


Name of Policy: College of Medicine and Life Sciences: Grading policy for required clinical clerkships		 Revision date: 10/6/22 Original effective date: 06/24/2013	
Policy Number: 3364- 81-04-013-06			
Approving Officer: Dean, College of Medicine & Life Sciences			
Responsible Agent: Senior Associate Dean, Associate Dean for Clinical Undergraduate Medical Education and Student Affairs			
Scope: College of Medicine M.D. Program			
xx <input type="checkbox"/>	New policy proposal	<input checked="" type="checkbox"/>	Minor/technical revision of existing policy
<input type="checkbox"/>	Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy

(A) Policy statement

All *required clinical clerkships (listed below) in the curriculum of the College of Medicine and Life Sciences will use the grading policy as outlined in this document.

**The seven required clerkships are Family Medicine, Internal Medicine, Neurology, Obstetrics & Gynecology, Pediatrics, Psychiatry, and Surgery.*

(B) Purpose of policy

This policy and procedure are designed to provide a standardized mechanism for calculating final grades in the required clerkships of the College of Medicine and Life Sciences.

(C) Scope

Grading in the required third-year clerkships.

(D) Grade components

3 domains contribute to the final clerkship grade:

1. Assessment of clinical performance
2. Performance on the NBME subject exam
3. Departmental education program points

There are five grading categories for the clerkship: HONORS, HIGH PASS, PASS, FAIL, and DEFER. The clerkship grade determination is based on the composite performance of the student in each of the above categories (see E (1))

1. **Assessment of clinical performance:** Preceptors will assess a student's clinical performance using the COMLS clinical competency assessment form. This assessment captures a student's performance in the following competencies: Professionalism (PB), Interpersonal Communication Skills (IPC), Patient Care (PC), Practice-Based Learning and Improvement (PBL), and Systems-Based Practice (SBP). A grade of honors, high pass, pass, or fail will be generated for each competency.
 - a. Students must obtain a passing grade in all the above competencies to pass the clerkship.
 - b. 5-time categories are based on hours of direct contact a preceptor has with a student:
 - i. No contact (< 1 hour)
 - ii. Limited (1-4 hours)
 - iii. Moderate (5-10 hours)
 - iv. Substantial (11-40 hours)
 - v. Extensive (> 40 hours)
 - c. To be a candidate for **HONORS** in the clerkship, a student must receive an honors grade in professionalism. Professionalism includes honesty, integrity, ethics, respect for all healthcare team members, and sensitivity to each patient's identity and cultural background.
 - d. If a student fails the Patient Care competency, the final grade in the clerkship is a **FAIL** and the student must repeat the entire clerkship.
 - e. If a student fails PROFESSIONALISM, IPC, or PBL, the clerkship grade recorded on the transcript is **DEFER** until the following remediation occurs:
 - i. Professionalism – the student will receive a Professionalism Behavior Report and will be referred to the Student Conduct and Ethics Committee for review and a remediation plan. Upon completion of a successful course of remediation, the Student Conduct and Ethics Committee will inform the Clerkship Director and the student's grade will be changed from **DEFER** to **PASS**.
 - ii. IPC OR PBL fail remediation will be determined at the discretion of the clerkship director. Upon successful completion of remediation, the **DEFER** grade will be changed to **PASS**.
 - f. Process for calculating the grade for clinical performance
 - i. Each preceptor's assessment will be weighted based on the amount of time the student spent with the preceptor: extensive (16x), substantial (8x), moderate (4x), limited (2x), and no contact (not counted).
 - ii. The median of the aggregate weighting from each preceptor for each question will be generated. The composite grade for each competency will be generated based on the median profile for each element.
 - iii. A clinical performance profile will be generated for the student's clinical performance. This profile will list the grade for each of the 5 competencies as well as the composite grade for clinical performance (see

table). **A student must receive honors in professionalism to be eligible for honors in clinical performance and overall clerkship honors.**

Competency Grades for Patient Care, Interpersonal Communication Skills, Systems Based Practice, and Practice Based Learning and Improvement	PROFESSIONALISM		
	HONORS	HIGH PASS	PASS
4H	H	HP	HP
3H+1HP+0P	H	HP	HP
3H+0HP+1P	H	HP	HP
2H+2HP+0P	H	HP	HP
2H+1HP+1P	H	HP	HP
2H+0HP+2P	HP	HP	HP
1H+3HP+0P	HP	HP	HP
1H+2HP+1P	HP	HP	HP
1H+1HP+2P	HP	HP	P
1H+0HP+3P	HP	HP	P
0H+4HP+0P	HP	HP	HP
0H+3HP+1P	HP	HP	HP
0H+2HP+2P	HP	HP	P
0H+1HP+3P	HP	HP	P
0H+0HP+4P	P	P	P

