



Policy Title: Grading Criteria

Accountable Dean(s), Director(s), or Office(s):

Associate Dean for Admissions and Student Affairs

Reviewed By:

Professionalism & Promotions Committee

Approval Body:

Executive Faculty

RELEVANT LCME STANDARD:

10.3 Policies Regarding Student Selection/Progress and Their Dissemination

POLICY STATEMENT AND PURPOSE:

The LCME states: The faculty of a medical school develop and implement effective policies and procedures regarding, and make decisions about, medical student application, selection, admission, assessment, promotion, graduation, and any disciplinary action. The medical school makes available to all interested parties its criteria, standards, policies, and procedures regarding these matters.

PRE-CLINICAL CURRICULUM: GRADING GUIDELINES

- A. Each department or teaching program determines the most appropriate method for evaluation of student achievement based on the nature of the course and on defined course objectives. At the beginning of each course, each course director shall provide students with a syllabus describing course requirements, evaluative methods, and grading criteria.
- B. A letter grade describing the student's performance shall be awarded to each student at the end of each course. Depending on the nature of the course, this grade may reflect the student's achievement on objective evaluative instruments or may also include evaluation of non-cognitive qualities and skills. The specific grade awarded to each student shall be based on the grading criteria outlined in the section below. If a course director chooses to deviate from this grading criteria, changes must be outlined in the syllabus at the beginning of the course.

PRE-CLINICAL CURRICULUM: GRADING CRITERIA

Pre-clinical courses are graded using a Pass/Fail system.

- Pass (P): Grade assigned when the final numeric grade is $\geq 70\%$ after all academic requirements have been attempted/completed.

- Fail (F): Grade assigned when the final numeric grade is <70% after all academic requirements have been attempted/completed. The 'F' grade is also assigned when a student *repeating* a single course has a final numeric grade <75%.
- Withdrawal (W): Grade assigned when a student is unable to complete course requirements for medical or personal reasons or when a student has chosen to voluntarily and permanently withdraw from all courses at the School of Medicine.

Temporary Course Grades

- Incomplete (I): Temporary grade assigned when there is a delay in the completion of a *minor* portion of course requirements due to an emergency situation or illness. In the preclinical curriculum, *minor* refers to the equivalent of one module or less.
 - Incomplete coursework must be completed within 6 months of the initial grade assignment or the 'I' will be converted to a grade of Fail (F).
 - Grades of incomplete will be considered an academic deficiency for the purposes of advancement. Students with incomplete grades in pre-clinical courses must resolve the incompletes before they can advance to the next year (see policy on Academic Deficiencies and Student Progress).
 - If a student has no other deficiencies, a single incomplete grade in the T1 year can be resolved over the summer, and the student can enroll in the Phase II Spring modules.
- Condition (C): Temporary grade that may be assigned when the final numeric grade is within the 65-69% range. The 'C' grade is given when the course director deems that a student has demonstrated significant and progressive improvement in performance over the course of the year and requires *minimal remediation* to achieve a passing score. The course director agrees, after discussion with the PPC, that the student is likely to achieve a passing score after a short self-study period or remediation course.
 - 'C' grades must be resolved before a student can progress to the next academic phase (see policy on Academic Deficiencies and Student Progress).
 - To resolve the 'C' grade, the student will be offered a final attempt to achieve a passing score by assignments, re-examination, or another form of remediation as recommended by the course director. If the student passes the final attempt, their grade is changed to 'C/P'. If the student refuses to take the final attempt or fails the attempt, the grade is converted to 'F'.

CLINICAL CURRICULUM: GRADING GUIDELINES

- A. In general, all 2-week rotations are graded Pass/Fail.
- B. Required clerkships and 4-week rotations (with a few exceptions) are graded according to the criteria below. Note that grading criteria and components are determined at the individual clerkship level and are specified at the beginning of each rotation in the clerkship syllabus. While specific numerical grades or grade ranges are cited below for awarding letter grades, these should be considered as suggested guidelines rather than inflexible rules. Each clerkship director has the authority and responsibility for the final determination of letter grades for each student.

CLINICAL CURRICULUM: GRADING CRITERIA

- Honors (H): Grade assigned when performance in all phases of the rotation surpasses the minimum standards and is clearly superior to that of the average student. In clinical rotations for which an overall final numerical grade is derived, “Honors” might correspond to a grade of 94% (on a scale of 100) or higher.
- High Pass (HP): Grade assigned when performance surpasses the minimum standards and is distinctly above average for students taking the rotation. In clinical rotations for which an overall final numerical grade is derived, “High Pass” might correspond to grades in the range 86 – 93%.
- Pass (P): Grade assigned when performance in the rotation meets the minimum standards required. In clinical rotations for which an overall final numerical grade is derived, “Pass” generally corresponds to a grade in the range 70 – 85%.
- Fail (F): Grade assigned when student performance on the wards or other clinical aspects of the rotation is unsatisfactory, regardless of whether the student successfully passed the NBME Shelf Exam.
- Withdrawal (W): Grade assigned when a student is unable to complete rotation requirements for medical or personal reasons or when a student has chosen to voluntarily and permanently withdraw from the School of Medicine.

Temporary Course Grades

- Incomplete (I): Temporary grade assigned when there is a delay in a student’s completion of clinical requirements (minor portion) due to an emergency situation or illness. In the clinical curriculum, *minor* refers to having completed more than 70% of the rotation.
 - All incomplete coursework must be completed within 6 months of initial assignment of the incomplete grade or will be converted to a grade of Fail (F).
 - Grades of incomplete will be considered academic deficiencies for the purposes of advancement. Students with incomplete grades in clinical courses must resolve the incompletes before they can advance to the next year (see policy on Academic Deficiencies and Student Progress).
- Condition (C): Grade assigned when a student’s performance is satisfactory on the wards and other clinical aspects of the rotation, but the student fails to achieve the required minimum passing score on the NBME Shelf Exam.
 - Note that ‘C’ grades are considered an academic deficiency and are ultimately converted to either C/P or F on the transcript based on performance on the remediation exam (see policy on Academic Deficiencies and Student Progress).
 - All condition coursework must be completed within 6 months of initial assignment of the ‘C’ grade or will be converted to a grade of Fail (F).

Notes:

- A student can receive a ‘C’ or ‘F’ grade in a clinical course/rotation based on professionalism alone, regardless of academic performance.
- The grade of ‘F’ remains on the transcript, even if successfully remediated.

LAST REVIEW DATE/APPROVAL:

Professionalism & Promotions Committee: 06/04/24
Executive Faculty: 06/25/24

REVIEW CYCLE:

Annually