I.   POLICY

M4 Elective Phase Assessment and Grading

II.   PURPOSE

This policy outlines the assessment and grading used in the M4 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 Director of Assessment and Assistant Vice Dean for Clinical Education. 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 M4 grading system are determined by each elective course director.

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.

Grading Scale

Either a four-tiered grading system (Honors, High Pass, Pass, and Fail) or a Pass/Fail grading system is used for electives (see M4 Electives Catalog for more details). The requirements for the grading scale are based on departmental policy that will be discussed with the students at the initiation of the elective.

Student Promotions Through M4 Year

A student must pass 30 weeks of elective rotations to promote through the M4 year. Please see the M4 Electives Catalog for further details regarding requirements.

Remediation Policy

M4 Exam Retest "Bad Day" Policy

If a student is required to pass an exam to pass an M4 course and does not receive a passing score as set by the course director on the exam, they will be required to retest. If a passing score is obtained on the retest, the student's grade for that exam is changed to a Pass as the student has now shown proficiency. If a student does not pass the retest, they will receive a Fail.

In the event a student fails an elective, the Course Director 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 the Standards for Advancement and Graduation 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 Principles policy.

VI.   RELATED DOCUMENTS

Appeal and Complaint Procedures Policy
Attendance of Academic Responsibilities Policy
Formative Feedback Policy
General Assessment Principles Policy
M4 Electives Catalog
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 to add the General Assessment Principles policy for details related to final grades and transcripts.