Florida State University College of Medicine
Years 3 and 4 Grading Policy, Academic Year 2023-2024
Contents

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I. Clerkship and Course Grading Criteria

The Florida State University College of Medicine (FSU COM) has established a grading policy that applies to required clerkships, required courses, and electives during the Clerkship phase of the Curriculum.

II. Required Clerkships

Year 3 and Year 4 required clerkships will be graded as Honors/High Pass/Pass/Fail. Students taking required clerkships will be evaluated using the "Clerkship Faculty Evaluation of Student" and "Clerkship Director Evaluation of Student" forms. All grades for required clerkships during the third and fourth year will be assigned by the Education Director.

Honors Criteria

A student will receive a grade of "Honors" if the Education Director determines that each of the following has been achieved during the clerkship:

1. Consistently demonstrates professional behavior throughout the clerkship; **AND**
2. Consistently demonstrates to the Clerkship Faculty exemplary clinical skills and content knowledge during the clerkship; **AND**
3. Consistently demonstrates to the Clerkship Director exemplary clinical skills and content knowledge during the clerkship; **AND**
4. Completes and submits all required clerkship projects and activities by the stated deadline, and achieves the performance expectations for "honors" stated in the syllabus; **AND**
5. Demonstrates all required clerkship-specific competencies as outlined in the syllabus; **AND**
6. Satisfactorily completes patient log expectations by the end of the clerkship; **AND**
7. Receives satisfactory patient and staff evaluations; **AND**
8. Scores at or above the 75th percentile for NBME clinical subject exam reference scores obtained by students completing clerkships at a similar time in their clinical training; **OR** scores at or above 86% on the Geriatrics exam.

High Pass Criteria

A student will receive a grade of "High Pass" if the Education Director determines that each of the following has been achieved during the clerkship:

1. Consistently demonstrates professional behavior throughout the clerkship; **AND**
2. Consistently demonstrates to the Clerkship Faculty exemplary clinical skills and content knowledge during the clerkship, **OR**, makes a substantial improvement to achieve exemplary clinical skills and content knowledge **AND**
3. Consistently demonstrates to the Clerkship Director exemplary clinical skills and content knowledge during the clerkship, **OR**, makes a substantial improvement to achieve exemplary clinical skills and content knowledge **AND**
4. Completes and submits all required clerkship projects and activities by the stated deadline, and achieves the performance expectations for "high pass" stated in the syllabus; **AND**
5. Demonstrates all required clerkship-specific competencies as outlined in the syllabus; **AND**
6. Satisfactorily completes patient log expectations by the end of the clerkship; **AND**
7. Receives satisfactory patient and staff evaluations; **AND**
8. Scores at or above the 60th percentile for NBME clinical subject exam reference scores obtained by students completing clerkships at a similar time in their clinical training; **OR** scores at or above 80% on the Geriatrics exam.

Pass Criteria

A student will receive a grade of "Pass" if the Education Director determines that each of the following has been achieved during the clerkship:

1. Consistently demonstrates professional behavior throughout the clerkship; **AND**
2. Consistently demonstrates an acceptable level of clinical skills during the clerkship, **OR**, makes a

substantial improvement in clinical skills to achieve an acceptable level during the clerkship; **AND**

3. Consistently demonstrates an acceptable level of content knowledge in the discipline during the clerkship, **OR**, makes a substantial improvement in content knowledge in the discipline to achieve an acceptable level during the clerkship; **AND**
4. Completes and submits all required clerkship projects and activities by the stated deadline, and achieves the performance expectations for "pass" stated in the syllabus; **AND**
5. Demonstrates all required clerkship-specific competencies as outlined in the syllabus; **AND**
6. Satisfactorily completes patient log expectations by the end of the clerkship; **AND**
7. Receives satisfactory patient and staff evaluations; **AND**
8. Scores at or above the 10th percentile for NBME clinical subject exam reference scores obtained by students completing clerkships at a similar time in their clinical training; **OR** scores at or above a 70% on the Geriatrics exam.

