Policy Title
Timeliness of Grade Reporting

Identifier
USCSOMG – ACAF – 2.05

Prepared by: Office of Academic Affairs  Date: 06/29/2018
Reviewed by: Assistant Dean of Academic Affairs  Date: 07/09/2018
Approved by: USCSOMG Policy Review Committee  Date: 09/25/2018
Communicated to: USCSOMG Faculty and Students  Date: 11/13/2018 Faculty
Date: 12/21/2018 Students
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LCME Standards
9.5 Narrative Assessment
9.8 Fair and Timely Summative Assessment

Scope
This policy applies to all University of South Carolina School of Medicine Greenville (USCSOMG) individuals who submit grades and evaluations for all M1 and M2 courses and all clinical clerkships and courses.

Policy Statement
Final module grades will be available to the student within one week of the final summative exam for M1 and M2 modules. Final clerkship grades will be available to the student within 6 weeks of the end of a M3 or M4 clerkship or elective rotation.

Clinical clerkship grades and narrative feedback are due to the Office of Academic Affairs no later than 4 weeks upon the conclusion of the clerkship. The Office of Academic Affairs will have 2 weeks to review and post grades and narrative feedback for student availability.

Reason for Policy
The Liaison Committee on Medical Education states in accreditation element 9.8 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.”

Procedures
M1-M2 Courses
For M1 and M2 summative grades, Module Directors may report unofficial grades to students in Canvas. Any grade entered in Canvas is considered unofficial and should be reported as points earned out of the total number of points available. All of the following will be reported to the Director of Assessment by the Module Director within 1 week upon completion of the module and within 2 weeks upon completion of any remediation: 1) all summative scores 2) final average 3) final grade and 4) Module Director comments. The grades must be reviewed and approved by the Module Director. The final grade will be reported by the Module Director as
**Satisfactory/ Unsatisfactory** in Banner within one week as the official gradebook.

**M3-M4 Courses**
A central grade submission tracking system in the Office of Academic Affairs is designed to track grade submission timeliness for the clinical courses and offer feedback to course directors regarding compliance with timeliness on an ongoing basis. Data from this tracking system may be reviewed semi-annually by the Assistant and Associate Deans of Academic Affairs.

For clinical evaluations, individual faculty and residents will receive up to two automatic individual notifications as reminders to complete the student performance evaluations. With the third and final reminder, the respective Clerkship Director and Vice Chair of Academics will be included on the notification.

**Sanctions**
Any failure and/or delay in grade submission must be approved by the Office of Academic Affairs. Clerkship Directors who fail to submit clinical clerkship grades and narrative feedback within 4 weeks without approved notification are subject for review by the Assistant and Associate Deans of Academic Affairs and respective departmental Vice Chair of Academics. Individual faculty and/or residents who fail to comply to submit evaluations in a timely manner will be reported to the Clerkship Director, respective departmental Program Director (when applicable) and Vice Chair of Academics.

**Additional Contacts**
Office of Academic Affairs
Vice Chair of Academics
Clerkship Director(s)
Clerkship Coordinator(s)

**Related Information**
USC School of Medicine Greenville Student Handbook

**History**
- Date of Change: 09/25/2018
- Change: Move to standardized template
- Reason for Change: LCME CQI