



SCHOOL OF MEDICINE COURSE GRADING POLICY FOR YEAR ONE AND YEAR TWO

Dated: June 9, 2021

Supersedes: Course and Clerkship Grading Policy for the NYMC SOM dated January 3, 2020

Last Review: August 26, 2021

I. PURPOSE

The purpose of this policy is to provide consistent guidelines for grading courses in the New York Medical College, School of Medicine (“NYMC-SOM”) Year One and Year Two.

II. POLICY

- A. It is the policy of 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 (*i.e.*, knowledge, skills, attitudes, and behaviors).
- B. In order to facilitate promotions committee decisions and/or student remediation needs final grades should be provided to students according to the schedule below:
 - 1. Grades for courses without a narrative component should be posted to the learning management system within seven (7) business days of the final block exams.
 - 2. P/F grades for courses with a narrative component should be posted to the learning management system and provided to the Promotions Committee within ten (10) business days maximum.
- C. Students may view their course or clerkship grades in the student program reports and/or official transcript through the Registrar's Office.
- D. 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.
 - 1. **During all phases of study, a faculty member who is providing ongoing medical, personal, or psychiatric care for a student is not permitted to participate in the summative evaluation of that student for any course.**

2. 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 reviewed by the appropriate promotions committee.
 - a. Course directors are responsible for developing and presenting an individualized remediation plan for their course to the promotions committee for review
 - b. Based on review of the entirety of the student’s academic record, additional recommendations may be made for the student regarding academic support services, additional evaluations, and/or required remediation activities.
3. In cases where remediation is required:
 - a. Single course remediation: The remediation must be completed to the satisfaction of the course director prior to issuance of a passing grade and promotion of the student to the next academic level.
 - b. Multiple course remediations: The remediation must be completed to the satisfaction of the course director and the promotions committee(s) prior to issuance of a passing grade and prior to promotion of the student to the next academic level.
4. If a student does not successfully pass a course remediation, the student will be subject to additional actions set forth by the promotions committee, up to and including dismissal from the NYMC-SOM.

III. SCOPE

This policy applies to all faculty and students in the 1st and 2nd year of NYMC-SOM.

IV. PROCEDURES

- A. Guidelines for Grading Policy:
 1. All Year One and Two courses will be graded as Pass/Fail.
 2. “INC” grade will be assigned to a student who for approved reasons could not complete all course components within the confines of the course schedule and is granted a temporary extension by the Office of Student Affairs.
 3. The accepted passing standard for Year One and Year Two courses is “70” (or a similar competency benchmark set by a course director where factors other than numerical grades are also included). In addition to a numeric final grade, P/F decisions may include additional competency requirements, including but not limited to, achievement of minimum competency benchmarks on National Board of Medical Examiners (“NBME”) subject exams (as relevant) and NYMC-SOM Clinical Competency Assessments.
 4. All course directors will provide students with class average and standard deviation when posting grades to the learning management system.
 5. All course directors, in coordination with Educational Technology staff, will utilize ExamSoft’s capabilities for Strengths and Opportunity reports to provide students with feedback on their performance.
 6. For the purpose of monitoring a student’s longitudinal academic performance, all course directors will submit each student’s final grade and final numerical course average to the Registrar at the completion of each course; only a “P” or “F” will be recorded on the student transcript.

7. Should a student need to withdraw from a course which is already in progress, the withdrawal will be noted on the student's transcript and annotated with their current progress in the course (e.g., "W" or "WF") according to the policies and procedures of the Office of the Registrar.
8. All Year One and Year Two courses that utilize an NBME subject examination will utilize a predefined competency threshold that is determined by the course director prior to the beginning of the course and documented in the course syllabus.
 - a. Students who meet or exceed the overall passing standard for a course but fail to meet the minimum competency benchmark for an NBME exam, will have the opportunity to retake the exam once during a designated retake period to achieve the required competency benchmark. Typically, the examination retake period is after the last course of the academic year.
 - b. It is the policy of the SOM that students may remediate up to two NBME exams per academic year, assuming no other academic and/or professional deficiencies are identified or be subject to additional actions by the promotions committee.
9. Use of the "CP" grade in Year One and Year Two
 - a. The "CP" Grade in Years One and Two is applied when a student has an overall passing grade in a course but fails to achieve the passing standard of a single course element defined in the course syllabus (e.g., NBME Subject Examination, an Objective Structured Clinical Examination ("OSCE")).
 - b. "CP" may be applied, at the discretion of the course director for students whose course average between 67-70 in longitudinal courses for which both sections bear credit and are issued a final numeric grade.
 - c. In any case where a "CP" is used, a student will be identified as having an academic deficiency and be placed on monitored academic status by the SOM.
 - d. All "CP" grades, even after required remediation is addressed, will be recorded, and tracked on the student's internal transcript and considered as an "academic deficiency."
 - e. When a grade of "CP" is issued:
 - i. A retake examination and/or specific remediation program for the failed course element is defined by the course director and approved by the relevant promotions committee. A "CP" *would not* be appropriate in situations where students are required to retake a course in its entirety.
 - ii. The "CP" grade must be converted to final grade ("P" or "F"), within one year of its issuance and prior to the student's promotion to the next academic year.
 - iii. In the case of longitudinal courses, if a student receives a "CP" for the first semester of a longitudinal course and subsequently fails and/or is unable to successfully complete the second semester of the course the "CP" grade will automatically be changed to a final grade of "F" for the course.
 - iv. Any student who is issued two or more "CP" grades during an academic year will be reviewed by the promotions committee and SAPRC, during which the entirety of the student's performance and record will be assessed.

- v. In general, while awaiting results of a retake examination, a student may be “conditionally” enrolled in courses in the subsequent academic year, if approved by the Senior Associate Dean for School of Student Affairs.

V. DEFINITIONS

- A. *Competency based grading*: assessment of student achievement using pre-defined standards
- B. *Grade abbreviations*
 - 1. “INC” =incomplete
 - 2. “F” = Fail
 - 3. “P” = Pass
 - 4. “CP” = Conditional Pass
 - 5. “W” = Withdraw
 - 6. “WF” = Withdraw Failing

VI. EFFECTIVE DATE

This policy is effective immediately.

VII. POLICY MANAGEMENT

Executive Stakeholder: Dean, School of Medicine

Oversight Office: Office of Undergraduate Medical Education