

Policy Name:	Grade Notification Policy
Original Approval Date:	10-16-2020
Approving Officer/Committee:	Medical Curriculum Committee
Revision Dates and Notes:	
Related LCME Element(s) (if any):	9.8

A. Policy –

Pre-Clerkship Policy

The Medical School Registrar is responsible for monitoring and reporting that all grades for pre-clerkship courses are submitted in the learning management system within 14 calendar days of the course ending.

Clerkship Policy

The Medical School Registrar is responsible for monitoring and reporting that all clerkship and elective grades are submitted within four (4) weeks of the course ending.

B. Purpose - Medical students should be provided with fair and timely assessment of their achievement in each course and clerkship. The purpose of this policy is to describe the procedures that should be followed to ensure that the final grades are available within six weeks of the end of a course of clerkship in accordance with the Liaison Committee on Medical Education (LCME) element 9.8.

Given this requirement, departments are asked to report final grades for clerkships and electives within 4 weeks of the course ending and within 14 calendar days for pre-clerkship courses. The purpose of this policy is to ensure that no grade is delayed beyond 6 weeks from the end of the course/clerkship/elective/sub-internship, as mandated by our accrediting body.

C. Scope – This policy applies to all School of Medicine students, course, clerkship and elective directors, and the office of the Registrar.

D. Procedure/Process –

Pre-Clerkship Policy

The Medical School Registrar is responsible for monitoring and reporting that all grades for pre-clerkship courses are submitted in the learning management system within 14 calendar days of the course ending. The process outlined below will be followed in all instances when course directors fail to meet this expectation:

- If grades are not submitted by the 14th calendar day, the Medical School Registrar will notify the course director via email requesting grades within three calendar days or an explanation why grades cannot be submitted. The Associate Dean for Academic Affairs will be copied on this email.
- If the grades or an explanation is not received within three (3) calendar days, the Medical School Registrar will notify the Associate Dean for Academic Affairs, who will directly address the concern with the course director.

- For instances in which extenuating circumstances prevent the submission of grades within 14 calendar days, the Medical School Registrar will collaborate with the course director and the Associate Dean for Academic Affairs to determine an appropriate deadline and will ensure the grade is recorded in the learning management system within six weeks of the end of the course.

Clerkship Policy

The Medical School Registrar is responsible for monitoring and reporting that all clerkship and elective grades are submitted within four (4) weeks of the course ending. The process outlined below will be followed in all instances when clerkship and elective directors fail to meet this expectation:

- If grades are not submitted by the end of the fourth week, the Medical School Registrar will notify the clerkship or elective director and the clerkship coordinator via email requesting grades within three (3) calendar days of notification or an explanation why the grades cannot be submitted. The Associate Dean for Academic Affairs will be copied on this email.
- If the grade or an explanation is not received within three (3) calendar days of notification, the Medical School Registrar will notify the Associate Dean for Academic Affairs, who will directly address the concern with the course or clerkship director.
- For instances in which extenuating circumstances prevent the submission of grades within four weeks, the Medical School Registrar will collaborate with the clerkship or elective director and the Associate Dean for Academic Affairs to determine an appropriate deadline and will ensure the grade is recorded in the learning management system within six weeks of the end of the course or clerkship.
- Course, clerkship or elective directors who fail to submit 100% of grades within six weeks of the end of a course, clerkship or elective will meet with the Associate Dean for Academic Affairs with notification to the relevant department chair or designee.

Guidelines

- The grade notification policy should be shared with course, clerkship and elective directors at least annually. All course, clerkship and elective directors should be encouraged to create a streamlined process for the completion and integration of student evaluations in order to meet grade submission deadlines.
- Central monitoring will occur in the office of the Medical School Registrar. Monitoring should include review of grade reports quarterly to identify missing grades as well as documentation extenuating circumstances, and trends of non-compliance. Data will be shared and made available to the Office of Academic Affairs for collaboration efforts and office function. Grade reporting data will be shared quarterly with the appropriate curriculum committee(s).