Fail Criteria

A student is at risk to receive a grade of "Fail" if the Education Director determines that they:

1. Demonstrate a pattern of unprofessional behavior during the clerkship; **OR**
2. Demonstrate an unacceptable level (or fails to improve clinical skills to an acceptable level) of clinical skills by the end of the clerkship; **OR**
3. Demonstrate an unacceptable level (or fails to improve to a satisfactory level) of content knowledge by the end of the clerkship; **OR**
4. Fail to complete and submit all required clerkship projects and activities by the stated deadline **OR** demonstrates an unacceptable level of project performance; **OR**
5. Fail to achieve required clerkship-specific competencies as outlined in the syllabus; **OR**
6. Fail to complete patient log expectations by the end of the clerkship; **OR**
7. Receive unsatisfactory patient and staff evaluations; **OR**
8. Scores below the 10th percentile for NBME clinical subject examination retake using reference scores obtained by students completing clerkships at a similar time in their clinical training; **OR** scores below 70% on retake of the Geriatrics exam.

Criteria for a Temporary Grade of "IR"

A. **Failure of End of Clerkship Exam**
A student who fails the initial attempt at the NBME Clinical Subject Examination (CSE) or the Geriatrics Exam, but performs at the "pass" level in all other aspects of the clerkship, will receive an initial clerkship grade of "IR" (IR= Incomplete, pending Remediation). An "IR" grade may be assigned to students taking the CSE/clerkship exam for the first time or for students who are re-taking the clerkship because of a previous clerkship failure. Exam retakes should occur within 90 days from the last day of the clerkship. The regional campus dean may extend the retake of the exam an additional 30 days based on extenuating circumstances. If the exam retake is not completed by 120 days from the last day of the clerkship, the IR grade will be changed to a "fail," unless an extension is approved by the Student Evaluation and Promotions Committee prior to the end of the 120-day window. The student will be given one opportunity to retake the CSE to achieve a passing score. The exact date of the retake is determined by the student and the Regional Campus Dean, after determining that the resources needed to administer the CSE exam are available.

If a passing score is achieved on the retake examination (or alternative as requested by the Education Director), the initial "IR" grade will be changed to a grade of "Pass." A student who fails the initial exam cannot achieve an "Honors" or "High Pass" grade regardless of the score on the retake exam. If a student does not pass the retake examination, the original "IR" grade will be changed to a grade of "Fail."

B. **Failure to Successfully Complete Clerkship Requirements by the End of the Clerkship**
Students are expected to achieve all clerkship objectives and competencies by the end of the clerkship.

The Clerkship Director and the Education Director will monitor and affirm that clerkship objectives and clerkship competencies have been achieved.

In certain situations, a student may achieve most, but not all of the expected objectives and competencies. If, in the opinion of the Education Director, the student performance in all other areas of the clerkship has been satisfactory and the student may reasonably be able to complete the remaining objectives/competencies soon after the end of the clerkship, the Education Director may assign an initial clerkship grade of "IR" to the student in lieu of assigning a grade of "Fail." Examples of these situations include, but are not limited to: 1) A student who is unable to satisfactorily complete and turn in a required assignment by the deadline as outlined in the syllabus; 2) A student who does not complete patient log expectations by the end of the clerkship; or 3) A student with a recognized clinical deficit that can be quickly remediated.

Students who receive an initial clerkship grade of "IR" for these non-exam performance reasons should be notified immediately by the Education Director. All grades of "IR" are reported to the Student Evaluation and Promotion Committee (SEPC) by the College of Medicine Registrar.

The Education Director will determine what is necessary to satisfactorily complete clerkship objectives and competencies, and the timeframe for completing them, usually, within one week. The Education Director will work with the Clerkship Director and the Regional Campus Dean to implement this remediation. Remediation of this "IR" grade must be completed by an agreed-upon date.

