



**NEW YORK MEDICAL COLLEGE
SCHOOL OF MEDICINE**

COURSE GRADING POLICY FOR PHASE 1

Dated: May 8, 2023

Supersedes: Course Grading Policy for Phase 1 dated July 14, 2022

Last Review: May 8, 2023

I. PURPOSE

The purpose of this policy is to provide consistent guidelines for grading courses in the New York Medical College, School of Medicine (“NYMC SOM”) Phase 1.

II. POLICY

- A. It is the policy of NYMC SOM that at the end of each course, each student's performance is evaluated and recorded.
- B. All Phase 1 courses will be graded as Pass/Fail on the transcript.
- C. Course grades are composed of summative evaluations in three domains - Medical Knowledge, Professionalism, and Patient Care.
- D. 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 medical student for any course.
- E. Any medical student who fails one or more modules and/or does not meet the competency benchmark for any component of the overall course grade (medical knowledge, patient care, or professionalism) will be reviewed by the appropriate promotions committee.

III. SCOPE

This policy applies to all faculty and medical students in Phase 1 of NYMC SOM curriculum beginning with the Class of 2026.

IV. PROCEDURES

Guidelines for Grading Policy:

- A. Criteria for assigning grades are established by faculty members with appropriate knowledge and expertise to set standards of achievement in each required learning experience in the medical education program. Criteria are reviewed and approved by the Education and Curriculum Committee (“ECC”).
- B. Final grades must be posted to the learning management system and sent to the Office of the Registrar within fourteen (14) business days of completion of a course.
- C. Course Grade Domains
 - 1. Each course grade domain is graded as Pass/Fail.
 - 2. Students must achieve a Pass in all 3 course grade domains (Medical Knowledge, Professionalism, and Patient Care) in order to pass a course.
 - 3. Medical Knowledge: A variety of tools, including but not limited to: written assignments, presentations, written and practical lab exams are used to assess Medical

Knowledge. The accepted passing standard for this component of the grade is “70” (rounded up by the nearest tenth).

- a. In addition to receiving an overall grade of “70” for the course, students must receive a “70” in each module.
4. Professionalism: Professionalism is assessed throughout the curriculum using specific tools that evaluate stated SOM objectives for the professionalism competency. Lapses in professional behaviors will be recorded for longitudinal monitoring and, as appropriate, structured remediation. See Policy on Professionalism, Expectations, and Assessment for Medical Student Professional Behaviors for more details.
5. Patient Care: The Patient Care domain is assessed using structured rubrics that evaluate the student’s history taking, physical examination, clinical reasoning, ethical skills, and/or interprofessional collaboration. In order to pass, students must demonstrate a minimum competency on pertinent patient care elements within the course. It includes, but is not limited to: written examinations, written assignments, presentations, observed encounters, reflections, community engagement projects, preceptor evaluations.
- D. Numeric grades for performance assessments will be posted to the learning management system by module directors and include the class average and standard deviation for each assessment. In addition, medical students will receive individualized Strengths and Opportunity reports
- E. Final course grades are recorded as Pass/Fail and only final course grades are submitted to the Registrar by phase directors.
- F. Phase directors will submit each medical student’s final grade and final numerical course average to the Registrar at the completion of each course. Only letter grades will appear on the transcript.
- G. Grades Other than Pass/Fail
 1. “W” will be assigned to a medical student who withdraws from a course which is already in progress.
 2. “WF” will be assigned to a medical student who is failing a course at the time of withdrawal in accordance with policies established by the office of the registrar.
 3. “INC” grade will be assigned to a medical student who, for approved reasons, could not complete all course components within the confines of the course schedule and is granted a temporary extension by the Phase Directors or by the Office of Student Affairs.
 4. “CP” may be utilized as described below:
 - i. Two module course - When a student receives an overall Medical Knowledge grade of greater than equal to 70 in a course, but receives a Medical Knowledge grade of 67-69 in a single module
 - ii. Three module course - When a student receives an overall Medical Knowledge grade of greater than equal to 70 in a course, but receives a Medical Knowledge grade of 67-69 one or two modules
 - iii. Overall Medical Knowledge grade in a course is 67-69 with no single module grade less than 67, with Pass in Professionalism AND Patient Care
 - iv. Failure to reach the benchmark in ONE of the three domains (Medical Knowledge as above, Professionalism, or Patient Care).
 - v. Any course where a medical student achieves an overall pass for the course but fails medical knowledge or patient care OSCE for a module within that course.
 - vi. The “CP” grade must be converted to final grade (“P” or “F”) within one year of its issuance and prior to the student’s promotion to the next academic year.

1. Conversion of a CP to P will occur for a medical student who successfully remediates to the standards set forth by the module and phase directors.
5. "PR" will be assigned to a medical student who initially fail a course but subsequently Pass with remediation.

H. **DEFINITIONS**

1. *Competency based grading*: assessment of student achievement using pre-defined standards
2. *Grade abbreviations*
 - i. "INC" =incomplete
 - ii. "F" = Fail
 - iii. "P" = Pass
 - iv. "PR" = Pass with remediation
 - v. "CP" = Conditional Pass
 - vi. "W" = Withdraw
 - vii. "WF" = Withdraw Failing

I. **EFFECTIVE DATE**

This policy is effective immediately.

J. **POLICY MANAGEMENT**

Executive Stakeholder: Dean, School of Medicine
Oversight Office: School of Medicine