


<p>Name of Policy: Final grade submission for courses/block/clerkships</p> <p>Policy Number: 3364-81-04-012-00</p> <p>Approving Officer: Dean, College of Medicine</p> <p>Responsible Agent: Associate and Assistant Deans for Undergraduate Medical Education</p> <p>Scope: All University of Toledo Campuses</p>	 <p>Effective date: 04/22/2007</p>
<p><input type="checkbox"/> New policy proposal</p> <p><input type="checkbox"/> Major revision of existing policy</p>	<p><input type="checkbox"/> Minor/technical revision of existing policy</p> <p><input checked="" type="checkbox"/> Reaffirmation of existing policy</p>

(A) Policy statement

All course/block/clerkship final grades must be submitted to the Registrar's Office no later than 3 weeks (21 days) after the Monday following the completion of the course/block/clerkship.

(B) Purpose of policy

- To assure prompt completion of students' evaluation and grade submission in all courses/blocks/clerkships.
- To assure students of prompt summative evaluation and their progress through the curriculum.

(D) Procedure

1. Course/block and clerkship directors must assure that all students' final grades are submitted to the Registrar's Office for entry into the student's record (SIS-Student Information System).
2. The Registrar will notify the appropriate Associate Dean for Medical Education of any grades which are not submitted on time.
3. The Associate Dean for Medical Education will contact the course/block/clerkship director and develop a plan to have the grade(s) submitted promptly (within 4 days).
4. If the grade(s) is/are not submitted within 4 days after the "due date," the Associate Dean will notify the Dean of the College of Medicine, and a plan to have the grade submitted will be developed.

<p>Approved by:</p> <p>Jeffrey Gold, M.D.</p> <hr/> <p>Name Dean, College of Medicine</p> <hr/> <p>Title</p> <hr/> <p>Date</p> <p><i>Review/Revision Completed by:</i></p>	<p>Policies Superseded by This Policy: None</p> <p>Initial effective date: 01/03/06</p> <p>Review/Revision Date: 04/22/07</p> <p>Next review date: 04/22/10 (three years from most recent revision/review date)</p>
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