- g. Fail in one competency for assessment of clinical performance will result in the following
- i. Professionalism → deferred grade until remediation is completed as outlined in policy xx with a final grade of PASS.
 - ii. IPC, PBL → a deferred grade that will be changed to a pass after successful remediation as determined by the clerkship director with a final grade of PASS.
 - iii. Patient care → FAIL for the clerkship. The student must repeat the entire clerkship.
 - iv. Students cannot fail systems-based practice.

2. Departmental Education Program (20-point total – distribution unique to each clerkship).

Each clerkship will have specific educational activities that comprise the Departmental Educational Program. The individual clerkship activities vary across the seven clerkships. The specifics of each activity are defined by each clerkship. Examples include Objective Structured Clinical Evaluations (OSCEs), quizzes on didactic lectures or virtual cases, and clinical reasoning exercises. A grade will be determined for the department educational program in the following manner:

- a. Honors $\geq 75\%$ (≥ 15 points)
- b. Pass: 60-74% (12-14 points)
- c. Fail $< 60\%$ (< 12 points)

A minimum of 60% (12 total points) must be achieved in the Departmental Education Program. If a student does not meet this minimum threshold a grade of **DEFER** will be assigned until remediation is completed. **PASS** is the highest grade that can be achieved after a **DEFER** grade.

A student will be permitted a second attempt to successfully remediate any failed component(s) of the Departmental Educational Program to achieve a minimum of 12 accumulated points for the Departmental Educational Program. The second attempt should be completed in a timely manner appropriate to the student's schedule, but no later than one year from the first attempt. If the student achieves a passing score on the second attempt of a failed component, as well as a minimum accumulated score of 12 points for the entire Departmental Educational Program, the grade of **DEFER** will be changed to a grade of **PASS** for the clerkship (assuming the other components of the grade have been at the passing level). **PASS** is the highest grade that can be achieved after a **DEFER** grade has been assigned for an initial failure of the Departmental Educational Program.

A second failure of any component of the Department Educational Program will result in the grade of **DEFER** being changed to a grade of **FAIL** for the clerkship. In order to remediate the failing grade, the student will be required to repeat the clerkship and to pass all three components of the Required Remediation clerkship, i.e., Clinical Competence, Departmental Educational Program, and NBME Subject Exam. A Clerkship Director may exercise his/her prerogative to waive a second attempt at the NBME Subject Exam if it was successfully passed during the required clerkship.

3. **The National Board of Medical Examiners (NBME) Subject Examination for the clerkship.**

Students must achieve a minimum passing score on the NBME Subject Examination to complete the clerkship. The minimum passing score on the NBME Subject Exams for each core clinical discipline will be determined annually by the Clinical Curriculum Committee and the Executive Curriculum Committee before the start of the third year, based on the 5th percentile rank provided by the NBME. Failure to achieve the minimum score on a test will result in a grade of **DEFER** for that clerkship. A second attempt to complete the NBME Subject Examination must be completed in a timely manner but no later than one year from the first attempt. If the student achieves the minimum passing score on the second attempt, the grade of **DEFER** will be changed to a grade of **PASS**. **PASS** is the highest grade that can be achieved after a **DEFER** grade due to an initial failure to achieve the minimum passing score on the NBME Subject Examination.

A second failure of the NBME Subject Examination will result in the grade of **DEFER** being changed to a grade of **FAIL** for the clerkship. To remediate the failing grade, the

student will be required to take a Required Remediation clerkship (length of time is based on the duration of the clerkship), and to pass all three components of the Required Remediation clerkship, i.e., Clinical Competence, Departmental Educational Program, and NBME Subject Examination. In some cases, a Clerkship Director may exercise his/her prerogative to waive a second attempt at certain components of the Departmental Educational Program (e.g., an OSCE) if it was successfully passed during the required clerkship.

