



SCHOOL OF MEDICINE GRADING POLICY FOR YEAR THREE AND YEAR FOUR

Dated: June 9, 2021

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

I. PURPOSE

The purpose of this policy is to provide consistent guidelines for grading clerkships and electives in Year Three and Year Four.

II. POLICY

- A. 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 (*i.e.*, knowledge, skills, attitudes, and behaviors).
- B. Grades for clerkships (Year Three) must be posted to the learning management system within six (6) weeks of the end of the clerkships and/or elective.
- 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 or clerkship.**
 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 referred to the Student Academic Performance Review Committee (“SAPRC”) for review. Based on this review recommendations may be made to the student regarding additional evaluations, academic support services, and/or required remediation activities.
 3. Remediation plans for a single course are determined by the course/ clerkship director.

4. Remediation plans for a student with multiple course failures is subject to the decision of the SAPRC.
5. 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 (for a single course) and the SAPRC prior to promotion of the student to the next academic year (for multiple courses).
6. If a student does not successfully pass a course/clerkship remediation, the student will be subject to additional actions by the SAPRC, up to and including dismissal from the NYMC-SOM.

III. SCOPE

This policy applies to all faculty and students in the NYMC-SOM.

IV. DEFINITIONS

- A. *Competency based grading*: assessment of student achievement using pre-defined standards
- B. *Grade abbreviations*
 1. "F" = Fail
 2. "P" = Pass
 3. "CP" = Conditional Pass
 4. "WP" = Withdraw Passing
 5. "WF" = Withdraw Failing

V. PROCEDURES

- A. The distribution of grades for clerkships and electives will be reviewed annually by the ECC using cumulative data each academic year.

Grading format

- Required third year clerkships are assessed using a competency-based system (described in detail below) and students are graded as Honors, High Pass, Pass, Fail.
 - Elective courses in year three are graded as Credit/ No Credit.
 - Elective courses in year four that involve direct patient care are graded as Honors, High Pass, Pass, Fail.
 - Elective courses in Year Four that do not involve direct patient care are graded as Credit/ No Credit.
 - In all instances, a grade of "Fail" on the clinical component of any third or fourth-year course will result in an automatic grade of "F," regardless of how the overall course grade is determined.
- B. Competency-based grading in clerkships assesses students' achievement using pre-defined standards including: a summary clinical evaluation, a professionalism evaluation, score on the NBME Subject examination, and other components unique to the clerkship and pre-defined by the clerkship director.
 1. These additional components include but are not limited to Patient Encounter Tracker ("PET"), mid-clerkship feedback form, weekly quizzes, observed History and Physical ("H&P"), online cases, case presentations, oral examinations, and OSCEs.

2. The passing standard for NBME subject examinations will be determined by the 3rd & 4th Clinical Years Subcommittee based on the NBME Standard Setting Panel’s recommended passing score. These standards will be reviewed on an annual basis.
 - a. 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.
 - b. “Quarter 1” is defined as the first three (3) months of the academic year for a given student. For off-cycle students, Quarter 1 is determined by when the student begins year three, regardless of whether they begin with a clerkship or an elective.
 - c. Students who fail to meet the minimum competency for the NBME exam will have the opportunity to retake the exam during designated retake periods. Students may remediate up to two (2) NBME exams per year.

- C. For the Core Clinical Clerkships, an Overall Clerkship Grade is assigned. This is composed of a Clinical Performance Grade and the NBME Exam Grade. Table 1 below describes how the final grade is determined, accounting for the ratio of weighted clinical performance/NBME exam grades.