The initial "IR" grade will be changed to a grade of "Pass" if successful remediation occurs by the agreed-upon date. A student who receives an initial "IR" grade cannot achieve an "Honors" grade regardless of their NBME clinical subject examination scores or clinical evaluation from the Clerkship Faculty.

The original "IR" grade will be changed to a grade of "Fail" if a student does not successfully remediate the clerkship objectives/competencies by the agreed upon date.

III. Required Courses

Year 3 and Year 4 required courses will be graded as Pass/Fail. Students taking required courses will be evaluated using the evaluation forms specific to the courses. All grades for required courses during the third and fourth year will be assigned by the Course Directors.

Pass Criteria

A student will receive a grade of "Pass" if the Course Director determines that each of the following has been achieved during the course:

1. Consistently demonstrates professional behavior throughout the course; **AND**
2. Consistently demonstrates an acceptable level of clinical skills during the clinical portion of the course, **OR**, makes a substantial improvement in clinical skills to achieve an acceptable level during the clinical portion of the course; **AND**
3. Consistently demonstrates an acceptable level of content knowledge in the discipline during the course, **OR**, makes a substantial improvement in content knowledge in the discipline to achieve an acceptable level during the course; **AND**
4. Completes and submits all required course projects and activities by the stated deadline, and achieves the performance expectations for "pass" stated in the syllabus; **AND**
5. Demonstrates all required course-specific competencies as outlined in the syllabus; **AND**
6. Satisfactorily completes patient log expectations by the end of the clinical portion of the course, if applicable; **AND**
7. Receives satisfactory patient and staff evaluations, if applicable**.**

Fail Criteria

A student is at risk to receive a grade of "Fail" if the Course Director determines that they:

1. Demonstrate a pattern of unprofessional behavior during the course; **OR**
2. Demonstrate an unacceptable level (or fails to improve clinical skills to an acceptable level) of

    clinical skills by the end of the clinical portion of the course, if applicable; **OR**

3. Demonstrate an unacceptable level (or fails to improve to a satisfactory level) of content knowledge by the end of the course; **OR**
4. Fail to complete and submit all required course projects and activities by the stated deadline **OR** demonstrates an unacceptable level of project performance; **OR**
5. Fail to achieve required course-specific competencies as outlined in the syllabus; **OR**
6. Fail to complete patient log expectations by the end of the clinical portion of the course, if applicable; **OR**
7. Receive unsatisfactory patient and staff evaluations, if applicable**.**

IV.   Elective Courses

Year 4 elective courses will be graded as Honors/Pass/Fail. Year 3 elective courses will be graded Pass/Fail. Students taking elective courses will be evaluated using the "Elective Faculty Evaluation of Student" form. All grades for elective courses during the third and fourth year will be assigned by the Regional Campus Dean applying these guidelines:

Honors Criteria

The student will receive a grade of "Honors" when:

1. The student is rated at the 3 level in both Knowledge **AND** Professionalism; **AND**
2. The student receives more ratings of 3 than 2; **AND**
3. The student receives no rating less than 2.

Pass Criteria

The student will receive a grade of "Pass" when the ratings fall in between the guidelines for "Honors" and "Fail." For external electives and externships, the "Externship Elective of Student" form or the evaluation form from the away institution will be used. The same grading guidelines will be applied for either document.

The Regional Campus Dean will also take the evaluator's narrative comments into consideration when assigning the final grade. If compelling, these comments can move a grade up or down one level.

Fail Criteria

The student will receive a grad of "Fail" when:

1. The student receives a rating of 1 in Professionalism; **OR**
2. The student receives a rating of 1 in more than two categories other than professionalism.

V.   Grades in Situations Due to Circumstances beyond Student Control

Students who do not complete all clerkship or course objectives/competencies due to an inability to participate in required activities because of illness, injury, family emergencies, natural disasters, etc., will be given an initial grade of "I." When clerkship or course deficiencies have been resolved and all clerkship or course objectives/competencies completed, this initial "I" grade may be changed to an "Honors," "Pass," or "Fail" grade.

