

Policy Title	Timely Student Access to Course/Block/Clerkship Final Grades and NBME Shelf Examination Scores
Policy Intent	
CUSOM seeks to notify students of course/block/clerkship grades and NBME shelf examination scores in a timely manner. The policy describes the timeframes in which required clerkship, course, or block grades and NBME shelf exam scores are provided to students.	
Policy Definitions	
<u>Grade</u> : Refers to the end of course/block/clerkship grade assigned by the required clerkship, block, or course director to an individual student describing their overall performance in the clerkship, block, or course.	
Policy	
Required clerkship/block/course grades must be reported to students within four-weeks of the end of a course/block/clerkship.	
Scores from NBME Shelf Exams taken during a clinical block or clerkship must be reported to students within 1 week of receipt of scores by course coordinators.	
Students must complete evaluations to receive a grade in Phases III and IV or they receive an IP (i.e., In Progress grade) until evaluations are complete. Evaluations – course, site, and teaching of lecturers, facilitators, attendings or residents – are due within 14 calendar days of the end of a course or block. Calendar days <u>include</u> holidays or other official school breaks.	

Information Related to Policy Implementation
Related Policies
N/A
Implementation Guidelines
Required clerkship, block, and course coordinators post grades and NBME Shelf Exam scores from each clerkship, block, or course via the learning management system (currently Canvas).
All required course/block/clerkship coordinators or directors report when grades have been entered into Canvas for their course/block/clerkship to the Phase III Operations Coordinator. The Phase III Operations Coordinator monitors compliance of grade submissions with this policy. The Phase III Operations Coordinator reports timeliness of grades data to the Sr. Assoc. Dean of Education, the assistant curriculum deans, and to Student Affairs. Timeliness of grades reports are presented annually to the Curriculum Steering Committee.
The date grades are received by the Phase III Operations Coordinator will be recorded in the Office of Student Life.

Policy Title	Timely Student Access to Assessments
Policy Summary	This policy specifies the timeframe in which grades and NBME shelf examination scores must be reported to students. Require students in Phases III & IV to complete required evaluation prior to receiving grade.
Policy Scope	Policy applies to all required courses/blocks/clerkships.
Effective Date	Effective date: 4/17/2017
Targeted Review Period	Yearly
Primary Governance Committee	Curriculum Steering Committee, Student Life Steering Committee
Primary unit or persons implementing policy	Course/block/clerkship coordinators and directors, Phase III Operations Coordinator within the Office of Medical Education (OME).
CUSOM Website Location	
Authorization/Change History of Policy	
4/5/2017	Approved by Student Life Steering Committee on April 5, 2016. Adds existing policy/practice; that is, student must complete required evaluations in Phases III & IV" in order to receive grade or receive "IP" until complete.
11/2/2016	Approved by the Curriculum Steering Committee on Nov. 2, 2016.
10/24/2016	Curriculum Deans broadened policy to include all required courses/blocks/clerkships will report grades to students within four weeks of the end of the course/block/clerkship.
10/12/2016	Per the Assistant Dean of the Clinical Core and the Subinternship Director, this policy was revised to make clear that it applies to subinternships in Phase IV in addition to clinical blocks/clerkship in Phase III.
3/21/2016	Policy formatted using standard template.
2/16/2016	Add policy regarding student access to NBME Shelf Exam scores.
7/9/2014	Policy change described at CBD meeting effective 8/25/2014
TBD	Dean of the School of Medicine and the Senior Associate Deans approved new shorter reporting time frame of 4 weeks. Previous time frame for reporting grades to students was 6 weeks.
4/2013	Policy: 6 weeks to submit clerkship/block grades.

