PURPOSE:

To ensure academic performance of students and their ability to model professional behavior will be monitored by Course and Clerkship Directors in collaboration with the Office of Medical Education.

DEFINITIONS:

- **Pass**: The successful completion of a course/clerkship as outlined in the syllabus.
- **Incomplete**: Failure to meet the pass criteria for a course/clerkship prior to remediation attempt.
- **No Pass**: Failure to meet the pass criteria for a course/clerkship as outlined in the syllabus or after unsuccessful remediation (if applicable).

POLICY:

1. **Monitoring of student performance**
   Monitoring will occur in an ongoing basis throughout the curriculum, and will be used to identify students who may be at risk of academic difficulty or whose performance fails to meet expectations. Students deemed to be at risk of failing course or clerkship PASS criteria will be contacted in a timely manner to make them aware of the concern, and to discuss resources available to help address any deficiencies that have been identified.

2. **Failure to satisfy PASS criteria for a Year 1 and 2 course**
   The student will be notified by the Office of Medical Education that they have not met the PASS criteria for a course. An initial failure to satisfy the PASS criteria for a course will result in the student being assigned a grade of INCOMPLETE.
Should a student accumulate more than one INCOMPLETE grade in a given academic year, his/her case will automatically be referred to the SPCC. The SPCC will then develop a recommendation that may include, but is not limited to, remediation of the incomplete grades, repeating the academic year, or dismissal from the MD program.

A student assigned an INCOMPLETE grade while repeating an academic year at the recommendation of the SPCC (i.e. in repeat status) will automatically be referred to the SPCC, who will make a recommendation that may include, but not be limited to, permission to remediate the course grade, or dismissal from the MD program.

An INCOMPLETE grade assigned to the same course for which the student previously received an INCOMPLETE grade will result in automatic recommendation for dismissal from the MD program.

3. Failure to satisfy PASS criteria for a Year 3 or 4 clerkship

If a student receives a grade of INCOMPLETE or NO PASS they will be allowed to continue to their next scheduled rotation. The student will be required to meet with the Clerkship Director or faculty member who assigned the grade to discuss areas of weakness and define strategies for improvement of performance. The SPCC will be notified of any NO PASS grade.

If a student accumulates more than one NO PASS grade for a required clerkship in a given academic year, his/her case will automatically be referred to the SPCC. The SPCC will then develop a recommendation that may include, but is not limited to repeating the clerkship, academic year, or dismissal from the MD program.

4. Remediation of an INCOMPLETE

   a. Year 1 & 2 remediation will normally be scheduled following and within 4 weeks of the end of the last course of the academic year wherein the INCOMPLETE grade was assigned.
   
   b. Year 3 & 4 remediation will be scheduled at the discretion of the Office of Medical Education. Clinical Performance Evaluation (CPE) remediation will require the student to complete additional clinical time at the discretion of the Clerkship Director in order to fulfill clerkship requirements.

5. Failure of remediation

Failure to achieve a grade of PASS on the remediation will result in a grade of NO PASS for the course/clerkship.

6. Assessments and recording of final grades

Students will be assessed across the curriculum in a fair and timely manner for their level of mastery of medical knowledge, achievement of educational program objectives, and modeling of professional behavior. Assessment modalities and weighting are published in the course and clerkship syllabi, all of which are reviewed and approved by the Curriculum
Committee. A final grade will be recorded for each course and clerkship, which reflects overall performance.

Final grades are recorded as:
- Required Years 1 and 2 courses - PASS/NO PASS
- Required Years 3 and 4 clerkships - HONORS/PASS/NO PASS
- Elective Years 3 and 4 clerkships - PASS/NO PASS

RELATED POLICIES:

- Review of a Course, Clerkship Grade
- Failure of USMLE Step 1 Examination
- Failure of USMLE Step 2 Examination
- Formative Assessment and Feedback
- Timing of Course Grades

The 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.

<table>
<thead>
<tr>
<th>Policy History</th>
<th>Details</th>
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<tr>
<td>7/17/2019</td>
<td>Revised and approved by Curriculum Committee</td>
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<tr>
<td>6/20/2018</td>
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<tr>
<td>7/19/2017</td>
<td>Revised and approved by Curriculum Committee; Originally titled “Student Assessment and Grading in Years 1-4”; Absorbs (replaces) “Student Promotion in Years 3 and 4”</td>
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<td>7/29/2016</td>
<td>Initial approval by Curriculum Committee via online vote</td>
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