

NEOMED ACADEMIC POLICY	Policy No: 3349-AC-402
ACADEMIC POLICY TITLE: Course Grade Submission	EFFECTIVE DATE: 07/01/2017
RESPONSIBLE DEPARTMENT: Office of the Dean and Medical Education, College of Medicine	Approval Authority: Senior Associate Dean for Academic Affairs Responsible Office: Office of the Dean and Medical Education, College of Medicine

(A) PURPOSE

To establish a Policy by which medical students have access to their final grade in all credit-bearing courses no later than six (6) weeks after the last day of the course, in accordance with the Liaison Committee on Medical Education (LCME). LCME requires that “a medical school has in place a system of fair and timely summative assessment of medical student achievement in each course and clerkship of the medical education program. Final grades are available within six weeks of the end of a course or clerkship.” (LCME Functions and Structure of a Medical School, effective July 1, 2018, Element 9.8) Further, timely grade submission is necessary for NEOMED to be compliance with Section 484 of the Higher Education Act that requires students to make satisfactory progress in their course of study in order to receive financial aid. Satisfactory progress is determined by the course grade six (6) weeks after the end of a financial aid payment period.

(B) SCOPE

This Policy applies to all required and elective credit-bearing courses contained in the College of Medicine curriculum, M1 through M4 years, in which a grade is assigned to the student and appears on the student’s official transcript.

(C) DEFINITIONS

- (1) **Course Director:** The appointed faculty member who is responsible for the overall design, conduct, student assessment within and evaluation of a credit-bearing course.
- (2) **Credit-bearing Course:** A course offered by the College of Medicine in which a student is enrolled, the course appears on the student’s official transcript with either contact hours or credit-bearing acknowledgment, and a grade is assigned.

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- (3) **Final Grade:** A final grade is the cumulative assessment of a student’s performance in a single course. The grade is assigned by the faculty course or rotation director at the conclusion of the course offering. Final grades are posted to the student record/official transcript by academic year and term. A student’s course grade is considered to be a final grade when it is posted in Banner Self-Service, hereafter referred to as “Banner.”
- (4) **Grade Assignment:** The assignment of a final grade for a specific course or clerkship/rotation is the responsibility of the faculty member who has been designated as the faculty course or rotation director in accordance with the guidelines of, and oversight by, the Curriculum Management and Assessment Committee (CMAC), as the guiding authority for the curriculum.
- (5) **Grade Posting:** A student’s grade is considered to be posted when the final grade itself appears for the student to view in Banner Self-Service (hereafter referred to as “Banner”). For M3 clerkships and M4 electives, Grade Posting includes the letter grade as well as the final grade report form.

(D) POLICY STATEMENT

- (1) The assignment of a Final Grade of a student’s education experience is the responsibility of the faculty member who is designated as the course director.
- (2) Course directors are deemed/considered to be the primary authority with respect to a student’s proficiency and final grade in a course, and in accordance with the approval of the course by the Curriculum Management and Assessment Committee (CMAC). As such, they are expected to judge the quality of academic work for their course, providing that any judgement follows standards published for the course, is not done in error, made arbitrarily or capriciously, or based on prejudice.

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- (3) Course directors are solely responsible for the timely submission of a student's Final Grade in a course.
- (4) Final Grades for a course are submitted to Enrollment Services to be posted for student review in Banner. Enrollment Services requires a five (5) working days from receipt of the Final Grade to posting.
- (5) Final Grades are expected to be posted in Banner for the student to view no later than six (6) weeks after the final day of the course.
- (6) Policy and procedures as applied to courses
 - (a) M1 and M2 Courses
 - (i) Course Directors work collaboratively with Academic Services to determine the student's Final Grade.
 - (ii) Academic Services communicates each student's Final Grade to Enrollment Services within four (4) weeks after the end of the course.
 - (iii) Enrollment Services posts each student's Final Grade in Banner for student review within five (5) working days of receipt of the information from Academic Services.
 - (iv) If a course director would fail to submit students' Final Grades within four (4) weeks after the end of a course, it is the responsibility of Academic Services to notify the Associate Dean of Medical Education, who will work with the Course Director to ensure that Final Grades are submitted to Enrollment Services no later than five (5) weeks after the end of the course.

