

INSTITUTIONAL POLICY: E-17

CATEGORY: Education

SUBJECT: Grading Policies and Procedures - Clinical Rotations

EFFECTIVE DATE: December 20, 1994

LAST REVISION DATE: May 17, 2006

I. Grades for Clinical Rotations.

Grades for Clinical Rotations will be compiled by the Office of Clinical Education. Requirements and procedures for grading will be specified in the Clinical Training Manual and may differ by rotation. If not otherwise stated in the syllabus for a particular rotation, the grade will be determined by ratings of trainer(s) at the rotation site.

II. Vacation Electives

During Clinical Rotations of the curriculum the vacation weeks can be used for additional elective rotations of 2 or 4 weeks in length. When this is done, the grades received for these vacation electives will be recorded and sent to the Registrar in chronological order. These will be recorded on the transcript with the specialty service, length of time, and grade notes. The grade will not be calculated in the final grade point average (GPA). The last elective taken will be considered "vacation" if no other vacation time was previously scheduled and taken, and that grade cannot be substituted to replace an earlier elective grade.

III. Attendance on Rotations

All students are required to report to their rotations on the assigned date, remain at the site for the entire assigned period, and not leave until the last assigned date unless otherwise agreed upon by the training physician, the DME and the WVSOM Predoctoral Assistant or Associate Dean. Failure to comply with the attendance requirements will result in a grade of 65 (F) being issued for the rotation.

IV. Performance on Rotations

Grades for clinical rotations are submitted to the Registrar by the Office of Clinical Education. Grades will be calculated and reported as a numerical value by the Office of Clinical Education, based on preceptor evaluations or other grading criteria published in a rotation's syllabus. Failure of a rotation will result in the student being automatically placed

on academic probation. The student is referred to the grade appeals section of the Student Handbook for information on how to appeal a failing grade(s). Once a failing grade becomes final (i.e., after reaffirmation by a Grade Appeal Committee or if no appeal is filed), the student's records will be remanded to the Student Promotions Committee for review. After review of the student's record including professionalism, the Committee may recommend to the Vice President for Academic Affairs and Dean any of the following:

1. Remediation,
2. Repeating an entire year,
3. Repeating a portion of the curriculum, or
4. Dismissal. Wherein a faculty member/director of medical education/preceptor dismisses a student from a clinical rotation for cause under performance criteria of this policy the final grade for the rotation shall be a failure (65).

In addition, the Student Promotions Committee may include other recommendations to improve the student's performance.

Wherein grades are averaged due to split rotations, or for any other reason, averaging will occur only when all grades are 70 or above. Failure of any rotation, no matter how short, is a failure and will be treated as such in accordance with policies dealing with failing grades.

A student may repeat a rotation with the written permission of the Vice President for Academic Affairs and Dean on the recommendation of the Student Promotions Committee. The student will remain on academic probation until the failed rotation is successfully completed. The Associate Dean for Predoctoral Clinical Education may allow the student to use vacation weeks to remediate a failed rotation.

If the student fails a rotation while on academic probation, the student's records will again be remanded to the Student Promotion Committee for review. Prior to making a recommendation (see above) to the Vice President for Academic Affairs and Dean, the Committee will interview the student. Should the Committee recommend remediation (1, 2 or 3 above), the student may be allowed to continue with new rotations only after successful completion of the required remediation.

V. Longitudinal Review of Clinical Performance Categories

Behaviors in each of the following five categories on the evaluation form are essential characteristics of an osteopathic physician:

1. Clinical Knowledge;
2. Data Collection, History and Examination;
3. Application of Knowledge to Clinical Care/Clinical Judgment;

4. Osteopathic Principles and Practices; and
5. Professionalism, Responsibility, Dependability, and Reliability

Accordingly, students will be required to obtain overall passing scores on each of these categories. Students who fail to obtain an average of 70 in any category for either the third year, or overall for the two clinical years, will be regarded as "failing" this category, and will be referred to the Student Promotions Committee for their review.