



### **Policy Title**

Timeliness of Grade Reporting

### **Identifier**

USCSOMG – ACAF – 2.05

<b>Prepared by:</b> Office for Academic Affairs	
<b>Reviewed by:</b> Curriculum Committee	<b>Review Date:</b> 04/17/2025
<b>Approved by:</b> USCSOMG Policy Committee	<b>Approval Date:</b> 04/30/2025
	<b>Effective Date:</b> 05/06/2025

### **LCME Standards**

9.8 Fair and Timely Summative Assessment

### **Scope**

University of South Carolina (USC) School of Medicine Greenville faculty, staff, and students

### **Policy Statement**

Final grades for Emergency Medical Technician (EMT), biomedical science modules, IPM III, and IPM IV are available to the student within seven calendar days of the end of modules.

Final grades for IPM I and II, M3 clerkships and electives, M4 acting internships, elective and selective courses are available to the student within six weeks of the end of course.

### **Reason for Policy**

The Liaison Committee on Medical Education (LCME) expects a medical school to have 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.

### **Procedures**

#### **EMT and Biomedical Science Modules**

For pre-clerkship EMT and biomedical science modules, grades are finalized by the Module Director in accordance with the Grading System policy. The Module Director is responsible for entering official final grade (S, I, PF, U, or NR) in Banner within 7 calendar days of completion of the module. Students log in to Self Service Carolina to view their final grade 7 calendar days after the completion of the module.

Any grade entered in Canvas is considered unofficial.

## **Communications**

The Module Director confirms all grades, including the final grade, in the gradebook within 7 calendar days upon completion of the module, make-up exam, and/or remediation exam. All summative assessment scores, final average, and final grade are posted in a central grade submission tracking system (OASIS) by the assessment staff, within six weeks upon completion of the module.

If a student does not pass a module (BMS or IPM) by receiving a grade of I\_PF or U, the Module Director is responsible for sending an email to Chair and Coordinator for the Student Evaluation and Promotions Committee (SEPC), the Assistant Dean for Pre-clerkship Education, the Associate Dean for Student Affairs, and the Associate Dean for Medical Education.

## **ExamSoft Reporting**

During the module, students receive the following summative exam feedback for all multiple-choice pre-clerkship exams administered in ExamSoft within 7 calendar days of summative exam completion:

- 1) Summative exam feedback report:
  - a) Category Performance
    - i) Module Objectives (including Lifestyle Medicine)
    - ii) Organ System(s)
    - iii) Primary Biomedical Science Discipline(s)
  - b) Number of Questions per Category
  - c) Student Score (percentage)
  - d) Student Points
  - e) Class Average Score
  - f) Student's Name
  - g) Exam Statistics

## **Integrated Practice of Medicine (IPM) Courses**

For IPM I-IV, grades are finalized by the Module Director in accordance with the Grading System Policy.

For IPM I and II, students are directed to Banner to view their grades (S, I\_PF, U, NR) and OASIS to view narrative comments six weeks after completion of the course.

IPM I and II small group faculty are responsible for entering OSCE grades and comments within two weeks of the completion of the summative assessment. Grades and narrative feedback are due to the Office for Medical Education no later than four weeks after the completion of the module. The Office for Medical Education has two weeks to review narrative feedback for student availability.

For IPM III and IV, the Module Director enters the official final grade in Banner within 7 calendar days. Students log in to Self Service Carolina to view their final grade 7 calendar days after the completion of the module.

Module Directors report unofficial grades to students on Canvas. Any grade entered in Canvas is considered unofficial.

## **Communication**

The Module Director confirms all grades, including the final grade, in the gradebook within the timeframe described above. The registrar and/or the Office Medical Education staff input final grades to Banner for IPM I and II. The assessment staff input grades to the central grade tracking system, OASIS, for IPM III and IPM IV.

