

**MARSHALL UNIVERSITY**  
**JOAN C. EDWARDS SCHOOL OF MEDICINE**  
**MEDICAL STUDENT GRADING AND NARRATIVE POLICY**

**I. Introduction**

It is the policy of the Joan C. Edwards School of Medicine based upon the recommendations of the Liaison Committee on Medical Education (LCME) that all enrolled medical students are provided information regarding the JCESOM grading systems, assessments and narrative summaries.

**II. Definitions**

From the LCME Structures and Functions of a Medical School, the following standards have been provided:

*Standard 8.7 Comparability of Educational/Assessment: A medical school ensures that the medical curriculum includes comparable educational experiences and equivalent methods of assessment across all locations within a given course and clerkship to ensure that all medical students achieve the same medical education program objectives*

*Standard 9.5 Narrative Assessment: A medical school ensures that a narrative description of a medical student's performance, including his or her non-cognitive achievement, is included as a component of the assessment in each required course and clerkship of the medical education program whenever teacher-student interaction permits this form of assessment.*

*Standard 9.8 Fair and Timely Summative Assessment: A medical school has in place a system of fair and timely summative assessment of medical student achievement in each course and clerkship of the medical education program. Final grades are available within six weeks of the end of a course or clerkship.*

**III. Policy Statement and Procedure**

1. Policy Statement

a. Grading System

- i. There are two grading systems within the Marshall University Joan C. Edwards School of Medicine.
  1. For the two pre-clinical years (MS1 & MS2), all required courses are awarded letter grades (A, B, C, and F).
  2. During the Clinical Clerkship (MS3) year, all clerkships utilize the Honors, Pass, and Fail grading system.
  3. During the final (MS4) clinical year, courses utilize an Honors, Pass, Fail grading system or Pass, and Fail system for non-clinical courses, such as research.
- ii. The clerkship departments will determine the grading bases to be used to obtain Honors, Pass and Fail within the clinical clerkship. Grading bases cannot be changed after the academic year has begun.

- iii. Final grades will be entered in the MUSOM Scheduling system by the JCESOM Registrar and submitted electronically or via grading sheets to the Marshall University Registrar's Office during open grading periods.
- iv. Students cannot begin the next academic year without satisfactorily completing the previous academic year's coursework and requirements to advance to successfully. Failure to complete course work without fulfillment of these criteria will result in a grade of "Fail". The student will then be referred to the Academic & Professionalism Standards Committee for remediation, to repeat the course, or dismissal.

b. Incomplete Grades

- i. A grade of "I" (Incomplete) is given to indicate a student has not completed all course requirements.
- ii. The incomplete grade is given at the discretion of the Clerkship or Course Director when due to extenuating circumstances preventing the student from completing the course requirements.
- iii. Once the student has completed the requirements, the course director should notify the JCESOM Registrar to submit a change of grade form to the University Registrar's Office.
- iv. Incomplete grades will revert to a grade of "F" if not completed within by the end of the academic year.

c. Withdrawal from JCESOM

- i. Students may choose to withdrawal from courses at any time with approval from the Office of Medical Education. A student's request to withdrawal may not be granted solely because a student is failing a course(s); extenuating non-academic circumstances must also be documented to justify late withdrawal.
- ii. To withdrawal from the Marshall University Joan C. Edwards School of Medicine, a student must first meet with the Vice Dean of Medical Education. If the Vice Dean is not available, the student should request a meeting with the Dean of the Medical School.
- iii. If the withdrawal is approved, there will be a W (Withdrawal) entered upon a student's record when the student officially withdraws from a course or the school of medicine. The W will be entered on the transcript irrespective of the student's academic standing in that course.

d. Submission of Grades

- i. Submission of grades is monitored by the JCESOM Registrar.
- ii. Course Directors are to report all student grades within six weeks of the end of a course or clerkship.
- iii. The JCESOM Registrar will notify the course director and/or clerkship coordinator of any missing grades on a monthly basis.

- e. Submission of Grades for the MS1 & MS2 Year
  - i. Submission of grades for the MS1 and MS2 year occurs at the end of the Fall term (December) and the Spring (May) term.
  - ii. Grades are to be submitted to the JCESOM Registrar and submitted via MyMu/MILO to the Marshall University Registrar's Office.
  - iii. Any course which ends after the respective grade entry time, should not enter any grades. The JCESOM Registrar will request a grade sheet from the University Registrar's office for grades to be entered once the course is completed.
  - iv. The exception to this rule is Clinical Skills. Students should be given a grade of in-progress (PR) as they are registered for this course in the fall and spring.
  - v. Students who have outstanding or incomplete assignments, should be issued a grade of incomplete.
  - vi. For all required MS1 & MS2 courses, the type of grading is letter grades.
  
- f. Submission of Grades for the MS 3 Year
  - i. Submission of grades for the MS3 year occurs at the end of the Fall (December) and Spring (May) terms.
  - ii. Grades are to be submitted to the JCESOM Registrar and submitted via MyMu/MILO to the Marshall University Registrar's Office.
  - iii. Any course which ends after the respective grade entry time, should not enter any grades. The JCESOM Registrar will request a grade sheet from the University Registrar's office for grades to be entered once the course is completed
  - iv. Students who have outstanding or incomplete assignments, or NBME Subject Exam Retakes, should be issued a grade of incomplete.
  - v. For all Clinical Clerkship the type of grading is Honors, Pass, Fail.
  
- g. Submission of Grades for the MS 4 Year
  - i. Submission of grades for the MS4 year occurs at the end of the Fall (December) and Spring (May) terms.
  - ii. Grades are to be submitted to the JCESOM Registrar and submitted via MyMu/MILO to the Marshall University Registrar's Office.
  - iii. Any course which ends after the respective grade entry time, should not enter any grades. The JCESOM Registrar will request a grade sheet from the University Registrar's office for grades to be entered once the course is completed
  - iv. Students who have outstanding or incomplete assignments, should be issued a grade of incomplete.
  - v. The MS4 year type of grading is both Letter Grades and Pass/Fail. These grading systems are set in place at the department level with support from the Office of Medical Education.
  
- h. Narrative Policy (MS3)

- i. Written narrative assessments are required of all MS3 Clerkships. Narrative assessments may cover topics including but not limited to behavior, interpersonal skills, personal initiative, professionalism, dependability and interactions with patients, peers, faculty, staff and directors. Narrative assessments should feature both strengths and weaknesses or areas of improvement for each student. Clerkship directors should explain how narrative assessments are incorporated into the grading scheme of the clerkship.
  1. Submission of narratives with final grades is required of all MS3 Clinical Clerkships.
  2. All required MS3 Clerkships will post and release comments from clinical evaluations and NBME shelf examination scores to New Innovations as soon as they are available.
  3. All MS3 Clerkships must submit final grades within six weeks of the last day of the clerkship.
    - a. This includes submission of an incomplete grade if all clerkship requirements have not been completed.