TABLE 1: Clerkship Grade Determination

Clinical Performance Grade	NBME Exam Grade Category	Overall Clerkship Grade
Honors	Honors	Honors
Honors	High Pass	Honors
Honors	Pass	High Pass
Honors	Fail	Fail
High Pass	Honors	High Pass
High Pass	High Pass	High Pass
High Pass	Pass	High Pass
High Pass	Fail	Fail
Pass	Honors	High Pass
Pass	High Pass	Pass
Pass	Pass	Pass
Pass	Fail	Fail
Fail	Honors	Fail
Fail	High Pass	Fail

Fail	Pass	Fail
Fail	Fail	Fail

- D. The *NBME exam grade category* is determined by the percentiles listed below. Percentiles are converted to raw score by the Assistant Dean of Clinical Sciences, based on the most recent NBME score tables available for a given academic year. If the target percentile does not exist in the NBME conversion table for a clerkship, the nearest percentile to the target percentile is used. If the nearest percentiles above and below the target threshold are equidistant to the target threshold, the lower percentile is used.

NBME Exam Grade	Target NBME Exam Percentile
Honors	NBME raw score \geq 60 th percentile
High Pass	NBME raw score \geq 35 th percentile
Pass	NBME raw score at or above passing threshold
Fail	NBME raw score below passing threshold

- E. Determinant of Clinical Performance Grade.

The clinical performance grade is determined by six (6) clinical competency domains that are scored 1-8 that are in the summary clinical evaluation. The score for each domain is based on a student's overall performance in the clerkship, which includes, but is not limited to, clinical skills, level of engagement in and out of the clinical environment, quality of assignments, and communication with others involved in the clerkship.

- Honors threshold is defined as at least four (4) competencies at our above category "7"; no more than one (1) competency at or below category "5".
- High Pass threshold is defined as at least four (4) competencies at or above category "5"; no more than one (1) competency at or below category "4".
- Pass threshold is defined as at least all competencies at or above category "2".
- Fail threshold is defined as having any competency at category "1".

- F. Use of the "CP" Grade in Year Three Clerkships:

1. A grade of "CP" in Year Three is applied to year three clerkships under the following circumstances: 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. In this circumstance the student will coordinate a retake examination with the assistance of the Office of Student Affairs.
2. All "CP" grades in third year clerkships must be converted to another grade ("P" or "F") prior to the start of the subsequent academic year. If the student is unable to remediate the identified deficiency within twelve (12) months of the issuance of the "CP" grade, the grade will be automatically converted into an "F".
3. With approval from the Office of Student Affairs, a student may be conditionally enrolled in Year Four pending the results of retake examinations. However, such enrollment shall not be constituted as promotion to the fourth academic year.
4. Any student who is issued two or more "CP" grades during an academic year will be reviewed by the SAPRC, where the entirety of the student's record will be assessed. In this circumstance, the committee will deliberate about the appropriate action for

the student with options including, but not limited to, repeating a portion of the academic year, repeat of an entire academic year, or dismissal from the NYMC-SOM.

5. The highest grade that may be assigned to a student after successfully meeting the benchmark on an NBME subject examination and/or OSCE is a "P." If the student fails to meet the competency benchmark on a retake examination, the student will receive an "F" for the clerkship.
6. 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" for purposes of the SAPRC.

G. Guidelines for Repeating Clerkships

1. 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 ("MCPE").
2. 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 SAPRC, with options, including but not limited to, repeat of a portion of the academic year, repeat of an entire academic year or dismissal from the NYMC-SOM.

VI. REFERENCES

- A. *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 relating to promotion, graduation or dismissal.
- B. *LCME Standard 10.3.* Policies and procedures for the selection, assessment, advancement, graduation and dismissal of medical students, and the policies and procedures for disciplinary action.
- C. *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.

VII. RELATED POLICIES

- A. Academic Requirements for Advancement and Graduation dated June 9, 2015.
- B. Time Limitations for Completing Portions of the Curriculum dated June 9, 2015.
- C. Academic Dismissal and Appeals Guidelines dated June 9, 2015.
- D. USMLE Examination and Clinical Competency Examination Requirements dated June 15, 2021.

VIII. EFFECTIVE DATE

This policy is effective immediately.

IX. POLICY MANAGEMENT

Responsible Executive: Dean of the School of Medicine

Responsible Officer: Senior Associate Dean for Medical Education

Responsible Department: Office of Medical Education