

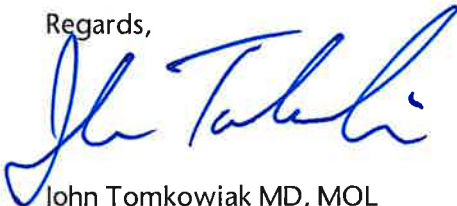
February 2, 2018

Matt Zimmerman
Office of the Registrar
Washington State University
PO Box 641035
Pullman, WA 99164-1035

Dear Mr. Zimmerman,

The Elson S. Floyd College of Medicine wishes to submit a formal request to WSU Faculty Senate for a minor change to the schedule for submission of final grades. The current schedule has the MD program submitting final grades two working days after the completion of the last formal assessment in each of our courses. Because we utilize multiple assessment modalities to determine student development and progress in the program, we require extra time to collect, analyze, and adjust data to ensure that we are appropriately assigning a grade of Satisfactory or Fail for each student. We are requesting an additional three working days to submit final grades to the Registrar's Office. This would mean a grade submission deadline of 5 working days after the last day of class. Please see the attached schedule for specific dates.

Regards,



John Tomkowiak MD, MOL
Founding Dean