



POLICY NAME: Assessment and Monitoring of Student Performance and Grading in Years 1 - 4

Responsible Party: Office of Medical Education

Applies To CMED: Faculty Students Residents Staff Administration

Approval Date: 6/16/2021 Curriculum Committee

Policy Procedure

PURPOSE:

To ensure the 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 on an ongoing basis throughout the curriculum and will be used to identify students who may be at risk of or experiencing academic difficulty. Students will be assigned an academic status based upon their ability to meet the [academic standards](#) as defined by the Curriculum Committee. Students deemed to be at risk of experiencing academic difficulty or being placed on academic probation 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. Categories of Academic Standing for Years 1-4 (as defined in academic standards) Good Academic Standing

- Has met the pass criteria(ion) for all completed courses and clerkships

Experiencing Academic Difficulty

The designation *Experiencing Academic Difficulty* is assigned to any student who does not meet one or more pass criteria for a course or clerkship, or successfully complete any academic requirement of the MD program. Students designated in this category are strongly advised to contact the director of academic success to utilize resources available to them. Upon successful remediation of the course, clerkship or academic requirement, the student's academic designation will be returned to good academic standing, and the designation will not be reported externally.

A student will receive the designation of *Experiencing Academic Difficulty* if they:

During Years 1-2:

- Obtains a single incomplete course grade

A student will be required to meet with the student performance and conduct committee if they:

- Obtain two (2) incomplete course grades within a given academic year, OR
- Obtain a single incomplete course grade while repeating an academic year

During Years 3-4:

- Receives an incomplete on a Clinical Performance Evaluation (CPE), OR
- Receives an incomplete on 1 NBME shelf exam, OR
- Fails one USMLE exam (Step 1, 2CK)

A student will be required to meet with the student performance and conduct committee if they:

- Receive an incomplete on any two (2) NBME shelf exams (even if the first was successfully remediated), OR
- Receive an incomplete on two (2) clerkship summative Clinical Performance Evaluations (CPE, even if the first was successfully remediated), OR
- A combination of one (1) NBME shelf exam and one (1) clerkship summative Clinical Performance Evaluation (CPE) on different clerkships (even if the first was successfully remediated), OR
- Fail one hospital-based clerkship, OR
- Fail a second attempt of a USLME exam (Step 1, 2CK)

Students required to meet with the SPCC while in 'Experiencing Academic Difficulty' status will receive a recommendation that may include but is not limited to permission to remediate, repeat the year, or dismissal from the academic program. Students may be required to complete remediation(s) prior to advancing in the curriculum.

Academic Probation

A student will be placed on *Academic Probation* if they:

During Years 1-2:

- Fail to successfully remediate an incomplete grade, OR
- Receive three (3) incomplete course grades in a given academic year, OR
- Demonstrate unprofessional conduct deemed by the Associate Dean of Student Affairs or SPCC to warrant the academic designation

During Years 3-4:

- Receives an incomplete on three (3) NBME shelf exams (even if one or more has been remediated), OR
- Receives an incomplete on three (3) CPEs (even if one or more has been remediated), OR
- Receives an incomplete on any combination of three (3) NBME shelf exams or CPEs, OR
- Fails two (2) hospital-based clerkships or the Comprehensive Community Clerkship, OR
- Demonstrates professional conduct deemed by the Associate Dean of Student Affairs or SPCC to warrant an academic probation designation

Academic Probation is a formal designation that will be recorded and reported externally on all official records and requires that the student meet with the SPCC. Students required to meet with the SPCC for being placed on academic probation will receive a determination either requiring them to repeat the academic year or to be dismissed from the academic program.

A student is restored to *Good Academic Standing* after successfully remediating all incomplete or failed courses or clerkships or after completion of a repeated academic year.

Academic Cause for Dismissal from Central Michigan University College of Medicine

A student is automatically recommended for dismissal if they:

- Receive an incomplete grade in a course which necessitated repeating an academic year, OR
- Fail to meet terms of remediation for an incomplete course while on probation, OR
- Have three (3) clerkship failures, OR
- Fail to meet United States Medical Licensing Examination (USMLE) policy, OR
- Fail to successfully complete the M.D. program within the 6-year time-to-degree requirement

3. Remediation of an INCOMPLETE

- a. Year 1 & 2 remediation examinations will occur at the end of the academic year wherein the INCOMPLETE grade was assigned. These examinations will normally be scheduled between 4 and 8 weeks following the end of the last course of the academic year.
- 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 and/or additional assignments at the discretion of the Clerkship Director in order to fulfill clerkship requirements.

4. 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.

5. 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](#)
- [USMLE Step 1](#)
- [USMLE Step 2](#)
- [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.

Policy History	
6/16/2021	Revised and approved by Curriculum Committee
1/27/2021	Revised and approved by Curriculum Committee
7/17/2019	Revised and approved by Curriculum Committee



COLLEGE OF
MEDICINE

CENTRAL MICHIGAN UNIVERSITY

6/20/2018	Revised and approved by Curriculum Committee
7/19/2017	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"
7/29/2016	Initial approval by Curriculum Committee via online vote