

NJMS Grading Policy (effective with the Class of 2020 cohort)

Phase I Grading System (Years 1 and 2)

1. All courses during the first two years of medical school will be graded using a categorical system with three levels, except for the Foundations of Body Systems course which will be graded Pass/Fail. These grades are reported to the Registrar's Office and recorded on the student's transcript.
 - a. Pass "P"– This grade will be awarded to any student who has successfully demonstrated mastery of the course requirements, including learning objectives and professionalism standards.
 - b. Conditional Pass "CP"– This grade will be awarded to any student who has not successfully demonstrated mastery of the course requirements, including learning objectives and professionalism standards, but has been recommended to undergo remediation by the course faculty. The remediation would allow a student to further develop his/her understanding of that field of study, which would then be reassessed. If the student successfully demonstrates mastery of the course requirements following remediation, the student will be eligible for promotion to the following year. The grade of "CP" will remain on the student's transcript. If the student fails to successfully demonstrate mastery of the course requirements after remediation and reassessment, then the "CP" will be converted to an "F" on the students' transcript. If a grade of "F" is earned, then the student will be required to repeat the course.
 - c. Fail "F"- This grade will be awarded to any student who fails to successfully demonstrate mastery of the course requirements and the faculty did not recommend remediation as an option for the student. If a grade of "F" is earned, then the student will be required to repeat the course.
2. In addition to the letter grades above, each student will receive a numerical grade that will be reported to the Registrar's Office and will become a part of the students' academic record. The numerical grade will not be displayed on the students' transcript. All earned numerical grades will be used in calculating summary rankings for various honors (e.g., AOA membership), and for internal purposes of comparing student performances within and across courses. If a student earns a grade of "CP", the numerical grade associated with the "CP" will be utilized in summary rankings. If a grade of "F" is earned and the student is required to repeat the course, both the numerical grade associated with the original "F" grade and the numerical grade earned in the repeat year will be utilized in summary rankings.

Phase 2 Grading System (Years 3 and 4)

The grading scale for Clinical clerkships and fourth year electives** is as follows:

- H – Honors
- HP – High Pass
- P – Pass
- F - Failure
- I/R – Incomplete: Missing Requirements (see below)

I/S – Incomplete: Repeat Shelf Exam (see below)

WD - Withdrawal

**Third year electives are graded Pass/Fail.

In addition to the letter grades above, each student will receive a numerical grade in their clinical clerkships that will be reported to the Registrar's Office and will become a part of the students' academic record. The numerical grade will not be displayed on the students' transcript. All earned numerical grades will be used in calculating summary rankings for various honors (e.g., AOA membership), and for internal purposes of comparing student performances within and across courses.

Students are to receive individual evaluations of their clinical performance either halfway through the clerkship or at the end of a rotation in a given hospital, whichever occurs first. The evaluation may be verbal or written. The department will inform students of their progress and discuss with them whatever is needed for improvement. If any aspect of student performance is seriously deficient, the Office of Student Affairs will be notified and, together with the department, confer with the student about remediation.

Incomplete (I/R and I/S) Grades:

The grade of "Incomplete" is a temporary grade which indicates that a final grade could not be determined at the time grades were due to the Registrar's Office. Incomplete grades should only be awarded to a student if that student has sought prior permission and approval from the course director to delay completion of a portion of the course or a course component. If the student does not meet the criteria to award an Incomplete, the grade of "F" will be entered. Clerkship directors are responsible for notifying students of any assigned Incomplete grades. Students may not advance into subsequent clerkships if more than one incomplete or failed clerkship is recorded and unremediated.

I/R – Incomplete, missing requirements

I/R: this notation will indicate a student's failure to satisfactorily complete a graded course requirement on or before the first attempt (the attempt must occur on or before the final day of the course in order for this designation to be used). This includes any item that is due at the end of the course or clerkship, such as, but not limited to:

- Deferral of shelf exam

- Patient and/or procedure logs

- Make-up days/shifts

- Write-ups, case presentations or other assigned projects

- Return of any departmentally supplied equipment, including scrubs and/or scrub Cards, meal cards, etc.

When a student is assigned a grade of I/R, the student will then have one month from the end date of the clerkship to complete the missing requirements unless otherwise stated by the course or clerkship director. If a student fails to complete the stated requirements, a grade of "F" will be entered as the student's final grade. If an "F" is earned due to the failure of the student to complete course requirements per the deadline(s) established by the clerkship director, the highest grade that the student can earn upon repetition of the clerkship or completion of missing requirements is "P – Pass."

When clerkship directors submit a final course grade of "Fail" to the Registrar, they are to include their student-specific recommendations for the remediation (e.g., repetition of the clerkship, re-examination, completion of missing requirements and/or repetition of weeks). When a student successfully remediates a failing grade, the failing grade and the second grade will both appear on the transcript.

I/S – Incomplete, repeat shelf exam

I/S: this notation will indicate a student's failure of a NBME shelf exam at the end of a course or clerkship, provided that their clinical performance was passing (grade of "Pass" or higher) at the time the exam was taken. To remove this grade, a student must repeat the Shelf exam according to the Shelf reexamination deadlines established for students by the Office of Student Affairs. The maximum amount of time afforded to a student to remediate a failed Shelf exam in years three and four may not exceed one calendar year from the end date of the clerkship. If the student does not meet this deadline(s), the grade "I/S" will be changed to a grade of "F" on the student's transcript.

If the Shelf re-exam is passed, the Incomplete will be changed to a passing (P) grade. The numerical grade recorded on the initial grading form will not change.

If the re-exam is failed, the Incomplete will be changed to a failing grade (F), whether or not the student was repeating the year at the time of the re-examination. The student will then be required to remediate the failure in a manner determined by the department (e.g., assignment to a resident for designated weeks of clinical skills enhancement and/or didactic tutoring, enrollment in a clinical science review course for a specified period of time, repetition of all or part of the clerkship, etc.). Regardless of the remediation plan, the student will be reregistered for the clerkship. The student must pass the shelf exam at the end of the designated remediation period. If a grade of "F" is earned and the student is required to reregister for the course, both the numerical grade associated with the original "F" grade and the remediated grade will be utilized in summary rankings. A student may not take a shelf exam in the same clerkship more than three times. If a student fails a shelf exam three times s(he) will be dismissed.

