	UNIVERSITY OF CINCINNATI COLLEGE OF MEDICINE
POLICY TITLE: *Timeliness of Final Grades Policy*	**APPROVAL DATE:** *July 3, 2019*
RESPONSIBLE DEPARTMENT: *Office of Curriculum Management and Integration*	**APPLIES TO:** *All Students*

POLICY STATEMENT

Purpose
To outline expectations related to the timeliness of the posting of grades.

Related LCME Standard
9.8 Fair and Timely Summative Assessment

Policy
Course and clerkship directors are deemed to be the primary authority to certifying a student's mastery and final grade in a given course or clerkship. Course and clerkship directors are expected to judge the quality of academic work within their course, adhering to published standards/expectations approved by the Education Program Committee (EPC) for the course or clerkship.

To ensure timeliness of grade processing and posting for students, course/clerkship/elective directors are required to adhere to the following schedule, which requires that all final grades are posted on MedOneStop (MOS) by the deadline identified below after the completion of a course or clerkship.

a. M1 and M2 Courses
   i. Course directors have two (2) weeks (i.e., 10 business days) to finalize grading and submit results to the Office of Curriculum Management and Integration (OCMI);
   ii. OCMI is responsible for the input of numerical grade data from the course director to MOS within one (1) week (i.e., 5 business days) to post grades to MOS for student viewing;
   iii. Grade discrepancies and contesting must be made to the course director within five (5) business days of the results posting to MOS;
   iv. Following five (5) days, the numerical grade value will be pushed to the University's student enrollment management system, Catalyst, and converted to a value of "P" if passing and "F" if failing;
b. M3 and M4 Clerkships/Electives/IM Acting Internship
   i. Site and preceptor information for the evaluating preceptor for the clerkship/elective/IM Acting Internship must be entered into MedOneStop by the course director or designee four (4) weeks prior to the start of a rotation.
   ii. Clerkship directors in the M3 year have six (6) weeks to submit a grade;
   iii. The IM Acting Internship and electives in the M4 have six (6) weeks to submit a grade; with the exception of the final rotation where grades must be submitted within twelve (12) days following the conclusion of the clerkship or elective to allow sufficient time to process graduation requirements.
c. Operational Procedures
   i. The UCCOM Registrar has responsibility for regularly monitoring grade submissions to ensure timely release to students;
   ii. Reminder emails for the M1/2 course directors are generated one (1) week following the end of course to meet the two (2) week submission requirement to OCMI;
   iii. Reminders emails for the M3/4 clerkship/elective directors are generated four (4) weeks following the end of clerkship/rotation to meet the six (6) weeks deadline for grade submission.
   iv. At the 40 day mark, the clerkship/elective/course director, Assistant Dean for Curriculum Management and Integration, the M3/4 Curriculum Director, and department chair are sent a reminder communication. The M3/4 Curriculum Director will send a personal communication to the course/clerkship/elective director confirming that actions are being taken to ensure that the grade is submitted by the deadline.

v. The Dean and the Senior Associate Dean of Educational Affairs will be notified if a course/clerkship/elective director fails to submit a grade on time. The Dean and/or Senior Associate Dean will take appropriate steps to ensure that a late submission does not occur again.