



Elson S. Floyd College of Medicine

WASHINGTON STATE UNIVERSITY

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 completed 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

Submission of Grades Policy 8/8/2017

7.0 **Revision History**

1.0	Policy number	Revision Date Approval
4/28/2016	CU.09.01	8/8/2017

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