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 2/14/2019

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 fifth 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 remediation 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

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**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