I. POLICY

It is the policy of the New York Medical College School of Medicine (NYMC SOM) that at the end of each course, each student's performance is evaluated and recorded. The faculty determines a student's final course/clerkship grade after evaluation of the student's performance in all aspects of the coursework, including achievement of course and college objectives/competencies in all domains (as example - knowledge, skills, attitudes, and behaviors).

Final grades must be available to students within 6 weeks following the end of a course or clerkship. Students can view their final grades in the student curriculum management system, on the student progress report maintained by the registrar's office, and/or by requesting an official transcript.

Criteria for assigning grades are established by the faculty responsible for the course according to parameters determined by the Education and Curriculum Committee (ECC). Guidelines for grading are reviewed periodically by the ECC and as for all academic policies are subject to change without prior notice.

Any student who fails one or more courses/clerkships and/or faces significant academic difficulty at the midpoint of longitudinal courses (receiving grades of “F,” or “CP”) will be referred to the Promotions Committee for review and recommendations made regarding academic support services and monitoring. In cases where remediation is required, the remediation must be completed to the satisfaction of the course/clerkship director prior to issuance of a passing grade and promotion of the student into the next academic year. This remediation can include a repeat of the entire or portion of the course/clerkship or equivalent, as determined by the Promotions Committee with input from the course/clerkship director. The highest grade that a student can receive after remediation is a “Pass.” If a student does not successfully pass a course remediation, the student will be subject to additional actions by the Promotions Committee, including dismissal from the SOM.
During all phases of study, a faculty member that is providing ongoing medical, personal or psychiatric care for a student is not allowed to participate in the summative evaluation of that student for any course/clerkship.

A. Grading Policy: First and Second Year Courses

1. The distribution of grades for each basic science course in Years 1 and 2 shall be approximately: Honors and High Pass: up to 30%, Pass - 70% or more. These guidelines will be reviewed annually by the ECC using cumulative data for each basic science course. These parameters do not apply to other non-basic science courses in the Year 1 and 2 programs.

2. The accepted passing standard for Year 1 and 2 courses is “70” rounded to the nearest whole number.

3. All basic science courses that utilize a National Board of Medical Examiners subject examination (NBME) will utilize a uniform competency standard for that exam that is at, or above the 10th percentile nationally.
   a. Students who meet the passing standard of the course, but fail to meet the minimum competency for the NBME exam will have the opportunity to retake the exam after the last course of the academic year during a designated retake period.
   b. Students may remediate up to two NBME exams per year or be subject to additional actions by the promotions committee.

4. Use of the “CP” Grade in Years 1 and 2
   a. The “CP” Grade in Years 1 and 2 is given to a student who has an overall passing grade in a course but who fails a single examination element on which a separate defined passing grade is required (e.g. NBME Subject Examination or an Objective Structured Clinical Examination (OSCE)). “CP” is also used in longitudinal courses for which both sections bear credit and are issued a final numeric letter grade for students whose course average is between a 66.5 and 69.4. In this case, the “CP” will designate a student on monitored academic status, requiring discussion by the promotions committee.
   b. When a grade of “CP” is issued:
i. A retake examination and/or program is defined by the course
director, and approved by the relevant promotions committee
ii. The highest final grade that may be assigned to the student who
receives a “CP” is a “P”
iii. A grade of “P” can only be issued if a retake is ultimately
passed
iv. The “CP” grade must be converted to another grade (“P” or
“F”) prior to the start of the subsequent academic year. If the
retake is not successfully completed within 12 months, or in
the case of longitudinal courses, the student is unable to
complete or pass the second semester of the course, the grade
will automatically be changed to a final grade of “F” for the
course. In the case of a withdrawal, the student will receive a
“WF” annotation on his/her transcript.
v. No more than two “CP” grades can be issued per academic
year. Any subsequent single examination element failures will
be issued “F” grades.
vi. While awaiting results of a retake, a student may be
“conditionally” enrolled in courses in the subsequent academic
year, if approved by the Senior Associate Dean for School of
Medicine Student Affairs
vii. “CP” grades (even after changed to “P”) will be recorded and
tracked on the student’s internal transcript, and considered as
an “academic deficiency” for purposes of the Academic
Performance Review Committee.

B. Grading Policy: Third-Year Clerkships
1. The distribution of grades for each course in Year 3 shall be
approximately: Honors – up to 25%, High Pass – up to 40%, Pass – 35% or
more. These guidelines will be reviewed annually by the ECC using
cumulative data each academic year.
2. All third year students are assessed using a competency-based grading system. Competency-based grading assesses students' achievement using pre-defined standards including: a summary clinical evaluation, a professionalism evaluation, the NBME Subject examination, and other clerkship specific components unique to the course and pre-defined by the clerkship director. These additional components include but are not limited to any or all of the following items: patient log, mid-clerkship feedback form, weekly quizzes, observed H&P, on-line cases, case presentations, oral examinations, and objective structured clinical examinations (OSCE).

3. The passing standard for NBME subject examinations is fixed for all clerkships at the 10th percentile nationally.

4. A grade of Fail on the clinical component of any clerkship will result in an automatic clerkship grade of “F”, regardless of how the overall clerkship grade is determined.

