

## POLICY ON GRADING

### I. POLICY STATEMENT

This policy defines the grading policy and recording of grades on the transcript for the College of Medicine.

### II. PURPOSE

The purpose of this policy is to define the grading convention of the California Northstate University College of Medicine. LCME Element 9.8 states that "a medical school has in place a system of fair and timely summative assessment of medical student achievement in each course and clerkship of the medical education program. Final grades are available within six weeks of the end of a course or clerkship."

### III. SCOPE/COVERAGE

This policy applies to all students enrolled in the degree of doctor of medicine (MD) program at the College of Medicine.

### IV. PROCEDURE

#### Grading System

The work of all students in any of the required courses for the MD degree is reported with one of the following grades: Pass with Honors (H), High Pass (HP), Pass (P) or Fail (F), Incomplete but work of passing quality (I), or Provisional, requiring remediation (Y). The grades of "H", "P", and "F" apply to courses in Phase A. The grades of "H", "HP", "P" and "F" apply to courses/clerkships in the Phase B. The grades of "P" and "F" apply to courses/electives in Phase C.

The grade of Incomplete (I) is a temporary grade and is assigned only when the student's work is of passing quality, but is incomplete for good cause, as determined by the Course/Clerkship Director. The "I" grade may be replaced with a "P", "HP", or "H" or "F" grade. If course requirements have not been successfully completed and the student requires remediation then a "Y" grade is recorded. Students remediating a "Y" grade are not eligible for Honors (H) or High Pass (HP). Successful remediation of a "Y" grade will result in a transcript recording of "Y/P." An "F" grade will remain as a permanent grade recording on the transcript.

Students are referred to the University General Catalog for the grading convention.



## Grade Reporting on the Transcript

CNSU COM follows the guidelines on grade reporting set forth by the AAMC (<https://www.aamc.org/system/files/c/2/448960-theguidelinesformedicalschoolorregardingacademictranscripts.pdf>).

The guiding principle is "... an academic transcript is defined as a certified document that represents an unabridged summary of a student's academic history at an educational institution and is intended for use within an institution and by parties external to the institution. It is distinguished from the larger body of information which may be contained in the student record at the institution. All student education records are protected under the Family Educational Rights and Privacy Act (FERPA)."

Grades will be reported on the Official Transcript as follows:

- A. Pass (P), High Pass (HP) and Honors (H) will be recorded as a letter grade.
- B. A grade of Incomplete (I) will be recorded as an "I" and is considered a temporary grade. With permission of the Course/Clerkship Director, a grade of Incomplete will be recorded for a student who has not completed a required component of the course by the course end date. A designation of Incomplete will not be used as a placeholder grade when the student's performance in the course has been unsatisfactory and remediation is required. A student is expected to complete the incomplete work within six weeks of the end of the course/clerkship. See below for exceptions to this rule.

- C. Possible grades that will be reported on the transcript:

<i>P (Pass)</i>	<i>I (Incomplete)</i>
<i>HP (high Pass)</i>	<i>Y (Remediation)</i>
<i>H (Honors)</i>	<i>Y/P (Pass after remediation)</i>
<i>F (Fail)</i>	<i>F/P (Pass after fail).</i>

A remediation grade (Y) or fail (F) will be recorded for a course in which a student has not demonstrated mastery of the course requirements outlined in the course syllabus. The grades (Y and F) are permanent grades. These grades will not be removed or replaced on the transcript after the course has been remediated or repeated, even if the passing grade is accompanied by a special notation. The practice of removing or replacing grades on the academic is inconsistent with the representation of an unabridged record.



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- D. The Course/Clerkship Director will assign a course grade within 21 calendar days of the end of the course.

### **Narrative Grades**

Course grades for Master's Colloquium, Medical Skills, and all M3 Clerkships include a narrative grade.

### **Exception to Provisional Marks of Incomplete and Remediation**

When extenuating circumstances occur beyond a student's control, such as medical issues or family emergencies that extend beyond the six weeks' time limit for an incomplete (I), the student may request an extension from the Course/Clerkship Director. Any incomplete work must be completed prior to the start of the next academic year. If not, the "I" grade will be changed and recorded as an "F".

OFFICE OF RESPONSIBILITY: Office of Medical Education  
APPROVED by Curriculum Committee on 8.7.2013  
APPROVED by Curriculum Committee on 2.8.2017  
APPROVED by Dean's Advisory Committee on 2.21.2017  
APPROVED by PEC on 7/22/2020  
APPROVED by SPC on 5/14/2020  
REVIEW/REVISION SCHEDULE: Every three years or more often as needed  
REVIEW 1: 6.29.2015  
REVIEW 2: 5.14.2020 by SPC  
INDEXES: Grading, grades