

UC Riverside, School of Medicine Policies and Procedures**Policy Title:** Posting and Timeliness of Grades for Required Courses and Clerkships**Policy Number:** 950-06-011

Responsible Officer:	Senior Associate Dean, Medical Education
Responsible Office:	Office of Medical Education
Origination Date:	05/20/2021
Date of Revision:	12/26/2023
Scope:	All Medical Students, Faculty, Staff and Administration

I. Policy Summary

UCR SOM has a system for timely summative assessment of medical student achievement in each required course and clerkship of the medical education program. Final grades are available within six weeks of the end of a required course or clerkship.

II. Definitions

Timeliness is defined as a period of less than six weeks between the time a required block course or clerkship rotation ends and when the grades are posted in the learning management system (e.g., iLearn, Canvas) and becomes visible to students.

OAE = Office of Assessment and Evaluation
CCS = Clerkship Curriculum Subcommittee
PCCS = Pre-clerkship Curriculum Subcommittee

MEC = Medical Education Committee

LCME Element 9.8 (Fair and Timely Summative Assessment) requires that “A medical school has in place a system of fair and timely summative assessment of medical student achievement in each course and clerkship of the medical education program. Final grades are available within six weeks of the end of a course or clerkship.”

III. Policy Text**A. Pre-clerkship Courses**

All grades in the pre-clerkship phase are to be posted and visible to students less than 6 weeks after the conclusion of the block rotation.

B. MS3 and MS4 Required Clerkships

All grades in the clerkship phase are to be posted in the learning management system and visible to students less than 6 weeks after the conclusion of the clerkship rotation or course.

IV. Responsibilities

A. “Timeliness of Grade Data” are generated by the Office of Assessment and Evaluation (OAE).

B. Review of “Timeliness of Grading Data”

1. For pre-clerkship curriculum, block course data are reviewed by the respective course or block director and the Pre-clerkship Curriculum Subcommittee (PCCS).

2. For required clerkships, required sub-internships, and fourth year courses, the data are reviewed by the clerkship/course director and the Clerkship Curriculum Subcommittee (CCS).

C. Ongoing monitoring and oversight for timeliness of grades:

1. For pre-clerkship block courses (except LACE 1 and 2, Doctoring 1 and 2, Clinical Skills 1 and 2), the responsibility is with the Executive Associate Dean for Pre-Clerkship Medical Education.

2. For MS1 & MS2 courses - Doctoring 1 and 2, Clinical Skills 1 and 2, the responsibility is with the Associate Dean for Clinical Skills Education and Innovation.
3. For all required MS3 clerkships, and the longitudinal clerkships (e.g., LACE 1, 2 and 3) the responsibility is with the Associate Dean for Clinical Medical Education.
4. For the MS4 Radiology course, Back to Basics course, Critical Care Core Selective and the required Sub-internship Core Selective, the responsibility is with the MS4 Year Director.
5. Ongoing timeliness of grade reports are stored by the Office of Medical Education Quality.

V. Procedures

- A. The process of how grading components for courses and clerkships are compiled, how the final grade is formulated and posted for student view is detailed in the “UCR SOM Grade Compilation and Posting Operational Flowchart”.
- B. A program evaluation process is used by UCR SOM to monitor and ensure all grades are submitted and visible to students within six weeks at the end of each course or clerkship.
 1. MS1/2 Years
 - a. For pre-clerkship block courses, the data are reviewed by the respective block course director, module directors and the Pre-clerkship Curriculum Subcommittee (PCCS).
 - b. If any course is identified to exceed 6 weeks in filing grades, a strategic plan to close the gap must be presented by the block and module course directors to the PCCS for preliminary approval and to the MEC for final approval.
 - c. The course director, PCCS and MEC will review the outcomes of the plan the following year until the performance gap is closed.
 2. MS3/4 Years
 - a. “Timeliness of Grade Data” are generated by the Office of Assessment and Evaluation (OAE):
 - i. At six months and twelve months of each academic year for each required MS3 clerkship and the fourth year Critical Care clerkship and required sub-internships.
 - ii. After the conclusion of the third-year longitudinal clerkship (e.g., LACE 3), the fourth year Radiology course and Back to Basics course each academic year.
 - b. For required MS3 clerkships, the MS4 Critical Care Core Selective and the required Sub-internship Core Selective, the data are reviewed by the clerkship/selective directors and the Clinical Curriculum Subcommittee (CCS) at 6-months and 12-months each academic year. For LACE 3, the Radiology course, and the Transition to Residency course, the data are reviewed by the clerkship/course directors and the Clinical Curriculum Subcommittee annually.
 - c. If any course, clerkship or selective is identified to exceed 6 weeks in filing grades, a strategic plan to close the gap must be presented by the course director to the CCS for preliminary approval and to the MEC for final approval.
 - d. The course or clerkship director, CCS and MEC will review the outcomes of the action plan:
 - i. For required MS3 clerkships, the MS4 Critical Care Core Selective and the required Sub-internship Core Selective every six months until the performance gap is closed.
 - ii. For LACE 3, the Radiology course, and the Transition to Residency course annually until the performance gap is closed.

VI. Forms/Instructions

UCR SOM Grade Compilation and Posting Operational Flowchart

Approvals:

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