



ORLANDO COLLEGE OF OSTEOPATHIC MEDICINE

Orlando College of Osteopathic Medicine

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Dean & Chief Academic Officer

Policy Title: Grading Policy

Grading

Grading System

Pass/Fail System

OCOM operates on a pass/fail grading system for Years 1 and 2 and an honors/pass/fail grading system for Years 3 and 4. The passing percentage is 70% and above. Individual assessment scores will be recorded and available to students through the Learning Management System (LMS), *Leo*. Class rank will not be published, but quartiles may be included in the Dean's Letter.

Students will be required to remediate all courses where the student's grade falls below 70%. Students are required to complete a curriculum where the student receives an IC (Incomplete) status for a course. Students who do not successfully complete or remediate these courses are awarded an F or failing grade. All courses have a pass (P) or fail (F) designation in all years and an additional honors (H) designation in Years 3 and 4.

Evaluation Requirements for Years 3 & 4 Core Rotations

All clinical clerkships are graded on an Honors/Pass/Fail basis when all requirements



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are met. The grading system consists of Honors (H), Pass (P), and Fail (F). OCOM employs a standard set of definitions for each grade. Criteria for each grade are the prerogative of OCOM; the standard numerical system is not used for Pass/Fail courses.

Final grades for Honors/Pass/Fail courses are assigned as follows:

- a) **Honors (H):** Superior level of performance maintained with new and/or complex material. Consistently demonstrates complete and accurate understanding and application of knowledge and skills. Synthesizes and integrates data from relevant disciplines with evidence-based sources to make decisions. Independently and appropriately initiates and follows through with learning opportunities.
- b) **Pass (P):** Meets requirements as derived from course objectives. Demonstrates adequate understanding and application of knowledge and skills. Deals with new or complex material when periodic consultation is given. Uses information from relevant disciplines and evidence-based sources when making decisions, however does not always achieve synthesis and true integration. Follow suggestions about opportunities that will enhance learning.
- c) **Fail (F):** The student does not meet the requirements derived from the course objectives. The student fails to meet minimum expectations with respect to knowledge, skills, and work quality. The student does not satisfactorily demonstrate clinical acumen commensurate with grade performance level. No credit is given for the course.
- d) **Pass with Remediation (P-REM)** - The student remediated the course successfully. The student will be awarded a P-REM on the student transcript to note the remediation of the course.
- e) **Failure with Remediation (F-REM)** - The student did not remediate the course successfully. The student will receive a grade of F-REM on the student transcript to note the failure to remediate the course.

Core Clinical Requirements

Family Medicine: The final grade is Honors/Pass/Fail based on the successful determination of the Clinical Clerkship Preceptor evaluation, COMBANK (TrueLearn) questions, Lecturio Modules, and the COMAT Shelf Exam.



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Internal Medicine/Internal Medicine Subspecialty: The final grade is Honors/Pass/Fail based on the successful determination of the Clinical Clerkship Preceptor evaluation, COMBANK (TrueLearn) questions, Lecturio Modules, and COMAT Shelf Exam.

Obstetrics-Gynecology: The final grade is Honors/Pass/Fail based on the successful determination of the Clinical Clerkship Preceptor evaluation, COMBANK (TrueLearn) questions, Lecturio Modules, and the COMAT Shelf Exam.

Osteopathic Manipulative Medicine: The final grade is Honors/Pass/Fail based on the successful determination of the Clinical Clerkship Preceptor evaluation, COMBANK (TrueLearn) questions, Lecturio Modules, and COMAT Shelf Exam.

Pediatrics: The final grade is Honors/Pass/Fail based on the successful determination of the Clinical Clerkship Preceptor evaluation, COMBANK (TrueLearn) questions, Lecturio Modules, and COMAT Shelf Exam.

Psychiatry: The final grade is Honors/Pass/Fail based on the successful determination of Clinical Clerkship Preceptor evaluation, COMBANK (TrueLearn) questions, Lecturio Modules, and COMAT Shelf Exam.

