



## Charles R. Drew University of Medicine and Science

*"A Private University with a Public Mission"*

### CLERKSHIP GRADING & REMEDIATION POLICY

**POLICY #:** 319.2

**Supersedes:** N/A

**Issuing Officer:** Dean, College of Medicine

**Responsible Office:** Office of Medical Education

**Effective University Date:** 05/14/2025

**Effective EPCC Date:** 4/29/25

**Pending Revise / Review Date:** 4/29/28

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#### I. PURPOSE:

*The College of Medicine (COM) Doctor of Medicine (MD) Program's Medical Student Evaluation and Promotions (MSEP) Committee is responsible for deciding on appropriate action for students earning one or more academic deficiency. The faculty and MSEP Committee will use a systematic process for dealing with students who do not pass the required components of individual clerkships.*

- 1. Provide an opportunity to support students who were unsuccessful after the first attempt to pass course final examination.*
- 2. Provide review of prior examination performance.*
- 3. Provide remediation plan in a timely fashion.*

#### II. POLICY STATEMENT:

*Clerkship grades are comprised of a combination of clinical evaluation scores, National Board of Medical Examiners (NBME) subject exam scores, Objective Structural Clinical Examination (OSCE)/oral exam scores (if applicable), and other assignments and assessments from the clerkship. Each clerkship discipline determines its overall grading schema, which is approved by the Education Policy and Curriculum Committee (EPCC) prior to the start of each academic year. The grading schema will remain standard for the entire academic year. All clerkship grading methods will be clearly published in the clerkship-specific syllabus.*

In addition to clerkship leadership and the Office of Medical Education (OME), individual student results of examinations are reported to the Office of Student Affairs (OSA), Academic Support, and the MSEP Committee as appropriate. Aggregate results of examinations are reported to the EPCC and MSEP Committee.

### **Clinical Evaluation Grading Scale**

- **Honors:** Indicates outstanding or distinguished performance. This grade may be awarded by a clerkship as determined by the clerkship's honors criteria described in the clerkship syllabus. Honors criteria are reviewed and adjusted annually. The honors system is a criteria-based system. All students that meet the criteria will receive honors.
- **Pass:** Indicates satisfactory mastery of the clerkship requirements. Most students will fall into this category. All required clerkships require a passing grade on the final exam in order to pass.
- **Fail:** Indicates student performance does not meet the passing standard established for the clerkship.

### **III. PROCEDURES:**

#### **Exam Construction**

Clerkships will use the NBME subject exam available for that clerkship.

#### **Students with Academic Accommodation**

- Students will take their examination in a different location to those without accommodations.
- The timing of exams will be adjusted in accordance with accommodation as approved by the Office of Student Accessibility Services (OSAS).
- Academic support and clerkship coordinators will be the only people aware of the students that need academic accommodation. Clerkship Directors and teaching instructors/faculty will be blinded to those students needing academic accommodation to prevent bias in grading and evaluation.

#### **NBME Subject Exam Administration**

- The final exam will be two hours and 45 minutes for most NBME subject exams (time is dependent on the number of questions) and will follow NBME proctoring rules.
- Examinations occur on the final day of the clerkship unless a holiday or prior arrangement is announced at the beginning of the clerkship occurs.
- Students who arrive late will not be granted additional time.
- Students are not permitted to bring food in the examination area.
- Students are not permitted to bring personal items, phones/tablets, study materials, or wear smart watches or hats in the examination area. These items are also not permitted during breaks.
- One sheet of paper and one pencil will be provided to each student during the exam.
- The number of needed faculty/staff members must be present throughout the examination to meet NBME requirements of one proctor for every 20-25 students will be based on the number of students testing on a given day.
- Proctors cannot clarify questions to individual students. Errors, if discovered, must be announced promptly to all examinees.
- If a student requires a personal break, they must sign out of the examination area, remain in the area proximate to the examination, return promptly, and sign back in. The examination time limit will not be increased by time spent on breaks.

