Article 6 Assessment and Documentation of Student Achievement

Section 6.01 Student Assessment

(1) Assessment Methods
   (a) The curriculum goals in Article 3 encompass a broad set of competencies. In order to thoroughly evaluate student mastery of these competencies, the School of Medicine employs a variety of assessment methods, which allows instructors to select the most appropriate method to evaluate students. Student assessment methods within the School of Medicine include but are not limited to written, oral, and other performance-based assessments.

(2) Accommodations in the Assessment Process
   (a) The School of Medicine is committed to equality of educational opportunity and does not discriminate on the basis of disability. The School of Medicine adheres to University policies and applicable federal and state law regarding disability accommodation and collaborates with the University’s Accessibility Resources & Service (ARS) Office in order to provide reasonable accommodations to medical students who identify as having permanent and temporary disabilities. Students who seek reasonable accommodations for a disability must contact ARS. Requested accommodations can only be approved through ARS.

(3) Rescheduling Assessments
   (a) The Office of Student Affairs is the only office that can approve the delay of an assessment.
   (b) Students are expected to attend all assessments when scheduled unless they have an administrative excuse (see Article 5). 
   (d) Failure to comply with the process described in 6.01(3) may result in failure of the assessment. This determination is made by the course director in consultation with the Associate Dean for Student Affairs.

6.02 Documentation of Student Assessment in the Foundation Phase

(1) Foundation Phase End-of-Course Grades
   (a) Course directors report grades promptly to the Office of Student Affairs for all students in a course according to the grading system described in section 6.02(2), below.
   (b) In courses in which there is a single course director, the determination and reporting of grades should be reviewed by at least one other faculty member with knowledge of the course content.
   (c) The Registrar may assign the administrative grades of No Grade (NG) and Withdrawn (W) as described in section 6.02(2), below.
   (d) Foundation Phase grades will not be considered when determining eligibility for the Alpha Omega Alpha Honor Medical Society.

(2) Grades Defined
   (a) Pass (P) means that a student’s performance was entirely satisfactory.
   (b) Fail (F) means that a student’s performance was unsatisfactory.
      (i) A failing grade is determined by the course director in consultation with other appropriate course faculty.
      (ii) A failing grade is generally a grade of less than 70% that is more than two standard deviations below the mean, but may vary depending on the circumstances of the course and the decision of the course directors.
(iii). The standard or any deviation from the standard should be communicated to students at the beginning of the course (See Section 4.01(3)).

(c) Incomplete (IN) signifies that a student has not met all of the course requirements or competencies (see Foundation Phase Remediation Plan). An IN is a temporary grade that ultimately converts to an F unless the student makes up the incomplete work within a specified period of time.

(i). An IN will convert to a permanent grade four weeks after the completion of the semester in which the IN was assigned. At the discretion of the Associate Director for Student Affairs, this time may be extended. If a permanent grade is not earned during this time period, the IN grade will become a grade of F.

(ii). Students must make up missing assessments prior to beginning any remediation.

(d) No Grade (NG) is a temporary grade reserved for administrative reasons where a final grade cannot be given.

(e) Withdrawn (W) is a permanent grade reserved for cases where the student withdraws from a course.

(f) Credit By Examination (BE) is reserved for course credit awarded by examination. The option for credit by examination in lieu of completion of a full course may be extended by course directors to students with an advanced degree in a discipline related to a pre-clinical course. The course directors may issue a BE after an appropriate examination or after reviewing the student’s credentials.

6.03 Documentation of Student Assessment in Application Phase and Individualization Phase

(1) Application and Individualization Phase End-of-Course Grades

(a) Course directors report grades within 28 days of course completion to the Office of Student Affairs for all students in a course according to the grading system described in Section 6.03(2), below.

(b) In courses in which there is a single course director, the determination and reporting of grades should be reviewed by at least one other faculty member with knowledge of the course content.

(c) The Registrar may assign the administrative grades of No Grade (NG) and Withdrawn (W) as described in Section 6.03(2), below. The administrative grades of NG and W will not be considered when determining eligibility for AOA.

(2) Grades Defined

(a) Honors (H) is meant to distinguish those students who have achieved particular merit in a course. For norm-referenced courses, an H is awarded to approximately the top 30 to 35% of the class.

(b) High Pass (HP) is awarded when a student’s performance was beyond satisfactory, but less than H-level work.

(c) Pass (P) means that a student’s performance was entirely satisfactory.

(d) Fail (F) means that a student’s performance was unsatisfactory.

(f) Incomplete (IN) signifies that the student has not met all of the course objectives or requirements. An IN is a temporary grade that ultimately converts to F unless the student makes up the incomplete work within a specified period of time.

(i). An IN will convert to a permanent grade within 12 months after the end of the clerkship, selective, or elective in with the grade was received and the student was
registered for coursework in the School of Medicine. If a permanent grade is not earned
during this time period, the IN grade will become a grade of F.
(ii) A student who completes all course requirements but fails a National Board of
Medical Examiners (NBME) clerkship shelf exam on the first attempt automatically
earns a grade of IN. After the NBME exam is retaken and passed, the grade will be
changed to a P. The final calculated grade will not be altered by the retake of the NBME
or the new score, and students who pass the NBME shelf exam on retake will not be
eligible for grades of HP or H. The fact that a student passed an NBME shelf exam on a
retake must be indicated in the Summary Comments in the Medical Student Performance
Evaluation. If a student fails the exam a second time, the student’s final grade will need
to be discussed by the course committee based on the student’s overall performance.
Retaking of the course may be warranted.
(iii) Students who fail two NBME clerkship shelf exams or have received grades of IN in
two clerkships may complete their current clerkship, elective, or selective but may not
take additional clerkships, electives, or selectives until all IN grades have been resolved.

(g) No Grade (NG) is a temporary grade reserved for administrative reasons where a final grade
cannot be given.
(h) Withdrawn (W) is a permanent grade reserved for cases where the student withdraws from a
course.

(3) Submission of Grades Policy
(a) All required courses and clerkships will post and release comments from clinical evaluations
and NBME shelf examination scores to the one45 system as soon as they are available.
(b) Twenty-eight days after the end of a required course or clerkship, department chairs will be
notified by the Offices of Medical Education of all faculty evaluators who have not yet submitted
their student evaluations.
(c) All faculty evaluators in required courses and clerkships must submit final grades within 28
calendar days of the last day of the course or clerkship. This includes submission of an IN grade
if all course or clerkship requirements have not been completed due to circumstances not under
the control of the student.
(d) Submission of narratives with grades is required for all clerkships and for all courses in which
assessment of educational activities is possible (e.g., small-group activities, writing assignments,
interaction with standardized patients, simulations).

Section 6.04 Record Retention

(1) Academic Records. The Registrar’s Office within the Office of Student Affairs permanently maintains
an official academic record for each student registered in the School of Medicine.

Approved by CMPC February 10, 2005
Approved by Dean Golden March 8, 2005
Approved by Education Committee November 14, 2011
Approved by Education Committee June 18, 2012
Approved by the Education Committee, June 30, 2013
Approved by Education Committee February 10, 2014
Approved by Education Committee July 20, 2015