

## **Evaluation and Feedback**

### **Purpose**

To outline Pritzker School of Medicine's student grading system, methods of evaluation and feedback and to establish the time by which students should receive the results of summative assessments and final grades.

### **Overview**

The Pritzker curriculum has been designed for a competency-based evaluation process. Student performance is measured by the degree of achievement of the appropriate competencies, rather than by a predetermined grade distribution. The Pritzker Curriculum embodies three principles: an emphasis on active learning; integration among disciplines when possible and appropriate; and a requirement for a scholarly project for all medical students. Medical Students must receive meaningful, formal feedback by at least the midpoint of the course or clerkship which will help to guide their continuous improvement and progress. Fair and timely summative assessments of student achievement occur in each course or clerkship and final grades are expected to be submitted no more than two weeks after the end of a course or four to six weeks after the end of a clerkship.

### **Related LCME Standards:**

- 9.5 Narrative Assessment
- 9.7 Formative Assessment and Feedback
- 9.8 Fair and Timely Summative Assessment

### **Principles**

Student evaluation and feedback in the Pritzker Curriculum are designed to meet multiple goals:

1. The curriculum at the University of Chicago Pritzker School of Medicine provides a solid foundation in the basic sciences, building on a rich tradition at our institution in developing new knowledge. Realizing that scientific discovery impacts clinical practice, our curriculum is designed to emphasize the relationship between basic and clinical sciences.
2. Provide continuous feedback to students about their progress.
3. Ensure timely and meaningful formative feedback is provided to all students.
4. Confirm each graduating medical student acquires all necessary knowledge to perform clinical tasks while demonstrating skills that highlight mastery of patient-centered care.
5. Grade timeliness is achieved by posting grades within two weeks after the end of a course or four to six weeks after the end of a clerkship.
6. The Pritzker School of Medicine utilizes a Pass (P)/Fail (F) grading system, with the exception of the core clinical clerkships (Family Medicine, Medicine,

Neurology, Obstetrics and Gynecology, Pediatrics, Psychiatry and Surgery), including clerkships deferred to the fourth year. Clerkship grades Honors (H), High Pass (HP), Pass (P), Failure (F) are included on the official University of Chicago transcript.

7. A narrative summary is submitted to the Pritzker School of Medicine that supports the rationale for the designator grade assigned to the students. The material supplied by each department serves as the basis for the Medical Student Performance Evaluation Letter, which is sent to postgraduate programs for residency selection purposes.
8. Students having difficulty will be counseled by course directors about ways to improve and may be advised by the Academic Process Committee or the Associate Dean for Medical School Academics to seek assistance from a learning specialist or other counselor.

## **Policy**

1. It is the clerkship director's responsibility to return all clerkship summary evaluations and grades to students within six weeks following the end of the clerkship. Final grades are expected to be submitted no more than two weeks after the end of the didactic courses.
2. Faculty evaluators must recuse themselves if they have a conflict of interest, such as providing healthcare services to any student they are evaluating or assessing.
3. Formative feedback is delivered by at least the midpoint of the course or clerkship allowing for students to correct behavior, if needed.
4. Summative assessment occurs by the endpoint of the course.
5. Pass/Fail Grading System with the exception of the core clinical clerkships. All elective courses (including senior electives and selectives) utilize the Pass/Fail grading system.
  - a. Honors (H) (Core Clerkships only): the honors (H) designation is awarded to students whose outstanding performance and demonstrated qualities of intellectual curiosity, integrity and self-discipline significantly exceed the competency level expected for third year students.
  - b. High Pass (HP) (Core Clerkships only): The High Pass (HP) designation is awarded to students whose performance clearly exceeds the Pass requirements, but does not reach Honors caliber.
  - c. Pass (P): A grade of Pass (P) is awarded to students, with the exception of those defined above, whose performance in a subject meets the competency requirements established by the department.
  - d. Failure (F): Those students whose performance in a subject is clearly below departmental passing standards shall be given a grade of Failure (F). The failure grade (F) will be recorded on the student's transcript, followed by the passing grade when the required course has been retaken and passed. A designator of Incomplete (I) or Withdraw (W) in a

previously failed course equals a grade of Failure (F). A grade of Failure (F) followed by a second grade of Failure (F to F) may result in dismissal.