- *Students who miss an exam, for whatever reason, must immediately communicate with the OME and OSA deans upon an exam absence. If excused, the student will be able to take the exam on the next available remediation date. The student's professional responsibility is to adhere to the Pre-Clerkship and Clerkship Phase Absence Policies.*
- *Students who pass the final exam with a score correlating to percentile rank 5 or higher for the current year and pass all clinical requirements will continue to the next clerkship.*
- *After completion of the examination(s), questions will not be available for review by individual students. For NBME exams, students will receive the available student level NBME score reports.*
- *Final and mean scores will be made available no later than one academic week after the examination date.*

### **Exam Results**

*For NBME subject exams, scoring is completed by NBME, and results will be available to the school typically 2-3 days after the exam is administered.*

### **Final Grade Assignment**

- *Final NBME scores will be made available no later than one academic week after the NBME releases scores to the school.*
- *Clerkship Directors are obligated to provide the final grade submissions to the Registrar's Office, utilizing the registrar-specified system, no later than 42 days after the conclusion of the respective clerkship.*
- *Submission of narratives along with grades are required of all clerkships.*
- *The Clerkship Director is responsible for assigning the final grade and narrative, as the Director bears ultimate responsibility for students within the required clerkship. For clinical sites that are remote from the main Clerkship Director, grading should be done in consultation with the appropriate Site Director(s).*
- *The Clerkship Director and the OME report individual student results of examinations to Academic Support and the MSEP Committee as appropriate.*
- *Aggregate results of examinations are reported to the EPCC and MSEP Committee.*
- *Students who do not take the final exam on the scheduled date will not be eligible for Honors.*
- *For students who receive a grade of Fail, the original grade received for the clerkship will not be recorded on the transcript if successfully remediated after the first attempt.*

### **Clerkship Failures**

- *A failing grade in any single component may result in failure of the clerkship, regardless of the overall clerkship grade calculation. Requirements for passing each component will be included in the grading schema for each clerkship. Exception: All required clerkships require a passing grade on the final exam in order to pass the clerkship.*
- *Failure of 2 or more grade components (i.e. clinical grade, OSCE/Oral Exam, NBME, etc.) within the clerkship will result in failure of the clerkship.*
- *Any student who receives 2 failing grades in clerkship will be required to remediate as outlined in the Remediation Requirements section.*
- *Any student who receives any combination of failed or incomplete grades totaling 3, or reaches a threshold of 3 remediation attempts, in a single clerkship in the clerkship year will be referred to the MSEP Committee for consideration to repeat the clerkship year.*
- *The highest grade a student can achieve after a successful remediation process is a Pass; the student will no longer be eligible for the grade of Honors*

### **Student Code of Conduct**

*Students must refrain from discussing any contents of the examination with any student who has not taken the exam.*

### **Remediation Requirements**

- 1. Students who do not meet the minimal passing criterion for an exam on their first attempt will be notified via email no later than one academic week after the examination date.*
- 2. Once the student is notified, a remediation planning meeting will be set by the Learning Skills Team to create a plan for remediating the failed exam.*
- 3. As part of the exam remediation plan, the student will need to schedule a meeting with the clerkship director for review of their performance on the prior unsuccessful attempt.*
- 4. Students will be reminded of all resources available to them (tutoring, supplemental instruction, mental health services, accessibility services) by the Learning Skills Team.*
- 5. Students who do not meet the minimal passing criterion for passing the clerkship for clinical or professionalism reasons will be referred to the MSEP for consideration of repeating the clerkship as remediation.*
- 6. Students will be informed that if they are successful in the remediation process, the highest grade they can achieve will be minimal passing criterion and not be eligible for an Honors grade.*
- 7. Students seeking an alternative date for an examination must make a written request to the clerkship director and the OSA. Permission to reschedule an examination is only granted for exceptional circumstances. The postponed clerkship examination must be taken at the end of the next longitudinal week. The highest grade a student who seeks an alternative date for an examination can achieve is pass; the student will no longer be eligible for the grade of Honors.*
- 8. Any change to a student's examination date will be recorded as Incomplete, "I". If more than 2 examinations are postponed, documentation of the delays will be provided to the MSEP Committee for discussion.*
- 9. The contribution of the postponed examination to the final course grade will be adjusted.*
- 10. In the event of unforeseen circumstances (e.g., campus closure), OME in coordination with clerkship leadership will reschedule affected examinations.*
- 11. Any student who fails or misses the final exam will have the opportunity to retake the examination at the end of the next longitudinal week.*
- 12. If exam is not successfully completed during the next longitudinal week (or student either elects to defer a retake exam and/or has more than one exam to remediate), any subsequent retakes will occur during later longitudinal weeks or at the completion of the clerkship phase (whichever comes first).*
- 13. All clerkships must be recorded with a grade of Pass or Honors prior to entering the next phase of the curriculum (meaning all clerkships with Incomplete grades must successfully be completed and/or remediated before the start of the fourth year).*

