



# Clerkship Remediation and Failure Policy

<b>Effective Date:</b> <i>April/2026</i> <b>Last Updated:</b> N/A <b>Authority:</b> Curriculum Committee <b>Responsible University Office:</b> <i>Academic Affairs</i> <b>Responsible University Administrator:</b> <b>Review/Revision Schedule:</b> <i>Annually in January.</i> <b>Indexed as:</b>
<b>Applies to:</b> <input type="checkbox"/> faculty <input checked="" type="checkbox"/> students <input type="checkbox"/> staff <input type="checkbox"/> Other, replace with the group, like residents.
<input checked="" type="checkbox"/> Policy <input type="checkbox"/> System <input type="checkbox"/> Process/Procedure <input type="checkbox"/> Guideline/Standard

## Introduction

### Historical/Contextual Overview

- Historically, failure of any clerkship component—clinical performance, NBME, or OSCE/oral board may have resulted in failure of the entire clerkship and required a full repeat.
- In more recent years, Clerkship Directors (CDs) have advocated for greater flexibility to tailor remediation plans to individual student needs.
- It became common practice that students were permitted to complete an abbreviated version as a remediation, instead of repeating the entire clerkship if they only failed ONE graded component of the clerkship.
- This resulted often in confusion and lack of clear communication and expectations among involved offices (Student Affairs, Academic Affairs, Academic Success, Office of Evaluation and Assessment) regarding the final letter grade, narrative format and transcript of clerkship performance.
- Even though the current guidelines state that if a student fails ONE component of the clerkship (meaning either failure of the clinical component, OSCE, professionalism, or the second attempt of the NBME), they fail the clerkship and should receive FAILURE as a grade and F/pass after successful remediation, it is handled inconsistently and there are some students who have received I/P in these situations, and not a F/P.

### Reason for the Policy/Process

A revision of the current remediation and failure policy is warranted to enhance clarity and consistency in how clerkship outcomes are documented—particularly in relation to transcript entries, narrative evaluations, and the Medical Student Performance Evaluation (MSPE).

The goal of this policy is to provide:

- Clear differentiation between “I/P” and “F/P” grading.
- Consistent documentation—whether a single or dual narrative and transcript entry are required.
- A simplified policy that distinguishes between failure of **one** versus **multiple** components.
- Clear next steps when repeat failures occur.



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- Continued support for Clerkship Directors (CD) to recommend individualized remediation plans.
- Improved communication and coordination across campuses and offices, especially during hand-offs for remediation purposes.

### Scope

*The policy applies to all COM students participating in the clerkship rotations.*

### Policy Statement:

- The updated Remediation/Failure policy provides clear nomenclature and expectations for “remediation” and “failure” and introduces a new “Remediation and Failure Form” to keep all involved offices informed and coordinated.

### Passing Criteria

- To pass a clerkship, students must **successfully pass all graded components**, complete and/or meet all required elements and competencies—to include but not limited to clinical rotation, NBME, OSCE/oral board, logbooks, professionalism, other clerkship requirements—either initially or through remediation.

### Note regarding the NBME: Passing Criteria, Incomplete grade, and Failure:

- Every student gets TWO attempts to pass the NBME.
- If a student does NOT pass the NBME on first attempt, the student will receive an “I” for “Incomplete”. This is NOT considered a clerkship failure.
- If the student successfully passes the NBME on second attempt, the grade will be changed to “P” for “Pass”.
- If the student does not successfully pass the second attempt of the NBME, it is considered a clerkship failure, and the grade will be changed to an “F” for “Failure”.

### Failure of ONE Graded Component:

- If a student fails **one** graded component, it is considered a clerkship failure.
- In this case, students will be able to remediate without repeating the entire clerkship.
- The remediation plan may, or may not include clinical time, depending on the CD’s recommendation.
- For any clinical work during remediation, **the student must meet ALL clinical course objectives (CO1-CO7)**.