Surgery/Subspecialty Surgery: The final grade is Honors/Pass/Fail based on the successful determination of the Clinical Clerkship Preceptor evaluation, COMBANK (TrueLearn) questions, Lecturio Modules, and COMAT Shelf Exam.

Emergency Medicine: The final grade is Honors/Pass/Fail based on the successful determination of Clinical Clerkship Preceptor evaluation, COMBANK (TrueLearn) questions, Lecturio Modules, and COMAT Shelf Exam.

Examination and Grading Policy Core Clinical Rotations

Each core clinical rotation experience adheres to the examination policy as stated in the [OCOM Student Catalog](#).

The grade for each core rotation is a combination of:



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1. COMAT examination results*
2. [Preceptor's Evaluation of Medical Student Competency Form](#) rating
3. Completing assigned COMBANK ([TrueLearn](#)) rotation-specific questions and Lecturio Learning Modules.

*The NBOME reports COMAT scores as standardized scores based on national norms where the national mean is 100, and the standard deviation is 10. Typical scores fall within the range of 80 to 120. Since the COMAT score is part of the student's clerkship grade, scores are scaled with the NBOME standardized score to a 100-point score. OCOM uses a formula that sets the national mean (100) to a scaled score of 82 and anchors the score 1.7(2.0) standard deviations below the national mean (83) to a minimum passing score of 70. Scores are capped at 100. This formula is consistent across all COMAT subjects. Those who achieve an individual COMAT shelf exam score at or above the 85th percentile (one standard deviation above the mean) nationally receive **HONORS** recognition for that exam.

1. **COMAT Examinations.** At the completion of each Core Rotation (Pediatrics, Obstetrics/Gynecology, Internal Medicine, Family Medicine, Psychology, Emergency Medicine, General Surgery), there is a cumulative final examination, the *NBOME COMAT Examination*. Please refer to the [NBOME](#) website for an examination blueprint, recommended resources, and related information for the COMAT examination. The Department for Clinical Education has the sole discretion as to how to interpret the COMAT examination scores of a cohort. The standard for passing is a score greater than two standard deviations below the mean for that cohort of students sitting for the examination. The standard for passing is determined upon review of the national cohort averages specific to that rotational COMAT examination.
 - a. *Standard for achieving **Recommend Honors**:* A COMAT Examination score *above the 85th percentile or* (greater than or equal to one standard deviation above the mean).
 - b. *Standard for achieving **Passing COMAT grade**:* A score greater than two standard deviations below the mean and less than 1.5 standard deviations above the mean for that cohort of students sitting for the examination. or a passing score below the 85th percentile



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- c. Standard for receiving a **Failing COMAT grade**: A score less than two standard deviations below the mean for that cohort of students sitting for the examination **

Students will have a maximum of two attempts to pass the COMAT examination. One failure on the examination will result in a meeting with the student's advisor, OCOM's Learning Specialist, the Associate Dean for Clinical Education, and a referral to the Student Progress & Professional Committee (SPPC). An initial failure at the end of the rotation, "COMAT Examination" can result in a change in the student's clinical rotation schedule going forward and may result in a delay in graduation. If necessary, to ensure that the student is ready to take the exam for a second time, this committee has the authority to recommend completing mandatory remedial education (at the student's expense).

Upon notification of a failing grade, a meeting will be scheduled within three working days of the notice of failure. Failure to pass the exam on the second attempt will result in a failing grade for the rotation and a referral to the student's advisor, OCOM Student Learning Specialist, the office of the Associate Dean for Clinical Education, and the Student Progress and Professionalism Committee.

2. Preceptor's Evaluation of Medical Student Competency Form. The student's assigned preceptor for each clinical rotation will complete the [Preceptor's Evaluation of Medical Student Competency form](#) at the conclusion of the rotation. *(Evaluations must not be completed prior to a minimum of three weeks of clinical experience)* The student evaluation documents represent the student's attainment of the [AACOM Core Clinical Competencies](#).

