



Policy/Procedure Title:	Grading, Assessment, and Reassessment Phase I & II
Functional Area:	ADMINISTRATIVE
Status:	FINAL
Effective:	02/01/2018
Approved By:	Leadership Council
Policy Contact:	DO Curriculum Committee
Responsible Office:	Medical and Interprofessional Education
Last Reviewed:	12/2019

Purpose: The purpose of this policy is to describe grading components of each unit in Phase I & II and to outline procedures for reassessment.

Scope: UIWSOM DO Program

Learners receive a final grade after each of the eight units and Capstone in Phase I (Essentials/EMT; MSK, Touch and Personhood; Molecules, Cells Compassion; Host Defense and Communication; GI System, Nutrition Appetite; Circulation, Respiration Regulation; Endocrine, Reproduction Respect; Mind, Brain, and Behavior) **within 10 business days following the assessment week for the unit.** The following assessments contribute to the learner's grade in each unit (unless otherwise indicated in the unit syllabus):

1. EMT-B completion (as applicable)
2. Cognitive Exam
3. Structures (STRX) – Structure Laboratory Practical Exam (PE)
4. Developing Osteopathic Clinical Skills (DOCS) Performance Exam (PE)
5. Small Interactive Group Sessions (SIGS) - Faculty assessment of learner's professionalism (see SOM professionalism policy)
6. Community Engagement (CE) Portfolio (as applicable)
7. Documented completion of the assigned number of board preparation questions

Grade	Letter	Description
Pass	<i>P</i>	Successfully meet all requirements of a unit/clerkship rotation/elective
No Grade	<i>NG</i>	Dismissed <i>before</i> the <i>initial</i> assessment
In Progress*	<i>IP</i>	Required to reassess a unit/clerkship rotation/elective or has not met requirements for EMT-B
Subject to Remediation	<i>SR</i>	Did not successfully pass reassessment (s)
Withdraw	<i>W</i>	Administratively withdrawn or self-withdraws <i>after</i> a unit begins and <i>before</i> assessment week
Fail	<i>F</i>	Did not successfully pass remediation or fails to follow the process to withdraw
Passed with Remediation	<i>PR</i>	Successfully completed remediation
Honors	<i>H</i>	Only awarded during Phase II

*Designation is for internal processes and is NOT a "grade" that will be part of a permit transcript

Reassessment

Each learner who has a “*standard not met*” within a unit must reassess each component in which they received this designation (or complete EMT-B requirements as applicable). A plan and timeline for reassessment must be developed in consultation with the Phase Director.

- Reassessment for Units 1 through 5 must be completed during the summer immediately following Unit 5 and before the start of the next academic year.
- Learners who must undergo reassessment for any unit in the *second year* must do so either immediately following the winter break during the second year or following the completion of *Unit 9*.
 - All reassessments for units in the *second year* must be completed and passed prior to taking COMLEX-USA Level 1.
 - Students who must reassess a grading element in a core clerkship, selective or elective are not eligible to earn a final grade of *Honors* for that clerkship
- If the reassessment *does not take place within the time specified* in the reassessment plan, the learner will receive a grade of *Fail (F)* and will be required to appear before the Student Progress Committee to determine the next steps, which may include remediation the unit.
- If a learner receives a designation of “*standard not met*” on any component *in multiple units within the same academic year*, the learner will be required to appear before the Student Progress Committee for consideration to remediate the unit.
- If a *reassessment is unsuccessful*, the learner will receive a grade of *Subject to Remediate (SR)* and will be required to appear before the SPC to determine the next steps which may include remediation of the unit, a repeat of the unit, or repeating the year in its entirety.
- If a learner *meets all standards required* for a unit reassessment, the learner will receive a grade of *Pass (P)* for the unit.

COMAT Subject Exams

Each learner in a core clerkship during Phase II is assessed through the Comprehensive Osteopathic Medical Achievement Test (COMAT) Subject Exam developed by the NBOME.

- UIWSOM faculty directly associated with the curriculum and members of UIWSOM executive leadership The Phase II Standards Committee determines standards based on relevant national statistics for each COMAT subject exam.
- Learners will receive results from their COMAT subject exam *within 15 business days following the assessment*.

Any learner who receives a designation of “standards not met” for a COMAT subject exam on the *first attempt* is eligible to retake the exam. In addition, within 3 business days of notification that standards were not met, the learner must schedule meetings with

the Clerkship Director from the relevant specialty
the Director of Academic Support

- the Phase II Director

Any learner who receives a designation of “standards not met” for a COMAT subject exam is ineligible to receive an Honors designation for that clerkship, even with a high score on any repeated attempt.

Any learner who receives a designation of “standards not met” for two or more COMAT subject exams must meet with the DO Student Progress Committee (SPC) to receive approval to reassess COMAT.

Any learner who receives a designation of “standards not met” on the third COMAT subject exam attempt will receive a grade of F (Fail) for that clerkship and must meet with the SPC. See UIWSOM Clerkship Handbook for more details on grading policy.

On approval, this policy/procedure will be distributed to all learners, faculty, and staff and be effective immediately.

The UIWSOM DO Student Handbook will be updated to reflect this new and/or any newer policy in its next published revision.

REFERENCES to REGULATIONS and/or OTHER RELATED POLICIES:
Satisfactory Academic Progress Policy