Policy Title: Timing for Submission of Grades Policy

Policy Number: CU.09.01.170808

Applies to: All course faculty of the Elson S. Floyd College of Medicine (ESFCOM)

Date: 8/8/2017 Procedures updated 8/16/2018

1.0 Policy Statement:
It is the ESFCOM policy that grades be submitted in compliance with Washington State University (WSU) Standards.

2.0 Definitions
Final Course Grades: The concluding or ending value assigned at the end of the course.
Final Clerkship Grades: The concluding or ending value assigned at the end of clinical experiences.

3.0 Responsibilities
Associate Dean for Accreditation, Assessment and Evaluation
Assessment Panels
Course and Clerkship Directors

4.0 Procedures
Timely Release of Grades
1. Final course grades for students in the first and second year curriculum will be submitted to the Registrar’s Office by the Assessment Unit for official recording by 5:00 p.m. Pacific Time on the second working day after the close of the assessment week.

2. For clerkships, the ESFCOM in compliance with LCME standards, requires that a grade be reported to the student within four weeks after the end of a clerkship. In situations in which a student has not competed the required work or needs to remediate part of it, the student will receive a grade of X until the clerkship is completed. The Assessment Unit will submit grades.

5.0 Related Policies
N/A

6.0 Key Search Words
Grades, Registrar, LCME Standards
7.0 Revision History

<table>
<thead>
<tr>
<th>Revision</th>
<th>Policy number</th>
<th>Revision Date</th>
<th>Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>CU.09.01</td>
<td>8/8/2017</td>
<td></td>
</tr>
<tr>
<td>4/28/2016</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Responsible Office:**  Vice Dean for Student and Faculty Experience

**Policy Contact:**  Associate Dean of Accreditation, Assessment and Evaluation

**Supersedes:**  Version CU.09.01 4/28/2016