- a. **Standard for achieving grade recommend Honors**: Assessment based on preceptor evaluation of AACOM Core Competency score (85-105)
- b. **Standard for achieving grade recommend Pass**: Assessment based on preceptor evaluation of AACOM Core Competency score (84-70).



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- c. **Standard for receiving grade recommend Fail:** Assessment based on preceptor evaluation of AACOM Core Competency score (less than 70)

Any student who receives a failing grade on the Preceptor Evaluation of *Medical Student Competency Form* has failed the rotation and will be referred to their student advisor, OCOM Student Learning Specialist, the Office of Clinical Education, and the Student Progress and Professionalism Committee.

3. COMBANK TrueLearn Questions and Lecturio Learning Modules OCOM's clinical curriculum uniquely supports continuing the didactic and clinical information learned in the first two years of medical school. All core and non-core clinical (elective) rotations experiences are supplemented with additional learning material. All rotations provide *mandatory* learning modules and questions to be completed as part of the learning experience. The Lecturio Learning modules and the TrueLearn questions must be completed by the end of each four (4) week clinical rotation prior to beginning the next clinical rotation experience. Students not completing the assigned Lecturio Learning modules and COMBANK/TrueLearn question bank may not continue in their clinical rotations. These learning experiences are Pass or Fail.

- a. **Standard for achieving grade recommend Pass:** Completion of **all** COMBANK ([TrueLearn](#)) questions and **all** Lecturio Learning Modules for that rotation.
- b. **Standard for receiving grade recommend Fail:** Failure to complete **all** COMBANK ([TrueLearn](#)) questions and or failure to complete **all** Lecturio Learning Modules for each rotation prior to the start of the next scheduled rotation.

The overall grade reporting to the Registrar for this course is as follows:

Recommend Honors* must achieve all three	Honors
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COMAT Subject Exam Score above the 1.5 Standard deviations above the 85 th percentile	x
Preceptor's Evaluation of Medical Student Competency Recommendation	x
Completion of ALL COMBANK-assigned questions and Lecurio-assigned Learning Modules	x
Pass	Pass
COMAT Ranking Score Between 70% & 84.9% percentile	x
Preceptor's Evaluation of Medical Student Competency Recommendation	x
Completion of ALL COMBANK assigned questions, and Lecturio assigned Learning Modules	x
Failure of any one of these qualifications**	Fail
Failure on COMAT Ranking Score less than 70% percentile	x
Failure of Preceptor's Evaluation of Medical Student Competency	x
Failure to complete ALL assigned COMBANK Questions and or Lecturio Learning modules	x

* Must meet all three criteria elements to achieve "Honors Grade."

** Failure of any one component of the evaluation elements will result in failure for that rotation

Make-Up Examination / Reexamination / Remediation:



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As soon as it is known that a student may miss the regularly scheduled date of any end-of-rotation examination (COMAT or COMBANK (TrueLearn)), the student must contact the Office of Clinical Education to inform them of the need to reschedule the exam. Should a student miss the end-of-rotation examination on the date administered for a legitimate reason, the student must contact the Office for Clinical Education immediately. The Office for Clinical Education will decide upon a make-up date for the student to sit for the exam.

For students who fail* the rotation, a remediation program will be administered in a format chosen by the Office of Clinical Education in conjunction with the SPCC committee. This may include sitting for and passing a different form/version of the NBOME's COMAT or TrueLearn examination and/or retaking all or part of the rotation experience, which would culminate in a new Preceptor's Evaluation of Medical Student Competency Form being completed by the attending physician to demonstrate competency.

An initial failure in any clinical rotation experience can result in a change in the student's clinical rotation schedule going forward and may affect a delay in graduation.

Grading for NON-CORE* (Elective) Rotations:

Each Non-Core (elective) clinical rotation (Internal Medicine sub-specialties, General Surgery sub-specialties) adheres to the examination policy stated in the [OCOM Student Catalog](#).

The grade for each rotation will be a combination of

1. End of rotation examination COMBANK ([TrueLearn](#))
2. [Preceptor's Evaluation of Medical Student Competency Form](#) rating
3. Completion of assigned COMBANK(TrueLearn) questions and Lecturio Learning Modules.