VI.   Grade Reporting

In order to comply with LCME standards for grade reporting, students must be assigned a grade within 6 weeks from the end of the clerkship, course or elective. On rare occasion, a key assessment of student performance may not be available by the 6-week deadline. In that situation, the student will be given an initial grade of "I." When all key assessments are available, this initial "I" grade may be changed to an "Honors," "Pass," or "Fail" grade.

VII.   Grade Appeal

Students have the right to appeal a grade "…when the student can show that the grade awarded represents a gross violation of the course director's own specified evaluation (grading) standards." Details on grade appeals are located in the Student Handbook. Student behavior that is judged to be egregious or extremely

unprofessional (examples: lying, cheating, repeated unexcused absences or tardiness, etc.) may result in the immediate dismissal of the student from the course or clerkship by the Course or Education Director. Students dismissed from a course will be referred to the Student Evaluation and Promotions Committee.

VIII. Grading Components

Demonstration of Clerkship- or Course-Specific Competencies
The clerkship syllabus will clearly identify: 1) the clerkship or course-specific competencies that students are expected to demonstrate; and, 2) the person who will determine whether the student has achieved the expected competency.

Assessment of Student by Clerkship Faculty or other evaluators
Clerkship Faculty observe the student in the clinical setting and complete a summary assessment of the student's observed performance at the end of the clerkship. In some courses, others also contribute to the overall evaluation. Examples include Informatics Curriculum Directors, Regional Campus Deans and Agency Coordinators.

End of Clerkship Examination
At the end of the clerkship, each student takes the respective NBME Clinical Subject Examination or the Geriatrics customized NBME exam. The NBME Clinical Subject Examination Norms for Examinee Performance tables available at the beginning of the academic year will be used throughout the entire academic year. All NBME percentile scores are determined and reported by the Office of Medical Education. The quartile used to calculate the percentile is determined by the total number of weeks the student has completed in all clerkships. Scores on the Geriatrics exam are reported by the NBME as percent correct and are not adjusted by calendar norms.

Assessment of Course/Clerkship Specific Requirements
The Clerkship or Site Director is responsible for monitoring and reporting, and the Course or Education Director is responsible for confirming that each student completes all documentation requirements (i.e., patient encounters and educational activities entered into the Encounter Tracking System) for the course or clerkship.

The syllabus will clearly identify: 1) all required projects and activities to be completed during the course or clerkship, and instructions for completion; and 2) deadlines for completion of projects and activities. In addition, guidance about how the projects or activities will be evaluated and how that evaluation will be used in calculating the student's grade will be available in the syllabus.

The student will follow instructions in the syllabus regarding assignment submission and due dates. Some of the due dates may be early in the course or clerkship; some may be by the end. All assignments will be submitted through Student Academics. Students may also be required to submit assignments to the Education Director, the Clerkship Director and/or the Clinical Faculty. For assignments due by the end of the clerkship, the student will submit these by 5 p.m. local time on the last day of the Clerkship. At that time, all submissions are final. If the syllabus allows for feedback and revision of assignments, it must be done according to instructions in the syllabus and prior to uploading to Student Academics. If Student Academics is "down" the student may send an email to the Education or Course Director with assignments attached as a "back-up" method in case of electronic upload issues. The student is still required to upload to Student Academics when the system is available, and assignments will not be accepted for credit until this has been accomplished. The version that is sent via email must be the same version that is submitted to Student Academics, and must be sent by 5 p.m. local time on the last day of the Clerkship or Course.

Clerkship Director's Summary
The Clerkship Director observes the student at regular meetings and discusses the student with the Clerkship Faculty, then completes a summary assessment of the student's performance at the end of the clerkship.

Education Director's Summary
The Education Director reviews the assessments by Clerkship Faculty and Clerkship Directors, reviews other materials used in grading and determines final clerkship grade.