5. Use of the “CP” Grade in Year 3
   a. A grade of “CP” in Year 3 is applied under the following circumstances:
      i. A student who passes all elements of a clinical clerkship except one of the final examinations (e.g. NBME Subject Examination or OSCE) may be issued a “CP” grade for the clerkship and retake the examination at a designated testing time after the completion of the Year 3 curriculum.
      ii. Any “CP” grade must be converted to another grade (“P” or “F”) prior to the start of the subsequent academic year. If not otherwise converted within 12 months, it will be changed to an “F.”
      iii. No more than two “CP” grades can be issued per academic year. Three or more “CP” grades per academic year result in all “CP” grades being converted to an “F” and referral of the student to the Promotions Committee where the entirety of the student record will be reviewed. Usual options available to the committee in such instances would be recommendations for the
student to repeat the entire academic year, or dismissal of the student from the School of Medicine.

iv. The highest grade that may be assigned to a student after successfully completing a retake examination is a “P.” If the student fails the makeup exam, the student receives an “F.”

v. With approval, a student may be conditionally enrolled in Year 4 electives pending the results of retake examinations. However, such enrollment shall not be constituted as promotion to the 4th academic year.

vi. “CP” grades (even after changed to “P”) will be recorded and tracked on the student’s internal transcript and considered as an “academic deficiency” for purposes of the Academic Performance Review Committee.

### C. Repeating Clerkships

a. If a student is required to repeat a clerkship in its entirety because of academic deficiency, the student is eligible to earn any grade in that clerkship for the repeated coursework. Recognition of the prior unsatisfactory performance will be noted on the official school transcript and in the Medical Student Performance Evaluation (MSPE).

b. If a student does not successfully pass a clerkship remediation (including performance on the NBME Subject Examination upon repeat attempt), the student will be subject to additional actions by the promotions committee, including dismissal from the SOM.
D. Fourth-Year Courses
Required courses and clinical electives in Year 4 are graded as Honors, High Pass, Pass, and Fail. Research, international, and medical education elective courses are graded as Credit/No Credit. A grade of “Fail” on the clinical component of any clerkship, whether in Year 3 or 4, will result in an automatic clerkship grade of “F”, regardless of how the overall clerkship grade is determined.

II. PURPOSE
The purpose of this policy is to provide consistent guidelines for grading in courses and clerkships.

III. SCOPE
A. Medical Students
B. Faculty NYMC SOM
IV. DEFINITIONS
A. “Competency-based grading” assessment of student achievement using pre-defined standards
B. Grade abbreviations include the following:
   1. “F” – Fail
   2. “P” – Pass
   3. “CP” – Conditional Pass

V. POLICY AUTHOR(S)
A. Office of Medical Education, Academic Deans

VI. RELATED POLICIES
New York Medicine College School of Medicine, Policy & Procedures:
A. Academic Requirements for Advancement and Graduation
B. Time Limitations for Completing Portions of the Curriculum
C. Grade Appeal Policy
D. Academic Dismissal and Appeals
E. USMLE and Clinical Competency Examination Requirements

VII. PROCEDURE(S)
A. Competency-Based Assessment and use of NBME subject examinations in Third Year Clerkships
   1. All third year students are assessed using a competency-based grading system.
   2. A student’s final grade in each competency domain will be determined by one of two pathways:
      a. Pathway 1
         i. Honors: At least 3 clinical competencies at or above category “7” (eight point scale); no more than one competency at or below category “5” and NBME score >70th percentile
         ii. High Pass: At least 3 competencies at or above category “5”; no more than 2 competencies at or below category “4” and NBME score >45th percentile
Title: Course and Clerkship Grading Policy for the NYMC SOM

Effective: 4/18/2012
Reviewed: 5/27/15
Revised: 6/15/15

3. In addition, the following refers to the role of the NBME subject examination in determining a student's final grade:
   a. A passing standard for NBME subject examinations is fixed for all clerkships at the 10th percentile nationally
   b. Students taking the assessment during the first quarter of the year will use first quarter percentile data for the determination of grade benchmark standards; “total year” percentile data will be used for the remainder of the year.
   c. Students who fail to meet the minimum competency for the NBME exam will have the opportunity to retake the exam after the last clerkship of the year during a designated retake period
   d. Students may remediate up to two NBME exams per year
   e. For the purposes of defining NBME examination cut-offs, “Quarter 1” refers to the first three months of the academic year for on-cycle students. For off-cycle students, Quarter 1 is defined by the student’s actual start date for Year 3 clerkships

VIII. REFERENCES
A. NYMC SOM Student Bulletin: Policies and Procedures
B. **LCME Standard 9.9:** Single Standard for Promotion/Graduation and Appeal Process; a medical school ensures that the medical education program has a single standard for the promotion and graduation of medical students across all locations and a fair and formal process for taking any action that may affect the status of a medical student, including timely notice of the impending action, disclosure of the evidence on which the action would be based, an opportunity for the medical student to respond, and an opportunity to appeal any adverse decision related to promotion, graduation, or dismissal.

C. **LCME Standard 10.3:** Policies and procedures exist to support the selection, assessment, advancement, graduation, and dismissal of medical students, and the policies and procedures for disciplinary action.

D. **LCME Standard 12.5:** Non-Involvement of Providers of Student Health Services in Student Assessment/Location of Student Health Records; the health professionals who provide health services, including psychiatric/psychological counseling, to a medical student have no involvement in the academic assessment or promotion of the medical student receiving those services. A medical school ensures that medical student health records are maintained in accordance with legal requirements for security, privacy, confidentiality, and accessibility.

**IX. TYPE OF POLICY**
- Education and Curriculum

**X. APPROVALS**
- Education and Curriculum Committee

**XI. POLICY MANAGEMENT**
Responsible Executive: Dean of the School of Medicine
Responsible Officer: Senior Associate Dean for Medical Education
Responsible Office: Office of Medical Education

ACCEPTED AND AGREED TO:

D. Douglas Miller, M.D., C.M., M.B.A.  
[Signature]  
June 18, 2015  
[Date]