



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 completed 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 Polices

N/A

6.0 Key Search Words

Grades, Registrar, LCME Standards

Submission of Grades Policy

7.0 Revision History

Original Approval	Policy number	Revision Date Approval
4/28/2016	CU.09.01.170808	8/8/2017
		2/7/2020

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