

TITLE OF POLICY

Application Phase Summative Assessment and Grading Standards Policy

PURPOSE AND SCOPE

The purpose of this policy is to establish assessment and grading standards for Application Phase. This policy applies to all campuses and sites.

RESPONSIBLE PARTY AND REVIEW CYCLE

Application Phase Committee reviews the policy annually and as needed, and Education Committee approves it.

LCME REFERENCE(S)

LCME 9.6: Setting Standards of Achievement

LCME 9.9: Student Advancement and Appeal Process

HISTORY OF APPROVALS AND UPDATES

Approved by Application Phase Committee and Education Committee March 2019

Approved by Application Phase Committee and Education Committee August 2021

Revised and approved by the Application Phase Committee May 2023

Revised and approved by the Application Phase Committee November 2024

Approved by the Education Committee November 2024

Approved by the Education Committee October 2025

Revised and approved by the Application Phase Committee January 2026

Approved by the Education Committee January 2026

DEFINITION(S)

N/A

POLICY

All courses at every campus adhere to the following assessment standards. Core assessments and corresponding percentages for a course remain the same across campuses.

Grades and all assessments utilize a criterion cut-off for passing. The criteria were established by an Assessment Task Force and approved by the Application Phase and Education Committees.

Categories of Assessments

The final grade must consist of assessments that fall in the following categories and are given the weights listed:

Category	Minimum Criteria	Weight
NBME	60	20%
OSCE	70% on each case	40%
Competency Assessment Form	Competent in each domain	30%
Professionalism	Minimum – no ‘not yet competent’	10%
Administrative Tasks/ Writing	Completion	0%

Course Committee

Each clinical course has a committee composed of site directors and course directors. The committees meet once per course (every 8 weeks) to assess student performance deficits, build consensus on final course grades, and work to ensure educational comparability across campuses. Representation from each campus is required at the meeting.

Final Grade Assignment and Narrative

The scale for final course grades is Honors/High Pass/Pass/Fail. These grades are assigned using the following guidelines.

- Grade Cut-Off Scores
 - 90% or Greater = Honors
 - 85% - 89.9% = High Pass
 - 72% - 84.9% = Pass
 - 71.9% or less = Fail
- Grades will be rounded to the nearest tenth.
- To receive a grade of Pass, a student must meet the passing criterion set for each element and complete all clinical and written assignments by the last day of the course.
- To support professional growth, students must consistently demonstrate professional behavior throughout the course. Repeated or serious lapses in professionalism may lead to a failing grade after holistic review by the Grading Committee.
- If a student has an incomplete or a non-remediated failure for any course, they cannot take any Individualization Phase Selectives.
- During the course, students must bring any concerns about grading to the attention of the course directors within 15 business days of receiving their score. After this time period, scores on individual assessments cannot be appealed.
- The course committee will review the performance of all students and decide by consensus if a student requires remediation or is not meeting course competencies. Students who fail will be required to retake the full course.

- Students not meeting competency in 2 areas of the same course or the same area for two consecutive courses will be referred to the Student Progress Committee. For example, if a student does not meet competency for the OSCE and professionalism during the same course, they will be referred to the SPC.
- The course director is responsible for notifying the student of any failure to meet competency in any course component. The course director will track failures and incomplete course grades and ensure completion of students.

Summative narrative comments should include general comments on student performance as well as specialty-specific comments to include in the Medical Student Performance Evaluation (MSPE).

Competency Assessment Forms are due within 21 calendar days of the last day of the course. Incomplete forms will be deleted. Final grades are to be submitted within 35 calendar days of course completion.

NBME Shelf Exam:

- Failure on the shelf exam will be defined based on not achieving the minimum criteria.
- The failure of the NBME shelf attempt is noted in the Medical Student Performance Exam (MSPE) “For Deans Letter” comments in the school’s evaluation system and is also noted on the front page under “remediations” and will result in referral to the SPC in the context of previous academic failures.
- The original shelf exam score is used to calculate the final course grade.
- A plan for making up missed shelf exams or remediating failed shelf exams is developed on an individual basis for each student. All makeup shelf exams will be scheduled on pre-determined makeup days.
- The course director is responsible for notifying the student of an exam failure. The course director will track exam failures and incomplete course grades and ensure completion of students.
- If a student’s final course grade is an F and this includes a shelf exam failure, the course grade is submitted as an F immediately. Shelf exam remediation is not required to finalize the grade, since remediation will not alter the final course grade calculation. Shelf exam remediation will occur with the course remediation.
- If a student fails or delays two shelf exams or fails one and delays one, strong consideration should be given to discontinuing Application Phase until remediation can occur. However, once a student has initiated a block, they will not be withdrawn for shelf exam failures unless on a voluntary basis.

- For students who fail a shelf exam twice, clinical remediation is recommended for the course material covered on the shelf exam (content at the discretion of the course directors). If a student takes a shelf exam for the third time and does not achieve a passing score, they will receive a grade of F for the course, and the course committee will recommend that the student retake the entire course. The decisions of the Student Progress Committee may override course committee recommendations.

OSCE:

- Any student not receiving competency on an OSCE case will need to work with course leadership and their advisor to schedule a time to retake the same OSCE case. This will need to be done when the OSCE is already being given but need not be at the same campus.
- Students will receive an incomplete for a grade until they retake the case and achieve competency
- Students who do not achieve competency after taking a case twice will be reviewed by the grading committee and clinical remediation may be recommended prior to taking the case for the third time. If a student takes an OSCE case for the third time and does not achieve competency, they will receive a grade of F for the course, and the course committee will recommend that the student retake the entire course.
- The original OSCE score is used to calculate the final course grade.

Competency Assessment Form:

- Any student who does not receive competency on each element of the Competency Assessment Form will be reviewed by the Course Grading Committee. Students who do not achieve competency for each element are at risk for failing the course or needing remediation.
- Remediation will likely consist of an additional 2–4-week clinical experience scheduled at the end of Application Phase.
- The original Competency Assessment Form score is used to calculate the final course grade.

Professionalism:

- Any student who does not achieve competency on each element of the Professionalism Assessment Form as determined by the Course Committee will be assigned a grade of Incomplete and will not be eligible for Honors. The Incomplete grade will remain until the student successfully completes the necessary remediation and achieves competency. This will be noted in the course comments on the MSPE.



- The Application Phase Leadership team will provide these students with professionalism materials and arrange a meeting to reflect on the areas needing improvement. During this meeting, a detailed remediation plan, including a timeline, will be established.
- If the student achieves competency by fulfilling the remediation plan, their grade will be updated and released. Conversely, if the student does not attain competency after remediation, they will be referred to the Student Progress Committee. Furthermore, their performance will be reviewed in the subsequent Course Grading Committee meeting, placing them at risk of failing the course.
- The original score on the Professionalism Assessment Form is used to calculate the final course grade.