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(b) M3 and M4 Non-Clinical Courses

- (i) Course Directors work collaboratively with Academic Services to determine the student's Final Grade.
- (ii) Academic Services communicates each student's Final Grade to Enrollment Services within four (4) weeks after the end of the course.
- (iii) Enrollment Services posts each student's Final Grade in Banner for student review within five (5) working days of receipt of the information from Academic Services.
- (iv) If a course director would fail to submit students' Final Grades within four (4) weeks after the end of a course, it is the responsibility of Academic Services to notify the Associate Dean of Medical Education, who will work with the Course Director to ensure that Final Grades are submitted to Enrollment Services no later than five (5) weeks after the end of the course.

(c) M3 and M4 Clinical Courses

- (i) M3 Clerkships
 - (a) The Course Coordinator sends students' Final Grade Report Forms to the Clerkship Site Directors at the inception of each clerkship rotation including information about the submission deadline, which is four weeks after the end of the clerkship.
 - (b) Immediately following the end of the clerkship, the Course Coordinator sends information to Clerkship Site Directors

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that includes the assigned students National Board of Medical Examiners (NBME) subject examination scores and the deadline for submission of students' Final Grade Report Forms.

- (c) Three (3) weeks after the end of the clerkship, the Course Coordinator sends the Site Directors a reminder regarding the submission deadline for Final Grade Report Forms.
- (d) Clinical Site Directors submit the completed Final Grade Report Form for each student to the Course Coordinator no later than four (4) weeks following the end of the clerkship.
 - (i) The Course Coordinator notifies the Course Director of all outstanding Final Grade Report Forms at the four-week deadline.
 - (ii) The Course Director, in collaboration with the Clinical Experiential Director and Course Coordinator, contacts the Site Director to encourage immediate submission of the Final Grade Report Form.
- (e) The Course Coordinator reviews each Final Grade Report Form for completeness and adherence to grading criteria, then sends the form to the appropriate Clinical Experiential Director.
- (f) The Clinical Experiential Director reviews, approves and forwards the Final Grade Report Form to Enrollment Services no later than five (5) weeks following the end of the clerkship.

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- (i) The Course Director contacts the Site Director for all outstanding Final Grade Report Forms to encourage immediate submission, and may ask for assistance from the corresponding NEOMED Clinical Department Chair and/or the associate Clinical Site Director for Medical Education.
- (g) Enrollment Services posts each student's Final Grade, including the Final Grade Report Form, in Banner for student review within five (5) working days of receipt of the information from the Clinical Experiential Director.
- (ii) M4 Core Rotations and Electives
 - (a) The Course Coordinator send students' Final Grade Report Forms to the Core Rotation/Elective Director at the inception of each rotation including information about the submission deadline, which is four weeks following the end of the rotation.
 - (b) Two weeks before the end of the core rotation/elective, and two weeks following the end of the rotation, the Course Coordinator sends reminders regarding the submission deadline for Final Grade Report Forms.
 - (c) Directors of Core Rotations and Electives submit the completed Final Grade Report Form for each student to the Course Coordinator no later than four (4) weeks following the end of the core rotation/elective.

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- (d) The Course Coordinator reviews each Final Grade Report Form for completeness and adherence to grading criteria, then sends the form to the Course Director.
- (i) The Course Coordinator notifies the Course Director of all outstanding Final Grade Report Forms at the four-week deadline.
 - (ii) The Course Director, in collaboration with the Course Coordinator, and as applicable the Clinical Experiential Director, contacts the Core Rotation/Elective Director to encourage immediate submission of the Final Grade Report Form.
- (e) The Course Director reviews, approves and forwards the Final Grade Report Form to Enrollment Services no later than five (5) weeks following the end of the core rotation/elective.
- (i) The Course Director contacts the Core Rotation/Elective Director for all outstanding Final Grade Report Forms to encourage immediate submission, and may ask for assistance from the corresponding NEOMED Clinical Department Chair and/or the associate Clinical Site Director for Medical Education, for rotations with affiliated clinical sites. For away rotations, the Course Director may contact the Director of Medical Education at the host site for assistance with grade submission.
- (f) Enrollment Services posts each student's Final Grade, including the Final Grade Report Form, in Banner for

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student review within five (5) working days of receipt of the information from the Course Director.

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REFERENCES

REVISION HISTORY

Initial Approval: Curriculum Management and Assessment Committee (June 6, 2017)
M1/M2 Curriculum Committee (endorsed April 20, 2017)
M3/M4 Curriculum Committee (endorsed March 22, 2017)

Next Scheduled Review: May 2018

Subsequent Approval: