Submission of Grades Policy [ED-30]

All required courses and clerkships will post and release comments from clinical evaluations and NBME shelf examination scores to the one45 system as soon as they are available. Twenty-eight (28) days after the end of a required course or clerkship, department chairs and campus directors will be notified of all faculty evaluators who have not yet submitted their student evaluations. All required courses and clerkships must submit final grades within 35 calendar days of the last day of the course or clerkship. This includes submission of an incomplete grade if all course or clerkship requirements have not been completed due to circumstances not under the control of the student (see definition of incomplete grade*).

Submission of narratives with grades is required of all clerkships and of all courses in which assessment of educational activities make this possible (e.g., small-group activity, writing assignments, interaction with standardized patients, simulations, etc.).

*Definition of incomplete grade: Student's work is incomplete. This is a temporary grade that ultimately converts to F unless the student makes up the incomplete work within a specified period of time.