TITLE: CMS Master Grading System Policy

SPONSOR: CMS Curriculum Committee

EFFECTIVE DATE: August 1, 2018

INTRODUCTION AND PURPOSE:

The purpose of this policy is to define the grading systems, including classification and criteria, for Chicago Medical School.

CANCELLATION:

Senior Intramural and Extramural Elective Grading Policy (2.7.13)

SCOPE AND APPLICABILITY:

This policy applies to all Chicago Medical School (CMS) students.

POLICY STATEMENTS:

Grades are awarded for all courses leading to the MD degree. Final grade designations will be assigned using defined grading systems by year and curricular classification.

DEFINITIONS:

Pass (P): Grade designation earned for course work that demonstrates mastery of the objectives in a manner that meets course expectations as defined in the syllabus or competency map.

Fail (F): Grade designation earned for course work that does not demonstrate mastery of the objectives in a manner that meets course expectations as defined in the syllabus or competency map.

High Pass (HP): Grade designation earned for course work that demonstrates above average performance as defined in the syllabus and competency map.

Honors (H): Grade designation earned for course work that demonstrates superior performance as defined in the syllabus and competency map.
Incomplete (I): A temporary notation that a grade cannot be determined because the student has been unable to complete part of the course due to extenuating circumstances. Extenuating circumstances must be documented and reviewed by the course/clerkship director and/or the department chair. This notation is not to be used to denote unsatisfactory performance. [Source: RFUMS Catalog General Grading System]

Needs Remediation (NR): A temporary notation that a grade cannot be determined because the student has been unable to pass part of the course requirements. A notation of (NR) will be replaced by a grade if a student makes up the required material and/or passes the necessary examination(s) as approved by the academic program, within one calendar year, but otherwise will be changed to an F after that year or at the time of graduation. [Source: RFUMS Remediation Policy]

PROCEDURES:

Grades are determined at the end of a course. Assessment of student learning may include, but are not limited to, traditional multiple-choice examinations, written assignments, projects, presentations, demonstration of required skills, and direct observation.

In the clinical setting, students must also pass the appropriate final subject exam (when appropriate). A passing grade for the final subject exam is determined based on student performance in comparison to nationally published performance standards. Students are
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evaluated based on a detailed grading rubric which includes descriptions of skills, attitudes, and behaviors observed in the clinical setting.

Grading Systems by year and curricular classification:

- **Phase I (M1 year, M2 year) Courses:** fail or pass (F/P)
- **Phase II (M3 year) Required Clerkships:** fail, pass, high pass and honors (F/P/HP/H)
- **Phase III (M4 year) Sub-Internships:** fail, pass, high pass and honors (F/P/HP/H)
- **Intramural Electives*** fail or pass (F/P) or fail, pass, high pass and honors (F/P/HP/H)

*Reference the RFUMS Catalog – Chicago Medical School Course Descriptions for specific elective grading systems

- **Extramural Electives** Grades will be recorded as reported by the host institution, if feasible.

If a student receives an Incomplete (I) or Needs Remediation (NR), necessary coursework must be completed or remediated by the deadline indicated by the instructor. If coursework is not satisfactorily completed by the deadline or within one calendar year, the grade will be changed to Fail (F).

Points of Contact:

Office of Student Affairs and Education (847) 578-8324

References and Related Policies:

CMS Phase II Clerkship Grading Policy
CMS Phase III Sub-Internship Grading Policy
RFUMS Academic Catalog
RFUMS Remediation Policy
RFUMS Petition for Grade Change Form
RFUMS Grade Change Authorization Form
LCME Element 9.6