Name of Policy: Final grade submission for threads/course and clerkships

Policy Number: 3364-81-14

Approving Officer: Dean, College of Medicine and Life Sciences

Responsible Agent: Associate/Assistant Deans for Medical Education, and Vice Dean for Undergraduate Medical Education

Scope: College of Medicine M.D. Program

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(A) Policy statement

An important element of medical education program's system of assessment should be to ensure timeliness with which medical students are informed about their final performance in required and elective threads/courses and clerkship (consistent with LCME standard). Therefore, all clerkship final grades must be submitted to the Office of the Registrar no later than 4-6 weeks after the Monday following the completion of the clerkship. All threads/courses grades must be available to students on the course website 4-6 weeks after the completion of the course.

(B) Purpose of policy

(1) To assure prompt completion of students' evaluation and grade submission in all threads/courses & clerkships.

(2) To assure students of prompt summative evaluation and their progress through the curriculum.

(C) Scope

This policy applies to all students enrolled in the Doctor of Medicine program, as well as to the faculty, administration, and Office of the Registrar charged with monitoring student progress and ensuring compliance with the policy.

(D) Procedure
3364-81-14 Final grade submission for thread/courses and clerkships

(1) Threads/courses and clerkship directors must assure that all students' final grades are submitted to the Office of the Registrar for entry into the student's record.

   (a) All clerkship final grades must be submitted to the Office of the Registrar no later than 4-6 weeks after the Monday following the completion of the clerkship.

   (b) All threads/courses grades must be available to students on the individual course website no later than 4-6 weeks after the completion of the course.

(2) The Office of the Registrar will notify the threads/courses and clerkship directors and the appropriate Assistant/Associate Dean for Medical education (Foundational Science or Clinical) of any tardy (more than 6 week delay) grades.

(3) The Assistant/Associate Dean for Medical Education (Foundational Science or Clinical) will contact the thread/course & clerkship director and develop a plan to have the grade(s) submitted promptly. If the grade(s) is/are not submitted within the next week the respective Assistant/Associate Dean will notify the Vice Dean for Undergraduate Medical Education for further action.

Approved by:

Christopher Cooper, M.D.
Executive Vice President for Clinical Affairs and Dean, College of Medicine and Life Sciences

Initial effective date: 9/07/17
Review/Revision Date: N/A
Next review date: 09/07/20

This Policy Supersedes:
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