
POLICY NAME: Timing of Course Grades

Responsible Party: Office of Medical Education

Applies To CMED: Faculty Students Residents Staff Administration

Approval Date: 1/27/2021 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 6 weeks of clerkship end. Final course grades will be posted in the learning management system 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 the learning management system. 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 learning management system by the designated clerkship coordinator within 6 weeks of the last calendar day of each clerkship.
- d. Monthly reports to monitor grade completion will be created and shared amongst the Clerkship Directors. 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 reserves 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.

Policy History	
5/21/2014	Initial approval by Faculty Executive Committee
7/26/2016	Reviewed and approved by Curriculum Committee
1/27/2021	Reviewed and approved by Curriculum Committee