

## **I. POLICY**

Elective Phase Assessment and Grading

## **II. PURPOSE**

This policy outlines the assessment and grading used in the Elective Phase of medical education. It also details for promotion and remediation.

## **III. RESPONSIBLE PARTY AND REVIEW CYCLE**

The Curriculum Policy Subcommittee will review and update annually with input from the Elective Education Committee. Any changes to grading structure and associated assessments must be reviewed by the Assessment, Learning Outcomes, and Evaluation (ALOE) team and Clinical Education leadership. Final approval will be obtained from the Medical Education Committee annually prior to the start of the academic year.

## **IV. ACCREDITATION REFERENCES**

LCME 9.5	Narrative Assessment
LCME 9.6	Setting Standards
LCME 9.7	Formative Feedback
LCME 9.8	Fair and Timely Summative Assessment
SACSCOC 12.3	Student Rights
SACSCOC 12.4	Student Complaints

## **V. DESCRIPTION**

### **Grading System**

The required assignments of the Elective Phase grading system are determined by each elective course director. Professionalism will also be used in assessing student performance in all electives (see Professionalism and Expectations for Students' Professional Behaviors Policy for more details).

Evaluators are not required to provide comments in written evaluations unless the student is not meeting expectations. As a result, students are expected to proactively seek feedback during the elective. If the elective concludes and the student would like written feedback to enhance their development, they may complete an academic appeal form within 14 days of receiving their evaluation. If the evaluator provides comments, they will be shared with the student and added to the summative comments section of the evaluation.

### **Elective Phase Grading Scale**

Either a four-tiered grading system (i.e., Honors, High Pass, Pass, and Fail) or a Pass/Fail grading system is used for electives (see Electives Catalog for more details). The requirements for the grading scale will be provided to the students by the initiation of the elective.

An assignment is considered late if it is not completed by the deadline; it is considered missing if it is not completed by 5 p.m. on the final day of the elective. If a student turns in a late or missing assignment by the communicated deadline, they are eligible to earn full credit; however, point(s) will be deducted in the Professionalism domain (for more information, see the Professionalism and Expectations for Students' Professional Behaviors Policy) and it will be noted in the narrative comments. If a student has not turned in the assignment by the new communicated deadline, their grade for the assignment will be "0."

Professionalism grading:

- High Pass or Honors ≥ 2 of 3 points
- Pass 1 of 3 points
- Fail ≤ 0 points

#### Reporting of Final Grade

Final grades should be posted to the Student Information System within six weeks of the final day of the elective. In the instance of elective failures, course directors shall notify (1) students who fail the elective, (2) the Assistant Vice Dean for Clinical Education, and (3) the Assistant Vice Dean for Student Affairs.

#### **Student Promotions Through the Elective Phase**

A student must pass 34 weeks of elective rotations and the Clinical Skills Assessment to promote through the Elective Phase. Please see the Standards for Advancement and Graduation Policy and the Electives Catalog for further details regarding requirements.

#### **Elective Phase Remediation Policy**

In the event a student fails an elective, Clinical Education leadership shall recommend to both the student and the Student Progress Committee (SPC) an appropriate remedial program. The remedial program may include taking an examination and/or repeating all or a portion of the course. The recommendation is reviewed by the SPC, which makes the final decision regarding the student's academic progress. The SPC uses guidelines outlined in Standards for Advancement and Graduation Policy and Student Progress Committee Structure and Function Policy regarding promotion of students through the education program at the medical school. For more details on the reporting of overall final grades on student transcripts, see the General Assessment and Evaluation Principles policy.

#### **VI. RELATED DOCUMENTS**

Appeal and Complaint Procedures Policy  
Attendance of Academic Responsibilities Policy  
Electives Catalog  
General Assessment and Evaluation Principles Policy

Narrative Feedback Policy

Professionalism and Expectations for Students' Professional Behaviors Policy

Standards for Advancement and Graduation Policy

Student Progress Committee Structure and Function Policy

## **VII. HISTORY OF APPROVALS AND UPDATES**

The following list documents policy approvals and updates by oversight authority, date, and summary of changes. This policy is housed on the MD Student Handbook webpage.

- On June 17, 2020, the Medical Education Committee approved the update to separate the policy from the MD Student Handbook and to reflect curricular changes.
- On June 9, 2021, the Medical Education Committee approved the updates to change the required number of weeks to 30, to remove the formative feedback description that is in another policy, and add the General Assessment Principles policy for details related to final grades and transcripts.
- On May 27, 2022, the Medical Education Committee approved the updates to include the Professionalism domain to M4 grading, align the missing assignment policy with other phases, and include passing the M3/M4 Clinical Skills Assessment as a phase promotion requirement.
- On April 12, 2023, the Medical Education Committee approved removal of M4 to align with the curriculum redesign and updated language around late/missing assignments.