

# Creighton University School of Medicine

## Medical Education Program Policies

POLICY: Policy to Assure the Timely Return of Final Course Grades and Final Student Evaluations by Faculty

GOVERNING BODY: Educational Program Committee

APPROVAL DATE: 7/9/2019

REVISED DATE: 1/28/2020

LCME ACCREDITATION STANDARD REFERENCE: Element 9.8 Fair and Timely Summative Assessment

### PURPOSE

The following policy and procedure outlines the timeline that needs to be followed for the delivery of final course grades.

### DEFINITIONS

Pre-clerkship Curriculum: Curriculum within the M1 and M2 Components.

Clerkship Curriculum: Curriculum within the M3 and M4 Components

“End of the course”: The date of the course’s final exam or date that the final assignment for the course is due (whichever date is later).

### POLICY

Final course grades and evaluations of students are expected to be released to students within four weeks after the “End of the Course”.

### PROCEDURE

1. Pre-clerkship Curriculum Compliance Timeline
  - A. As detailed in the Grade Grievance Policy a comment session and meeting of the course director with the Unit Chairs takes place within one week of the final exam. The student challenges are expected to be resolved with a day or two of this meeting. The Curriculum Coordinator verifies that grades for all assignments have been received. The final course grades are then calculated and reviewed for accuracy by the course and component directors. This should occur within 14 days (two weeks) of the end of the course.
  - B. If final grades are not submitted by 21 days (three weeks) of the end of the course
    - a. The appropriate Curriculum Coordinator will send a reminder email to the Course Director and copy the appropriate M1 or M2 Component Director.
    - b. The Component Director will contact all faculty responsible for outstanding evaluation components (e.g., faculty evaluation of students) in the course.
  - C. If final grades are not submitted by 28 days (four weeks) of the end of the course
    - a. The appropriate Curriculum Coordinator will resend the reminder email to all parties and further copy the Associate and Assistant Deans for Medical Education and the Associate Dean for Student Affairs.
    - b. The Associate Dean for Medical Education will immediately contact the Course Director as well as the Course Director’s Academic Department Chair to ask that

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immediate action be taken to ensure that no evaluation is delayed beyond the 42-day deadline mandated by LCME accreditation standards.

- D. Evaluations not completed by the 35-day (five-week) deadline will be considered delinquent. The Associate Dean for Medical Education will notify the Dean of the School of Medicine. The Dean will contact the Course Director and the Course Director's Academic Department Chair and demand that evaluations are completed by the 42-day (six-week) deadline.

### 2. Clerkship Curriculum Compliance Timeline

- A. If final evaluations are not complete at the 21-day (three-week) deadline
  - a. The Office of Medical Education M3/M4 Curriculum Coordinator will send a reminder email to the M3 Clerkship or Elective Director and copy the appropriate department or campus curriculum coordinator and the M3 Component Director.
  - b. The Office of Student Affairs Clinical Programs Coordinator will send a reminder email to the M4 Elective Director and copy to the appropriate departmental or campus curriculum coordinator and M4 Component Director.
- B. If final evaluations are not completed at the 28-day (four-week) deadline:
  - a. The Office of Medical Education M3/M4 Curriculum Coordinator or Office of Student Affairs Clinical Programs Coordinator will resend the reminder email to all parties and further copy the corresponding campus Associate/Assistant Deans for Medical Education and Student Affairs.
  - b. The campus Associate Dean for Medical Education will immediately contact the Clerkship or Elective Director and the Department Chair to ask that immediate action be taken to ensure that no evaluation is delayed beyond the 42-day deadline mandated by LCME accreditation standards.
- C. Evaluations not completed by the 35-day (five-week) deadline will be considered delinquent. The Associate Dean for Medical Education will notify the Dean of the School of Medicine. The Dean will contact the Department Chair and Clerkship or Elective Director and demand that evaluations are completed by the 42-day (six-week) deadline.
- D. Additional actions:
  - a. At the beginning of each academic year and with the on-boarding of new Clerkship or Elective Directors, the Associate Dean for Medical Education will send an email

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reminding Course Directors of the Policy to Assure Timely Return of Final Course Grades and Final Student Evaluations by Faculty policy.

- b. The Office of Medical Education M3/M4 Curriculum Coordinator and Office of Student Affairs Clinical Programs Coordinator will respectively track M3 and M4 compliance with 28-day, 35-day, and 42-day deadlines and provide a yearly report to the respective M3 and M4 Component Directors and campus Associate/Assistant Deans for Medical Education and Student Affairs for review and comment by the M3/M4 Component Committee and Educational Program Committee.
- c. The Educational Program Committee will furnish the Dean with a final report detailing compliance of the policy to inform discussions with and evaluation of Department Chairs.
- d. Departments with persistent policy deadline compliance issues or delinquency will be asked to review their grading practices, develop ways to streamline their grading procedures, and submit a plan for improving their processes to the Educational Program Committee.

### SCOPE

All courses within the Medical Education Program.

### ADMINISTRATION AND INTERPRETATION

The Office of Medical Education is responsible for the administration and interpretation of this policy. Please forward questions to the Associate Dean for Medical Education.

### AMENDMENT

This policy may be amended by majority vote of the School of Medicine Medical Education Program Educational Program Committee.