

OCE – Clerkship grading and Assessment		SOP #: CE.009.04
Effective Date	07/01/18	
Last Revision/Review	11/5/2020, 10/21/2022, 05/22/2023	

1. Purpose

The purpose of this procedure is to describe the procedures for the Office of Clinical Education Staff and Clerkship Directors on grading and to provide guidelines to the OCE Staff for internal process for administering the Clerkship Corrective Actions.

2. Related Policy/Authority

SPC

Student Clerkship Manual

3. Faculty/Staff Responsibilities

Associate Dean of Clinical Education

Clerkship Directors

Director of Clinical Education

Assistant Director of Clinical Education

CE Coordinator- Clinical Education Coordinator

Office of Student Affairs

SPC

4. Definitions/Abbreviations

- A. OCE – The Office of Clinical Education
- B. SPC – The Student Performance Committee
- C. Failure of a clerkship - Failure of two or more elements of rotation grading (Evaluation, COMAT, Professionalism). Additionally, failure of one element may result in a failure of a clerkship at the discretion of the Clerkship Director. Failure of a Clerkship will result in the student reporting to SPC and following the SPC's decision may result in repeating the clerkship in its entirety as determined by the Clerkship Director. In case of Failure of a Clerkship, the Failed grade (F) will remain on the transcript and a Passing grade (P) will be so designated, separately, on the student's transcript, once successfully repeated.
- D. Clerkship Corrective Action - When a student does not meet expectations for a clerkship/course as defined in clerkship syllabi, the College may require a student to engage in corrective action to remedy the deficient academic grading requirements. The opportunity to engage in corrective action for the one element failed is at the discretion of the clerkship director of the specialty. This may occur at the end of a clerkship or in the middle of a clerkship/course.
- E. SPC Package - The completed SPC Form, evaluation submitted by the Preceptor, evaluation submitted by the Student, and any other supporting documents.

5. Procedural Steps

5.1 Failure of a Core Clerkship:

Failure of two or more elements of rotation grading (Evaluation, COMAT, Professionalism) above will result in a failure of a clerkship and the student will be referred to Student Performance Committee (SPC) with recommendations from Clerkship Director.

Failure of the Professionalism element may result in a Professionalism Corrective Action, or Failure of a Clerkship, as determined by the Clerkship Director.
Students who fail a clerkship are ineligible for an Honors (H) grade in that specialty.

5.2 Clerkship Corrective Action

Failure of one element of rotation grading generally does not constitute a failure of the entire clerkship. When a student does not meet expectations for a clerkship/course as defined in clerkship syllabi, the College may require a student to engage in corrective action to remedy the deficient academic grading requirements. The opportunity to engage in corrective action for the one element failed is at the discretion of the clerkship director of the specialty. This may occur at the end of a clerkship or in the middle of a clerkship/course.

If a student successfully completes the corrective action process, as determined by the Clerkship Director, the student will receive credit for the deficient academic grading requirement(s) and be eligible for a change in rotation grade (from I to P). If all assignments within the corrective action process are not completed successfully by the deadline the student will receive a failed grade (F) for the clerkship and will be referred to SPC for Failure of a Clerkship. Students who are provided a corrective action opportunity are ineligible for an Honors (H) grade in that specialty.

5.2.10. Corrective Action for Professionalism Failure:

OCE will notify the student about the Corrective Action agenda via email.

Corrective Action for the Professionalism Failure consists of meeting with the panel:

- Associate Dean of Clinical Education or designee
- a representative(s) from Student Affairs
- at least two Clerkship Directors
- Completion of Safe Colleges Professionalism Modules with the quiz.

All faculty and staff who interview the student will complete and sign the assessment tool.

5.3 Attainment of Honors

For details on attainment of Honors, please refer to SOP #CE.016.

6. Reports/Charts/Forms/Attachments/Cross References

[SPC and Remediation Forms located in K Drive](#)

[Student Clerkship Manual](#)

7. Maintenance

The OCE will review this procedure as necessary.

8. Signature

Approved by	8/8/2023
Director of Clinical Education	Date

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

9. Distribution List

Internal

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
12/18/19	5.3	Substituted "remediation" with "Corrective Action"		12/18/2022
10/21/2022	4	Updated question number and score.		10/21/2022
05/22/2023	5 & 6	Updated links and procedural steps to reflect the new process		5/22/2023
06/26/2023	title	Updated the title of SOP		8/8/2023
06/26/2023	5 & 6	Updated the definitions and procedural steps to reflect the new process		8/8/2023