*Non-Core clinical rotations are also described as elective rotation experiences in both OMS-III and OMS-IV years.



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1. COMBANK (TrueLean) Examination. At the completion of each Internal Medicine Subspecialty, General Surgery Subspecialty, and Elective Rotation, there is a cumulative final examination. Information for the end-of-rotation examination can be found in the course syllabus. The Office for Clinical Education has the sole discretion of interpreting the examination scores.

- a. **Standard for achieving Recommend Honors:** A COMBANK Examination score *above the 85th percentile*.
- b. **Standard for achieving Recommend Pass:** A COMBANK Examination score greater than the 70th percentile.
- c. **Standard for receiving a Fail grade:** A COMBANK Examination score below the 70th percentile

*Students will have a maximum of two attempts to pass the COMBANK examination. One failure on the examination will result in a meeting with the student's advisor, OCOM Learning Specialist, Associate Dean for Clinical Education, and Student Progress and Professionalism Committee. An initial failure at the end of the rotation COMBANK Examination can result in a change in the student's clinical rotation schedule going forward and may cause a delay in graduation. If deemed necessary to ensure that the student is ready to take the exam for a second time, the committee has authority to recommend completion of mandatory remedial education.

*This meeting will be scheduled within three working days from the notice of failure.

*Failure to pass the exam on the second attempt will result in a failing grade for the rotation and referral to the student's advisor, OCOM Student Learning Specialist, Associate Dean for Clinical Education, and the Student Progress and Professionalism Committee.

2. Preceptor's Evaluation of Medical Student Competency Form. The student's assigned preceptor for each clinical rotation must complete the [Preceptor's Evaluation of Medical Student Competency form](#) at the conclusion of the rotation. (*Evaluations must not be completed prior to a minimum of three weeks*



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of clinical experience). The student evaluation document represents the student's attainment of the [AACOM Core Clinical Competencies](#).

- a. **Standard for achieving grade recommend Honors:** Assessment based on preceptor evaluation of AACOM Core Competency score (85-105)
- b. **Standard for achieving grade recommend Pass:** Assessment based on preceptor evaluation of AACOM Core Competency score (70-84)
- c. **Standard for receiving grade recommend Fail:** Assessment based on preceptor evaluation of AACOM Core Competency score less than (70) (Unacceptable or Below).

Any student who receives a failing grade on the Preceptor's Evaluation of Medical Student Competency Form will have failed the rotation and will be referred to their student advisor, OCOM Student Learning Specialist, Office of Clinical Education and the Student Progress and Professionalism Committee.

3. COMBANK (TrueLearn) Questions and Lecturio Learning Modules.

OCOM's clinical curriculum is uniquely supportive of continuing the didactic and clinical information learned in the first two years of medical school. All non-core clinical and elective rotations are supplemented with learning material. Each rotation provides COMBANK TrueLearn questions and Lecturio Learning Modules which must be completed by the end of each the four (4) week rotation and prior to beginning the next rotation. Students not completing the COMBANK (TrueLearn) questions and Lecturio Learning Modules, may not continue in their clinical rotations.

- a. **Standard for achieving grade recommend Pass:** Completion of **ALL** COMBANK ([TrueLearn](#)) questions and Lecturio Learning Modules for that rotation.
- b. **Standard for receiving grade recommend Fail:** Failure to complete **ALL** COMBANK ([TrueLearn](#)) questions and or failure to complete all Lecturio



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learning Modules for that rotation prior to the start of the next scheduled rotation.

