

# Creighton University School of Medicine

## Medical Program Policies

POLICY: Grading Policy

GOVERNING BODY: Educational Program Committee

APPROVAL DATE: 7/9/2019

REVISED DATE: 11/26/2019, 11/10/2020

LCME ACCREDITATION STANDARD REFERENCE: Element 11.6 Student Access to Educational Records

### PURPOSE

The purpose of this policy is to:

- A. Define the course grades awarded for courses within the Medical Education Program.
- B. Define the instructor(s) responsible for awarding final grades to students for courses within the Medical Education Program.

### POLICY

The Medical Education Program awards final and temporary course grades to students.

#### 1. Temporary Course Grade

A student may temporarily receive a grade of Incomplete (I) if he/she:

- A. Has a final course average between 65-70% and is eligible to take a make-up examination before receiving a final course grade in Component I or II. A student is eligible to take make-up examinations in a maximum of two courses within the same component, but may not take a make-up exam if he or she has previously received a final course average (prior to taking a make-up exam) between 65-70% in two or more non-elective courses in that component, or an (UN) and an (I) in non-elective courses in that component.
- B. Fails to pass or remediate a required course activity identified in the course syllabus that is not assessed by the course summative assessment(s).
- C. Has failed a Component III NBME Subject Examination once and is eligible to retake the NBME Subject Examination before receiving a final course grade. A student is eligible to retake a subject exam in a maximum of two clerkships. A student failing an NBME Subject Examination in a third clerkship will receive an Unsatisfactory grade for that clerkship and will be referred to the Advancement Committee for action.
- D. Has been granted an extension to complete course requirements (e.g., OSCE/CSE, H&Ps, written assignments, etc.).

The grade of Incomplete (I) is changed to Satisfactory (SA) when the student satisfactorily completes all required work for the course within the time granted for the extension. If the student has not completed the required work in a satisfactory manner within the time granted (in no case later than one year after the completion of the original course), the Incomplete (I) is changed to Unsatisfactory (UN).

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### 2. Final Course Grades

The Medical Education Program defines final course grades as Honors (SH), Satisfactory (SA), Unsatisfactory (UN), Withdrawal (W), or Withdrawal While Failing (FW):

#### A. Honors (SH)

The student performs exceptionally well as defined by the criteria for honors in the course syllabus.

#### B. Satisfactory (SA)

The student completes all course requirements in a satisfactory manner as defined by criteria in the course syllabus.

#### C. Unsatisfactory (UN)

The student fails to meet the minimum requirements for a course as defined by criteria in the syllabus or meets one or more of the following criteria:

##### 1. In Component I or II

- i. Attains an overall course average less than 65%
- ii. Attains an overall course average less than 70%, and has previously received a final course average (prior to taking a make-up exam) between 65-70% in two or more non-elective courses in that component, or an (UN) and an ( I ) in non-elective courses in that component.

##### 2. In Component III:

- i. fails an NBME Subject Examination from a clerkship twice.
- ii. fails an NBME Subject Examination **AND** has previously received a grade of UN and/or a temporary grade of I in two or more Component III clerkships.

##### 3. In Component III or IV, fails the clinical component of a clerkship or elective, or fails to complete the requirements of a course within one year.

#### D. Withdrawal (W)

A grade of Withdrawal (W) will be recorded and no credit received when a student officially withdraws from a course while in good standing following consultation with the Associate Dean for Student Affairs.

#### F. Withdrawal While Failing (FW)

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A grade of Withdrawal While Failing (FW) will be recorded and no credit received when a student officially withdraws from a course while not in good standing following consultation with the Associate for Student Affairs.

### 3. Final Course Grade

Final course grades are awarded by the course director. Students are evaluated in a manner that is fair, unbiased, and consistent with the criteria and mechanisms announced at the beginning of the course.

### **SCOPE**

All courses and all course directors within the Medical Education Program.

### **ADMINISTRATION AND INTERPRETATION**

The Education Program Committee is responsible for the administration of this policy. Please forward questions to the Chair of the Education Program Committee.

### **AMENDMENT**

This policy may be amended by majority vote of the Medical Education Program Educational Program Committee.