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| <b>NEOMED ACADEMIC POLICY</b>                             | <b>Policy No:</b> 3349-AC-257   |
| <b>POLICY TITLE:</b> Final Grade Submission Policy        | <b>EFFECTIVE DATE:</b> January 4, 2019<br><b>REVISED:</b> July 1, 2023                  |
| <b>RESPONSIBLE DEPARTMENT:</b><br>Office of the Registrar | <b>APPROVAL AUTHORITY:</b> Provost<br><br><b>POLICY AUTHOR:</b><br>University Registrar |

**(A) PURPOSE**

This Policy outlines the final grade submission deadlines to limit unintended negative consequences to students, allow for efficient grade processing, and ensure compliance with College and University accreditation standards.

**(B) SCOPE**

This Policy applies to all Colleges and credit-bearing programs.

**(C) DEFINITIONS**

- (1) “Academic Course” refers to any coursework for which a student may receive credit toward their degree or certificate program, depending on their level of performance, as signified by a Final Grade.
- (2) “Clerkship Rotations” refer to coursework that takes place in a variety of clinical and/or practical settings. Students are evaluated by clerkship preceptors resulting in a Final Grade.
- (3) “Faculty of Record” refers to the responsible party for assigning the final grade of a course to the student’s permanent record on the student’s official transcript, and who would be consulted in the event of a grade dispute (e.g., the course instructor or director; the clerkship, practical experience, or rotation instructor; or program director).
- (4) “Final Grade” refers to a grade assigned for credit-bearing courses of the University such as Honors, Pass, Fail, or any other applicable final grade listed in The Compass.
- (5) “Grade Change Form” refers to a form submitted by the Faculty of Record (or their designee) to officially update a student’s grade, most often following a Remediation attempt or to finish an Incomplete.
- (6) “Remediation” or “Remediate” refers to the opportunity to reverse a less-than-passing Final Grade in a professional degree program course with academic work designated by the Faculty of Record (or their designee).
- (7) “Remediation Contract” refers to a form that must be submitted by the Faculty of Record (or their designee) after communicating with a student who failed a course

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that outlines an agreed upon plan with the student to Remediate the course. The Contract must be signed by the Faculty of Record (or their designee) and the student, then submitted to the Office of the Registrar within five (5) business days of the Final Grade being posted.

- (8) “Part-of-Term” (POT) refers to a set of dates within a larger semester used for scheduling and/or course start and end date monitoring. Most semesters consist of several POTs, some of which may have different add and/or drop dates for student registration purposes.
- (9) “Semester” refers to the sixteen (16) weeks of scheduled instruction, which includes one (1) calendar week of examinations.

**(D) POLICY STATEMENT**

It is the responsibility of the Faculty of Record (or their designee) to assign a Final Grade to students enrolled in their course. Final Grades are to be submitted to the Office of the Registrar. Final Grade submission deadlines allow for necessary processing by the Office of the Registrar to a student’s permanent record, the student’s official transcript.

**(1) Final Grade Submission Deadlines to the Office of the Registrar**

The following deadlines apply to all semesters and parts of the term during an academic year.

- (a) Academic Courses
  - (i) College of Medicine
    - (a) Final Grades for M1 and M2 courses and any courses listed in Appendix A must be submitted to the Office of the Registrar no later than 12:00 pm (noon) on the fifth (5th) business day after the last day of the course, or fifth (5th) business day after the semester or POT ends, whichever comes first.

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(ii) College of Pharmacy

- (a) Final Grades for P1 through P4 must be submitted to the Office of the Registrar no later than 12:00pm (noon) on the fifth (5) business day after the last day of the course, or the fifth (5) business day after the semester or POT ends, whichever comes first, unless it is a clinical experience, as set forth below.

(iii) College of Graduate Studies

- (a) A Final Grade must be submitted to the Office of the Registrar no later than noon on the fifth (5) business day after the last day of the course, or the fifth (5) business day after the semester or POT ends, whichever comes first.
- (b) Grade Submission can be either in Canvas or using Banner Self-Service.

(b) College of Medicine Clerkship Rotations and College of Pharmacy Practical Experiences

- (i) A Final Grade for M3 Clerkships; M4 Electives and required rotations; and P4 Advanced Pharmacy Practice Experiences must be submitted to the Office of the Registrar no later than thirty-five (35) calendar days after the last day of the clerkship rotation, or the last day of the clinical experience.

(2) Remediation

If a student has been permitted to Remediate a course, the Faculty of Record (or their designee) must submit a Grade Change form to the Office of the Registrar no later than three (3) business days after the Remediation Contract end date.

(3) Temporary Grades

- (a) Temporary grades of Incomplete (I) and In-Progress (IP) must be submitted via a Request for Incomplete/In Progress Grade Form (available on the

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NEOMED intranet) when a temporary grade is applicable. This form must be submitted no later than one (1) business day from the last scheduled day of the course.

- (b) The temporary grade of Extended Time (EX) is assigned automatically when a student fails the National Board of Medical Examiners subject exam, for the first time, in an M3 clerkship.
- (4) Grades Not Submitted Within Established Deadlines
- (a) Grades not submitted by the Faculty of Record by the above deadlines will be recorded by the Office of the Registrar as No Grade (NG) and reported to the academic leadership in the Colleges.
  - (b) The Faculty of Record is responsible for submitting a Grade Change Form for any student who received NG as a result of a missed grade submission deadline. The Grade Change Form must be submitted prior to the start of the subsequent academic term.