

Policy Name:	Grading System
Original Approval Date:	09-18-2020
Approving Officer/Committee:	Medical Curriculum Committee
Revision Dates and Notes:	
Related LCME Element(s) (if any):	9.6

A. Policy – Student performance is evaluated by the course director(s) and teaching faculty of each course. Final grades are based on a composite score derived from written, oral, and practical examination scores, and the score from other required activities. The course director(s) is responsible for final determination of each student’s final grade.

B. Purpose - The purpose of this policy is to delineate how grades are determined for medical students.

C. Scope – This policy applies to all School of Medicine students.

D. Procedure/Process –

Recorded grades for all MSI; MSII and MSIV courses will be P (Pass)/F (Fail).

- The grading scale is:
 - Pass for overall performance greater than or equal to 70%
 - Fail for overall performance less than 70%

Recorded grades for all courses in the MSIII year are based on Honors (H), High Pass (HP), P (Pass)/F (Fail).

- The grading scale is:
 - Honors for overall performance greater than, or equal to 89.5%,
 - High Pass for overall performance greater than or equal to 79.5%, but less than 89.5%
 - Pass for overall performance greater than or equal to 69.5%, but less than 79.5%
 - Fail for overall performance less than 69.5%

For all students, the grade of I (Incomplete) is recorded for a student whose academic work is incomplete at the time grades are recorded. Failure to complete academic work by the specified time will result in the grade of F.

A passing grade or the successful remediation of a failing grade must be earned in all courses for a student to be promoted and to graduate. The earned grade of F is not removed from the transcript or calculation of class rank, although successful remediation is noted. Course directors and teaching faculty determine the remediation plan and assessment instrument.

The grade of W (Withdraw) is recorded for a student who officially withdraws from a course in progress.

Grading of MSIII Courses

- The grade in a MSIII Course is based on the student's overall performance in the educational program objectives.
- A mid-course assessment for each student is required for all core courses (not elective courses). The student's performance must be reviewed in a face-to-face meeting with a clinical teacher, and the student and clinical teacher must sign the Mid-Course Assessment form prior to the course midpoint. The signed forms must be stored and available for review.
- The final grade will be determined based on a composite score derived from the clinical score, exam score, and the score from other required activities.
- The student will fail the course if he/she:
 - receives a failing score on their clinical performance evaluation,
 - receives a failing score on their professionalism performance evaluation
 - fails the final exam retake, or
 - receives a total course score of less than 70% (fail).
- Course Directors will report final grades to the Registrar within four (4) weeks of the end of the course.
- The Incomplete designation may be assigned by the Course Director if:
 - The student has not completed all required activities.
 - The student has passed clinically but has failed the final examination and not yet completed the retake.
- A letter grade to replace an Incomplete will be posted within two (2) weeks after receipt of the following:
 - Evaluation from the course preceptors.
 - Completion of the required activities.
 - Receipt of the score on the retake of the final exam.
- A student who retakes an examination due to failure on the first attempt is not eligible for a final Course grade of H (Honors) or HP (High Pass).
- A student who fails a course final exam on the first attempt must schedule a retake and successfully complete the exam within the semester of the failed attempt. A student will fail the course if he/she fails the final exam retake.