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

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 Evaluation & Assessment
Student 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 Course Directors 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 not receive a grade until the clerkship is completed.

Student Assessment Panels are responsible for submitting grades to the course director. Course and Clerkship Directors are responsible for submitting grades to the Registrar.

5.0 Related Policies
N/A

6.0 Key Search Words
Grades, Registrar, LCME Standards
Submission of Grades Policy 8/8/2017

7.0 Revision History

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**Responsible Office:** Senior Associate Dean for Student Educational Experience

**Policy Contact:** Associate Dean for Evaluation and Assessment

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