion of the clerkship. This evaluation will determine the grade assigned for the elective.

MONITORING OF STUDENT PERFORMANCE:

Student performance will be monitored by the Office of Medical Education to identify students at risk of academic difficulty (including clinical performance issues) and/or issues of unprofessional behaviors. OME will be monitoring progress through data submitted by the clerkship directors on student performance through our curriculum management system. The Associate Dean, Compliance, Assessment and Evaluation will contact the appropriate Clerkship Director and ensure that the student is made aware of all the resources available to ensure academic success.

USMLE FAILURE:

All students are required to take the USMLE Step 1 at the end of year 2 of the program. In addition, students are required to take the USMLE Step 2 CK and CS exams prior to December 1 of their M4 year. In the case of a USMLE Step failure, please refer to the respective policies “USMLE Step 1 Failure” and “USMLE Step 2 Failure.”
CLERKSHIP FAILURE:

If a student fails to achieve a passing grade for a **required hospital-based clerkship despite remediation (if applicable)**, they are allowed to continue to their next scheduled rotation. The student is required to meet with the Clerkship Director who assigned the failing grade to discuss areas of weakness and define strategies for improvement of performance. In addition, students should meet with the Director of Academic Success to develop an individualized student success plan. A brief summary of these meetings is submitted to the Associate Dean of Compliance, Assessment and Evaluation. The SPCC will be notified of the clerkship failure, and the student will be required to meet with the SPCC prior to repeating the clerkship. The failed clerkship will be repeated prior to promotion to Year 4 (M3 students) or graduation (M4 students).

COMPREHENSIVE COMMUNITY CLERKSHIP FAILURE:

Student progress is monitored throughout the 24 week CCC by the Office of Medical Education. If a student is experiencing difficulty, the CCC Director, CCC faculty and the Associate Dean of Compliance, Assessment and Evaluation work together to provide students with the resources required to ensure success. If the student fails a summative evaluation at the end of the CCC, the student must meet with the SPCC for a decision on how or if the student progresses to the next stage of their educational program.

FAILURE OF MULTIPLE CLERKSHIPS:

If a student fails a second required clinical rotation, they must meet with the SPCC prior to continuing on in the program. If this is the student’s first clerkship, the SPCC will also decide if the student will continue on into the CCC at the scheduled time.

*College of Medicine reserves the right to make exceptions, modify or eliminate this policy and or its content. This document supersedes all previous policies, procedures or guidelines relative to this subject.*