(E) Final Grade Determination

The final grade is based on the student's composite performance in the 3 domains (described above) using the following parameters:

Overall Grade	1. CCE profile	2. NBME (PERCENTILE based on National NBME average from the previous year)	3. Departmental Education Program %
Fail	Fail PC**	< 5%	< 60
Defer	Pass/High Pass/Honors	≥5 th	<60
	Pass/High Pass/Honors	<5 th	≥ 60
	Pass/High Pass/Honors	<5 th	<60
	Fail (PROF*) OR (PBLI or IPCS)***	≥5 th	>60
Pass	Pass	≥5 th	≥ 60
High Pass	Pass	≥ 55 th	≥ 75
	High Pass	≥5 th	≥ 60
	Honors****	≥5 th	≥ 60
Honors	Honors	≥ 55 th	≥ 75

PROF = Professionalism; PC = Patient care; PBLI = Practice Based Learning and Improvement; IPCS = Interpersonal Communication Skills

* Remediation through OSA/conduct and ethics committee

** Repeat clerkship

*** Remediation determined by Clerkship Director

**** High Pass (with Clinical Excellence); will be distinguished on the MSPE on the end of clerkship narrative

1. A **DEFER** grade in the clerkship requires the student to take corrective action to remediate the grade component that has resulted in **DEFER**:
 - a. Fail in Professionalism OR PBL OR IPC
 - b. NBME subject exam score < 5%tile
 - c. < 60% of department education points

After successful remediation (as described above in section (D)), the student's transcript grade will be changed to a **PASS**.

2. A **FAIL** grade in the clerkship requires the student to repeat the clerkship in its entirety. A **FAIL** grade can result from a CCE FAIL (Patient care), NBME subject exam < 5%tile twice, or DEP < 60% after two attempts. The student will be required to complete a Required Remediation clerkship (length of time is based on the duration of the clerkship), and to pass all three components of the Required Remediation clerkship, i.e., Clinical Competence, Departmental Educational Program, and NBME Subject Examination. In some cases, a Clerkship Director may exercise his/her prerogative to waive a second attempt at certain components of the Departmental Educational Program (e.g., an OSCE) if it was successfully passed during the required clerkship.
2. Grade of **Incomplete**: Failure to complete any portion of the clerkship or its evaluation exercises will lead to a grade of **Incomplete (I)**. A grade of **Incomplete** will be submitted by a Clerkship Director when a student has not been able to complete the required course work within the required time of the clerkship. The student must meet with the clerkship director in concert with the Associate Dean for Clinical Undergraduate Medical Education to develop a plan, including a timeline (generally not to exceed six months), to complete the required clerkship work. The timeline plan will require approval by the Academic Progress Committee after review and approval by the Clerkship Director, and or Associate Dean for Clinical Undergraduate Medical Education, the student, and the Associate or Assistant Dean for Student Affairs.
3. If any combination of **two Incomplete or DEFER** grades are present on a student's academic record related to the required clinical clerkships, the student will not be permitted to continue in the required clerkship cycle as scheduled for the student until at least one of **the Incomplete or Defer** grades is successfully completed/remediated.
4. Final Grade Submission: The final grade for each student will be submitted to the Registrar no later than 42 days after the end of each required clerkship.
5. There is a designation of "**High pass with clinical excellence**" that will be noted in the MSPE narrative for the relevant clerkship. If a student performs at an honors level for clinical performance and departmental points but receives a passing score for the NBME exam, the final grade recorded on the transcript will be HIGH PASS. **There will be a statement at the end of the clerkship narrative that highlights the student who receives a HIGH PASS with honors in clinical performance.**

NOTE: The presence of an **Incomplete, Fail, or Defer** grade on a student's academic record will prevent the student from participating in an "away clerkship" until the **Incomplete, Fail, or Deferred** has been removed from the student's academic record.

Approved by:

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Name

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Oct 10, 2022
Date

Review/Revision Completed by:

Clinical Curriculum Committee
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Education
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Associate Dean for Faculty
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Policies Superseded by This Policy:

*This policy formerly was named: Medical
Student Evaluation in the Four-Year
Curriculum:
Required Clinical Clerkship 04-013-01B*

Initial effective date: 08/25/1985

Review/Revision Date:

- 08/25/86
- 08/13/87
- 08/22/89
- 08/15/90
- 11/19/91
- 02/24/94
- 07/01/95
- 08/01/96
- 08/17/00
- 8/17/01
- 03/18/03
- 12/2005
- 07/2006
- 11/30/06
- 06/01/07
- 02/01/08
- 07/27/10
- 7/26/11
- 03/26/13
- 06/24/13
- 06/16/15
- 10/10/18
- 10/6/22

Next review date: 10/6/25