Policy Title: Timing for Submission of Grades Policy

Policy Number: CU.09.01.170808

Applies to: All course faculty of the WSU Elson S. Floyd College of Medicine

Date: 2/7/2020

1.0 Policy Statement:
It is the Elson S. Floyd College of Medicine policy that grades be submitted in compliance with Washington State University 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

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 Student Assessment Unit for official recording by 5:00 p.m. Pacific Time on the fifth working day after the close of the assessment week. 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.

2. For the LIC or required rotations, the College of Medicine in compliance with LCME standards, requires that a grade be reported to the student within four weeks after the end of the LIC or rotation. The Student Assessment Unit will submit grades.

5.0 Related Policies
N/A

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

7.0 Revision History

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Responsible Office:  Vice Dean for Student and Faculty Experience

Policy Contact:  Associate Dean for Accreditation, Assessment and Evaluation

Supersedes:  CU.09.01.170808 approved 8/8/2017