6. Non-grade designators may be used for students who are unable to successfully complete all of the required work in a course or clerkship.
  - a. Incomplete (I): The designator of Incomplete (I) will be assigned when a student has not successfully completed all of the required work in a course or clerkship, either for academic or non-academic reasons. For instance, if a course offers multiple exams during the quarter, and a student fails to pass one or two of multiple exams, the student may be given a designation of Incomplete (I) and be provided with an opportunity for remediation if approved by the course director and Committee on Academic Promotions.
    - i. All incomplete designations should be remediated within four quarters from the time of course registration, irrespective of student registration status. All incomplete designations must be remediated before the student can advance to the next academic level.
    - ii. If the course work is completed within four quarters from the time of course registration, the student will be awarded with a grade of Pass (P) and the Incomplete (I) will be removed from the official transcript.
    - iii. If the course work is completed more than four quarters from the time of registration for the course, the Incomplete (I) designation will remain on the official transcript with the grade listed alongside it (e.g., I/P).
    - iv. If the student does not fulfill the course requirements in a satisfactory manner, a final grade of Failure (F) will be reported. This Failure (F) will be noted on the permanent transcript. In such cases, students need to retake and pass the course or clerkship.
    - v. Failure to pass a previously failed course or clerkship will result in dismissal from Pritzker School of Medicine.
    - vi. A student in the fourth year who receives an Incomplete (I) must have completed coursework in the designated area in with the Incomplete (I) has been received prior to April 30 of the final year of enrollment in order to graduate in that academic year.
  - b. Withdraw (W): The designator Withdraw (W) signifies withdrawal from a course or clerkship. Once a course begins a student who withdraws from a course or clerkship must retake the entire course or clerkship in order to receive credit. Withdrawal from a course or clerkship requires approval from the Associate Dean for Medical School Education and the Committee on Academic Promotions.
    - i. Designations of Withdraw (W) remain on the student's official transcript.

- ii. A student may not Withdraw (W) from a course more than once, unless under exceptional circumstances (such as serious illness) approved by the Associate Dean for Medical School Education and Committee on Academic Promotions.
- 7. Consequences of a Failure (F) Grade include course repetition, Failure (F) marked on official transcript and possible dismissal from Pritzker School of Medicine.
  - a. In the preclinical years, a student who receives a grade of Failure (F) may be allowed, at the discretion of the Committee on Academic Promotions, to repeat the preclinical coursework or its equivalent. In preclinical courses, the only acceptable grade upon repetition of a failed course is a Pass (P).
  - b. If remediation of clinical courses is required, the remediation must be done at the University of Chicago Medical Center or its affiliate institutions. In clinical clerkships and courses, internal designators of performance are used, but the minimum acceptable designator upon repetition of a failed course is a Pass (P).
  - c. An incomplete (I) designation after a prior failure in any course or clerkship is not acceptable and will be recorded as a Failure (F).
  - d. A student who fails to pass a course or clerkship for a second time is subject to dismissal from Pritzker School of Medicine.
- 8. Notification of Below Passing Grades: It is the department's responsibility to notify the student of their poor performance (Incomplete (I), Fail (F)) in a timely manner.
  - a. Final grades are expected to be submitted no more than two weeks after the end of a course or four to six weeks after the end of a clerkship.
  - b. If appropriate, suggestions for improvement may be outlined with the student.
  - c. Students with serious academic difficulties during the course should be referred to the Associate Dean for Medical School Academics and the Academic Progress Committee or the Committee on Academic Promotions.

## **Procedures**

1. All students receive course and clerkship evaluations to report on faculty teaching, guest lecturers, whether mid-clerkship feedback was provided about their performance, and whether the feedback was adequate, on-going, constructive, timely and constructive.
2. Observation of clinical skills by faculty, including supervising faculty and residents completing evaluations of students, which include numerical ratings and narrative comments.
3. Final grades are submitted via AIS and MedHub for students' review.

4. Students are advised to notify the clerkship director in advance of the clerkship rotation dates about any approved disability accommodations that are needed.
5. Faculty members who provide healthcare services to any Pritzker School of Medicine student should recuse themselves from evaluation and grading of students they have provided care for.

Accountable Dean or Director: Associate Dean for Evaluation and Continuous Quality Improvement; Associate Dean for Medical School Academics

Related Policies: Non-Involvement of Providers of Student Health Services; Student Advancement

Approval Date and Governing Body: December 13, 2019; Education Executive Committee