### **Post Remediation Examination**

- **Total Fail Count** refers to the total number of clerkship failures that occur within an academic year.*
- **Active Fail Count** refers to the number of clerkship failures minus those clerkships that have been successfully remediated during an academic year.*
- **Total Remediation Count** refers to the total number of remediations that occur within an academic year.*
- **Active Remediation Count** refers to the number of clerkship remediations minus those clerkships that have been successfully remediated during an academic year.*

### **Clerkship Exam Remediation (Single Clerkship)**

Students who fail the first exam, will be given 2 additional attempts to reach a passing score (score correlating to percentile rank of 5 or above for the current grading year). The clerkship grade will be recorded as "Incomplete" after the first failed attempt of the exam.

#### **First Retake Attempt:**

The first retake attempt will occur on Friday of the next longitudinal week, or the end of the clerkship phase (whichever comes first).

1. The student reaches a score correlating to percentile rank of 5 or higher for the current grading year on the second attempt (first retake attempt)
  - o The final grade will be recorded as passing.
  - o The student continues to the next course.
  - o Total Fail Count stays at 1, Active Fail Count goes to 0, Total Remediation Count stays at 1.

or

2. Student does not reach a score correlating to percentile rank of 5 or higher for the current grading year after the second attempt (first retake attempt):
  - o The course grade will be recorded as "Remediation."
  - o The student will continue in curriculum.
  - o Total Fail Count stays at 1, Active Fail Count stays at 1, Total Remediation Count is 1.
  - o Student will have a third attempt to pass the exam (second retake attempt), either at the next longitudinal week, or at the completion of the clerkship year (whichever comes first).
  - o The student will be referred to the MSEP Committee for a consideration of a change in status to **Academic Warning**.

#### **Second Retake Attempt:**

After a failed first retake attempt, a student will have a second opportunity to retake the exam (i.e., third attempt of same exam) to reach the passing threshold (score correlating to percentile rank 5 or above).

1. The student reaches a score correlating to percentile rank of 5 or higher for the current grading year on the third attempt (second retake attempt)
  - o The final grade will be recorded as passing.
  - o The student continues to the next course.
  - o Total Fail Count stays at 1, and Active Fail Count goes to 0, Total Remediation Count stays at 1.

or

2. If a student fails the second remediation attempt (same exam),
  - o Total fail count stays at 1. Active Fail stays at 1, Total Remediation Count stays at 1, Active Remediation Count stay at 1.