Recommend Honors*	Honors
COMBANK (TrueLearn) <i>Subject Exam Score above the 85th percentile</i>	x
Preceptor's Evaluation of Medical Student Competency	x
Completion of ALL COMBANK (TrueLearn) assigned questions and Lecurio assigned Learning Modules	x
Recommend Pass	Pass
COMBANK (TrueLearn) test Ranking Score 70-84.5th percentile	x
Preceptor's Evaluation of Medical Student Competency/COMBANK (TrueLearn) test Ranking Score 70-84.5th percentile	x
Completion of ALL COMBANK assigned questions and Lecturio assigned Learning Modules	x
Failure of any one of these qualification either**	Fail
Failure of Preceptor's Evaluation of Medical Student Competency	x
Failure on COMBANK (TrueLearn) rotation examination	x
Failure to complete ALL assigned COMBANK (TrueLearn) questions and or failure to complete all Lecturio Learning modules	x

* Must meet all three criteria elements to achieve representative grade in any category Honors Grade, Pass Grade, Fail Grade.

** Failure of any one component of the evaluation elements in any part the course rubric may result in failure of the rotation



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Incomplete Grade

The grade of IC (Incomplete) may be assigned to a student who otherwise is passing the course but cannot complete all the required coursework and/or examinations due to extenuating circumstances (such as illness, death in the family, injury due to accident, etc.). The IC must be removed within ten (10) business days after it was assigned unless otherwise specified by prior agreement with the Associate Dean for Pre-Clinical Education or the Associate Dean for Clinical Education to extend the deadline. If the IC is not removed within the stated period, it will automatically change to a grade of F. In cases of illness or extreme circumstances, the IC may be changed to a grade of W, with the approval of the Dean.

Dean's List

A student whose class rank is in the top ten percent of the student's designated class is awarded Dean's List standing at the end of each semester in years 1 and 2 and at the end of the academic year in years 3 and 4. In years 1 and 2, percentage grades of the courses will be used to determine rank. In years 3 and 4, the Dean's List will be determined by

Graduation with Honors

The " Honors " designation for graduation will be determined by a cumulative average in the upper ten percent of the graduating class. The student will receive a diploma inscribed with "Honors."

Summary of Grading System

Grade	Description
Pass (P)	Passing Grade in Course
Fail (F)	Failing Grade in Course
Honors (H)	Exceptional Grade in Course (<i>Yr. 3 and 4 only</i>)
Incomplete (IC)	Incomplete Grade in Course
Withdrawal (W)	Withdrawal from Course



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Pass with Remediation (P-REM)	Grade assigned to student who successfully passes remediation of a course.
Failure with Remediation (F-REM)	Grade assigned to student who fails the remediation of a course

Additional Grading Policies

Remediation Policy

Please refer to policy [D036](#).

Final Course Grade Appeal Policy

A student may file an appeal to dispute a final course grade (not any individual course component) following the process outlined:

1. The student must initiate a formal grade appeal process by submitting the complaint and evidence of course assessment deficiency or calculation error to the Office of Medical Education Operations within ten (10) business days of the grade being posted. The Office of Medical Education Operations will work with the Course Director(s) to evaluate the grade appeal.
2. The Office of Medical Education Operations shall respond to the student in writing using the submitted Course Grade Description: Pass (P) Passing Grade in the Course as determined by the Course Director, Fail (F) Failing Grade in the Course as determined by the Course Director, Honors (H) Honors Grade in Course as specified by Course Director. The Office of Medical Education Operations will provide the Grade Appeal form within five (5) business days of receiving it.
3. In the case that the appeal is not resolved to the student's satisfaction, they can submit the appeal form to the Associate Dean for Pre-Clinical Education (Years 1 and 2) or to the Associate Dean for Clinical Education (Years 3 and 4) within two (2) business days of receiving the decision of the Office of Medical Education Operations. The appeal to the Associate Dean should only provide new information not previously provided in the original appeal.



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4. The Associate Dean for Pre-Clinical Education or the Associate Dean for Clinical Education shall consider the appeal. After discussing the appeal with the student and the Office of Medical Education Operations, the designated Associate Dean will render a written decision on the Course Grade Appeal form, which must be returned to the student within five (5) business days. Decisions made by the designated Associate Dean are final.
5. If the grade appeal is upheld, the designated Associate Dean shall notify the Registrar about any need to change the student's grade in official academic records. If the designated Associate Dean rejects the grade appeal, the appeal process is thereby terminated, and the matter is considered closed.

This policy shall be posted at ocom.org/policies.