**POLICY NAME:** Timing of Course Grades

**Responsible Party:** Office of Medical Education

**Applies To CMED:** Faculty ☑️ Students ☒️ Residents ☒️ Staff ☒️ Administration

**Approval Date:** 7/26/2016 Curriculum Committee

☎️ Policy ☐ Procedure

**POLICY:**

Years 1 and 2 grades are expected within 14 business days of course end; Years 3 and 4 grades are expected within 4 weeks of clerkship end. Final course grades will be posted in Central Line and reported to the Office of the Registrar.

**PROCEDURES:**

1. **Years 1 and 2**
   a. To ensure timely submission of grades, the Coordinator Programmatic Evaluation and Assessment will notify the Course Directors of an assessment and grading calendar for each course. The Coordinator and Course Directors will work together to determine final course grades and post those grades in Central Line. It is expected that final grades are posted within 14 business days of the end of the course.
   b. The Associate Dean/Compliance, Assessment and Evaluation will be notified if course grades are not ready to post within the 14 day time frame. Course Director(s) will be expected to immediately remedy the situation and report grades.
   c. The College of Medicine Registrar will be notified of final course grades to post on student transcripts.

2. **Years 3 and 4**
   a. To ensure timely submission of grades, a “completion calendar” will be prepared for each academic year and distributed to the clerkship directors and the clerkship coordinators.
b. The Clerkship Directors will be monitoring student performance data throughout the clerkships and will send reminders to any faculty member who hasn’t completed their assessment of the student.

c. Clerkship grades will be entered into the Central Line system by the designated clerkship coordinator within 4 weeks of the last calendar day of each clerkship.

d. The College of Medicine Registrar will contact Clerkship Director/Coordinators regarding grades that have not been provided within one week of grade submission deadlines.

e. Monthly reports to monitor grade completion will be created and shared amongst the Clerkship Directors at the monthly Year 3-4 committee meeting. Clerkship directors who submit grades late more than once will be asked to provide a plan to reach full compliance by the next Year 3-4 meeting.

The College of Medicine and CMU Partners reserve the right to make exceptions, modify or eliminate this policy and or its content. This document supersedes all previous policies, procedures or guidelines relative to this subject.

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<thead>
<tr>
<th>History</th>
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<tbody>
<tr>
<td>5/21/2014</td>
<td>Initial approval by Faculty Executive Committee</td>
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<tr>
<td>7/26/2016</td>
<td>Reviewed and approved by Curriculum Committee</td>
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