- *The final grade is recorded as fail.*
- *The student must drop the next clerkship or withdraw from the current clerkship if it has already begun.*
- *The student will be referred to the MSEP Committee for consideration of a change in status to **Probation**.*
- *MSEP will determine if student has a third remediation attempt of the same exam or repeat the clerkship.*

### **Clerkship Subject Examinations (Multiple Clerkships)**

1. *If a student accumulates any combination of Incompletes or Active fails across two different clerkships, the student will be given the option to continue in the curriculum or may have the option to drop the next clerkship or withdraw from the current clerkship if it has already begun to allow time to remediate exams. The student will be informed that any subsequent fails will cause them to have to drop their next clerkship, to allow time to remediate exams.*
  - ♣ *The student will be referred to the MSEP Committee for consideration of a change in status to **Academic Warning**.*
  
2. *If a student accumulates **any combination of** Incompletes or Active Fails across three different clerkships, the student will not have the option to continue in the curriculum. The student must drop the next clerkship or withdraw from the current clerkship if it has already begun to allow time to remediate ALL exams.*
  - ♣ *The student will be referred to the MSEP Committee for consideration of a change in status to **Probation**.*

### **Professionalism or Clinical Performance**

*If a student does not meet professionalism standards or clinical performance in any domain, student will be referred to MSEP for consideration for repeating the clerkship, which may lead to a change in academic status.*

## **IV. APPLICABILITY:**

*The faculty, students, and staff of the CDU COM are responsible for knowing this policy and its procedures. Students are responsible for being aware of the CDU Student Code of Conduct or any personal demands that conflict with examination dates and other required school activities and appropriately resolving any scheduling conflicts. Students are expected to conform to the examination dates published at the start of each clerkship.*

## **V. DEFINITIONS:**

- **Academic Warning:** *A student has demonstrated academic performance issues and/or professionalism violations that do not rise to the level of requiring an Adverse Action but indicate a high risk of failure to advance through his/her active class level (e.g., A student fails a remediation exam or fails three first attempts at an exam in a curricular phase (e.g. pre-clerkship, clerkship, etc.) or professionalism issues (e.g., excessive absence per the Pre-Clerkship and Clerkship Absence policy or disrespecting standardized or authentic*

patients) . Student returns to at-risk status after successfully remediating all examinations.

- **Adverse Action:** A disciplinary action that is reasonably expected to have a significant negative impact on the student’s educational or professional record. Adverse Actions in the COM are limited to Probation and Dismissal.
- **Probation:** A student has demonstrated academic performance issues and/or professionalism violations that rise to the level of requiring an Adverse Action and indicate a high risk of failure to advance through his/her active class level (e.g., A student who fails three attempts at the same exam or fails a clerkship for clinical reasons as defined in the clerkship grading rubric or professionalism issues (e.g., violating exam honor code, breaching patient confidentiality, falsifying attendance, etc.)).
- **Educational Policy and Curriculum Committee (EPCC)** is the committee charged to represent the faculty to oversee the medical education program as a whole and has responsibility for the overall design, management, integration, evaluation, and enhancement of a coherent and coordinated medical curriculum.
- **Medical Student Evaluations and Promotions Committee (MSEP)** is a Dean’s Committee that is responsible for the following: 1) reviewing the academic and professional progress of all students as they progress through the curriculum, 2) promoting students for advancement to the next level of training, 3) deciding on appropriate action for students earning one or more academic deficiency, and 4) final review and certification that each student has met all required outcome measures and standards of achievement for graduation.

**VI. RELATED POLICIES:**

- CDU COM Policy # 320.3c Medical Student Evaluation and Promotion (MSEP) Committee Policy
- CDU COM Policy # 320.3b Academic Status: Deficiencies, Remediation, Academic Warning, Probation, Dismissal, and Appeal Policy
- CDU COM Policy # 321.6 Grade Appeal Policy
- CDU COM Policy # 322.4 Pre-Clerkship Absence Policy
- CDU COM Policy # 319.1A Clerkship Attendance and Absence Policy
- CDU COM Policy # 321 Student Academic Progress (SAP) Policy
- CDU Policy # 402 Student Code of Conduct

**VII. RELATED LINKS:**

LCME Standards, Publications, & Notification [Forms](#)

**VIII. POLICY HISTORY:**

Review Dates:	Change Description:
4/1/25	New policy reviewed by the Clerkship Phase Subcommittee on 2/5/25. Approved by the EPCC on 4/1/25.