The graded components may include:

- Clinical rotation including other clerkship requirements (for example written H&P)
- NBME (third attempt)
- OSCE/oral board (second attempt)
- Professionalism concerns (even if other components have been successfully passed)



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### In these cases, when a student failed **ONE** graded component:

- The student will receive a **Failure (“F”)** grade.
- Upon successful remediation, the grade will be updated to **Failure/Pass (“F/P”)**.
- **The remediation will be documented in the clerkship narrative**, including:
  - **Context** of the deficiency
  - Competencies needing attention.
  - **Remediation plan**
  - **Confirmation of successful completion of remediation**

### Process:

1. CD consults with the Executive Clerkship Director (ECD) to develop a tailored remediation plan. They will consult with Academic Success and Student Affairs about the rotation dates.
2. CD completes the **Clerkship Remediation Form**, detailing:
  - a. Timeline for NBME/OSCE retakes
  - b. Site, duration, and rationale for clinical/professionalism remediation
3. Form is routed to:
  - a. Academic Affairs
  - b. Student Affairs
  - c. Academic Success
4. The plan is submitted to the Student Promotion Committee (SPC) for documentation.
5. Academic Success supports the student throughout remediation.
6. If the plan changes due to the student being on LOA, all stakeholders must be notified, and a revised plan be submitted.
7. Any other scheduling changes can only be brought forward by Student Affairs and/or Academic Success Team and must be approved by SPC.

### Additional Notes:

- Students who must remediate by completing additional clinical time, must demonstrate competency across **all clinical clerkship objectives (CO1-CO7) during remediation**, not just for the area of deficiency.
- Remediation does **not** confer additional credit and is considered part of the original clerkship.
- The transcript will reflect **a single course**.
- Students who remediate are **not eligible for Honors or High Pass** in the remediated component.

### *Failure of TWO or more Graded Components:*

Failure of **two or more** graded components result in failure of the entire clerkship:

- The student receives a grade of **Fail (“F”)**.
- The entire clerkship must be repeated, including all assessments.

### Process:

1. CD and ECD review results and agree on failure.



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2. CD consults with Executive Clerkship Director (ECD) and once both agree, the CD informs the student, consults with Academic Success, and completes the **Clerkship Remediation/Failure Form**, indicating failed components, plan for repeat, campus where repeat will be completed and suggested timeline. The CD will consult with Academic Success and Student Affairs about the plan.
3. Form is routed to:
  - a. Academic Affairs
  - b. Student Affairs
  - c. Academic Success
4. Clerkship narrative and GSF are submitted for the failed clerkship.
5. Plan for the repeat clerkship is presented to SPC for approval.
6. Academic Success supports the student in preparing for the repeat.
7. If the plan changes due to the student being on LOA, stakeholders are notified, and a revised plan is submitted.
8. Any other scheduling changes can only be brought forward by Student Affairs and/or Academic Success Team and must be approved by SPC.

### Additional Notes:

- A repeated clerkship is treated as a **distinct academic experience**.
- The transcript will reflect **two separate courses**.
- A new narrative evaluation will be provided from the original campus.
- Students remain eligible for Honors and High Pass in the repeated clerkship.

### Failure of Remediation:

1. If the student does NOT pass the remediation, the ENTIRE clerkship must be repeated, and all requirements and expectations outlined in the syllabus apply to the “repeated clerkship”.
2. If the student fails TWO clerkships, the student will not be able to move on with clerkships and will not be enrolled, until they have successfully passed the failed clerkships.

### Compliance

- Compliance will be reinforced by using the “Remediation and Failure Form”.

### Exceptions:

Requests for exceptions to this policy may only be initiated by Student Affairs and will be considered on an individual basis following consultation with Academic Affairs, Student Affairs, the Clerkship Director, the Executive Clerkship Director, and the Academic Success Team.”

### Non-compliance

## Resources, References, & Related Policies

*(List any applications, tools, or forms required and where they can be located. List any policies processes, guidelines, etc.)*

Name of Resource	Purpose/Relationship	Location
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# Clerkship Remediation and Failure Policy

<i>Evaluation form</i>	<i>Evaluation of ...</i>	<i>Shared drive: ...</i>

## Definitions

*This section should define any terms used in the process that are important to compliance with it or that might be misunderstood by the audience.*

## Revision History

*(Include date of origination in the chart below. Do not delete any revision history.)*

<b>Date of Change</b>	<b>Authority</b>	<b>Summary of Changes</b>	<b>Document Location</b>
<i>2/3/2026</i>	<i>Academic Affairs</i>	<i>New policy approved by CC on 2/3/26</i>	<i>Approved policy on onboard</i>

*Please provide feedback on the policy/process template [here](#).*