If a student does not pass IPM I-IV, the Module Director sends an email to Chair and Coordinator for Student

Evaluation and Promotions Committee (SEPC), the Assistant Dean for Pre-clerkship Education (or the Assistant Dean for Clerkship and Post-Clerkship), the Associate Dean for Student Affairs, and the Associate Dean for Medical Education are notified.

### **Clerkship and Post Clerkship Phase (including PCAT clerkships)**

Students are directed to OASIS to view their grades and comments six weeks after completion of the clerkship/course.

Clinical clerkship grades and narrative feedback are due to the Office of Medical Education no later than 4 weeks upon the conclusion of the clerkship. The Office of Medical Education has 2 weeks to review and post final grades and narrative feedback to OASIS for student availability.

For clinical evaluations, individual faculty and residents receive automatic individual notifications as reminders to complete the student performance evaluations.

### **Communication**

The Clerkship Director is responsible for approving the final grades in the gradebook. Final grades for all Clerkship and Post Clerkship Phase are entered into Banner by the Office of Medical Education staff or the registrar.

For clinical clerkships, electives, and post-clerkship rotations, the Assistant Dean for Clerkship and Post-Clerkship Education will notify the Chair and Coordinator for the Student Evaluation and Promotions Committee (SEPC), the Associate Dean for Student Affairs, and the Associate Dean for Medical Education of students who do not pass a clerkship by receiving a grade of I\_PF or U (for courses that are pass/fail), or I or F (for courses that receive a letter grade).

The Clerkship Director notifies the student of a failure on an OSCE or a final clinical evaluation average. The Office of Medical Education notifies students of a failure on an NBME shelf exam. The Clerkship Director notifies the student of failure of any other component and/or Clerkship grade. The student is encouraged to meet individually with the Clerkship Director and Assistant Dean for Clerkship and Post Clerkship Education to discuss plans for remediation. The student is reviewed by SEPC and receives a formal letter as described in Student Evaluation, Remediation, Requirements for Promotion, and Appeal policy. Exam remediation dates are scheduled through the Office for Medical Education.

### **Monitoring**

For EMT, biomedical science modules, IPM III, and IPM IV, the registrar confirms that grades have been entered into Banner within 7 calendar days.

A central grade submission tracking system is designed to track grade submission timeliness for all required clerkships, IPM I and IPM II. Data from the central grade tracking system is reviewed annually in the appropriate phase report by the Curriculum Committee, Associate Dean for Medical Education, and the Senior Associate Dean for Academic Affairs.

### **Sanctions**

Module/Clerkship Directors who fail to submit final module/clerkship grades as outlined are subject for immediate review by the Associate Dean for Medical Education, respective department chair or Vice Chair of Academics.

Individual faculty who do not submit clinical evaluations in a timely manner are reported to the Clerkship Director, and will be escalated to the respective departmental Vice Chair of Academics.

Residents who do not submit clinical evaluations in a timely manner are reported to the Clerkship Director, and will be escalated, to the respective departmental Program Director.

### **Additional Contacts**

Office for Medical Education

Module Directors

Clerkship Directors

### **Related Information**

USC School of Medicine Greenville Student Handbook

USCSOMG – ACAF – 2.00 Grading System

USCSOMG – ACAF – 2.01 Narrative Assessment

USCSOMG – ACAF – 2.07 Grade Appeal

### **History**

<b>Date of Change</b>	<b>Change</b>
April 2025	Clarify that Module Directors are responsible for notifying relevant staff of I and U grades. The Assistant Dean will communicate with relevant staff for Clerkship and Post Clerkship Phase. Clarified systems reporting grades for IPM I and II.
July 2024	Extended deadline for IPM I and II for summative narrative comments, clarified communication procedures. Updates to branding and titles.
June 2022	Clarified timing and expectations for EMT and IPM modules
July 2019	Clarified where students are able to access final grade, sanctions, and process for calculating class rank. Editorial changes made due to branding updates and titles.
July 2018	Policy formalized into standardized template, LCME CQI