

# BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

## STANDARD OPERATING PROCEDURES

<b>OCE - Clinical Rotations: Honors Designation in Grading</b>		<b>SOP #: CE.016.02</b>
Effective Date	6/14/2019	
Last Revision/Review	05/29/19, 8/28/19, 10/21/2022, 5/1/2025	

### 1. Purpose

The purpose of this procedure is to provide guidelines for the process designating the “Honors” grade for required Core Clerkships.

### 2. Related Policy/Authority

Reference the Clerkship Grading Policy, cited in the Clerkship Manual and Clerkship syllabi.  
[http://bcomnm.org/academics/clinical-education-3rd-4th-year/forms\\_and\\_manuals/](http://bcomnm.org/academics/clinical-education-3rd-4th-year/forms_and_manuals/)

The Clerkship Director has authority to determine the final clerkship grade, and to designate students who achieve “Honors” on both qualitative and quantitative criteria.

### 3. Faculty/Staff Responsibilities

The Director of Clinical Education will work with the Clerkship Director to calculate Clerkship grades and identify students who qualify for the “Honors” designation

Clerkship Directors are responsible for approving the “Honors” designations.

### 4. Definitions/Abbreviations

Honors – designation that a student has performed at a level that places them in the top 10% of the course/clerkship.

### 5. Procedural Steps

- 5.1. Once all graded elements of a Core Clerkship have been submitted, verified, and entered into the learning management system, the following calculation will be performed to assist the Clerkship Director in their determination of students who have attained the “Honors” designation.
  - 5.1.1. Method of Calculation
    - 5.1.1.1. To more appropriately weigh the Preceptor evaluation score in the consideration of “Honors”, the final Preceptor evaluation score(s) (averaged for 2 block Clerkships) is multiplied by the COMAT score for each student.
    - 5.1.1.2. The student roster is sorted based on the calculated value, as described above,

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- in section 5.1.1.1. (Students not eligible for “Honors” consideration, as per section 5.1.2.1. [below] must be removed from the sorted list prior to final decision.)
- 5.1.1.3. Students ranked in the top 10% of the Calculation from 5.1.1.1 and ranked in the top 10% of either the preceptor evaluation score(s) or COMAT score, will be designated to receive the grade of “Honors”.
- 5.1.1.3.1. The actual number of students designated to receive this honor shall not exceed 10% of students in the cohort, rounded up to the nearest whole number, unless there are students with equal scores exceeding the 10% number.
- 5.1.1.3.2. In the event of students “tied” for the 10% cut-off mark, the Clerkship Director shall decide where the cutoff for “Honors” designation should be drawn.
- 5.1.2. Exclusion criteria
- 5.1.2.1. Failure of any graded element within a Clerkship will disqualify the student for “Honors” consideration. These graded elements include: failure of the overall Preceptor Evaluation (score of 2.85 or below), professionalism failure (score of 1 or 2 on Professionalism [item #5]), COMAT failure (score below 85), and failure to complete any other academic participation elements by assigned deadlines.
- 5.1.2.1.1. Graded elements of the Clerkship will be reviewed and confirmed by the Clerkship Director, or designee (as necessary).

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

Student Clerkship Manual

### **7. Maintenance**

The Office of Clinical Education will review and revise this procedure as appropriate and as necessary, and minimally every three (3) years.

### **8. Signature**

Approved by  
Director of Clinical Education

5.1.2025  
Date

### **9. Distribution List**

### **10. Revision History**

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Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
10.21.2022	Entire document	Included all Core rotations (instead of third year only)		10.21.2022
05.01.2025	Entire document	Updated procedural steps and faculty/staff responsibilities.		05.06.2025