



TITLE OF POLICY

Timeliness of Summative Assessment and Grades

PURPOSE AND SCOPE

To establish the time by which students should receive the results of summative assessments and final grades with narrative comments.

RESPONSIBLE PARTY AND REVIEW CYCLE

The Education Committee will review and approve the policy as needed.

LCME REFERENCE(S)

LCME 9.8: Fair and Timely Summative Assessment

HISTORY OF APPROVALS AND UPDATES

Approved by Education Committee March 2013

POLICY

All required courses will post assessment results (e.g., quiz, exam, OSCE, and NBME) and narrative comments in the one45 evaluation system as soon as they are available.

All required courses must submit final grades within 28 calendar days of the last day of the course, including narrative comments. Final grade submission to the registrar should also include any grades of Incomplete where the student could not complete all course requirements due to circumstances not under the control of the student (see definition of incomplete grade).

PROCEDURE(S):

To encourage the timelines of final grades, clerkship, department chairs and campus directors will be notified of all faculty evaluators who have not yet submitted their student evaluations 21 days after the end of a required course.

DEFINITION(S):

Incomplete grade: Student's work is incomplete. A grade of Incomplete is a temporary grade that ultimately converts to grade of Failure unless the student makes up the incomplete work within a specified time period.