

**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

<b>Responsible Officer:</b>	Senior Associate Dean for Medical Education
<b>Responsible Office:</b>	Office of Medical Education
<b>Origination Date:</b>	05/20/2021
<b>Date of Revision:</b>	
<b>Scope:</b>	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

**III. Policy Text****A. Preclerkship Courses**

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

**B. MS3 and MS4 Required Clerkships**

1. 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**

1. "Timeliness of Grade Reports" are generated by the Office of Assessment and Evaluation (OAE).
2. Review of "Timeliness of Grading Reports"
  - a. For pre-clerkship curriculum, block course reports are reviewed by the respective course or block director and the Pre-clerkship Curriculum Subcommittee (PCCS).

- b. For required clerkships, required sub-internships, and fourth year courses, the report is reviewed by the clerkship/course director and the Clerkship Curriculum Subcommittee (CCS).
3. Ongoing monitoring and oversight for timeliness of grades:
  - a. For pre-clerkship block courses (except LACE 1 and 2, Doctoring 1 and 2, Clinical Skills 1 and 2), the responsibility is with the Associate Dean for Pre-Clerkship Medical Education.
  - b. For MS1 & MS2 courses - Doctoring 1 and 2, Clinical Skills 1 and 2; 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.
  - c. For the MS4 Radiology course, Back to Basics course, Critical Care clerkship and the required sub-internships, the responsibility is with the MS4 Year Director.
  - d. Ongoing reports are posted on the UCR SOM intranet.

## 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 continuous quality improvement (CQI) 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. "Timeliness of Grade Reports" are generated by the Office of Assessment and Evaluation (OAE) after the conclusion of each pre-clerkship block course each academic year.
    - b. For pre-clerkship block courses, the report is reviewed by the respective course or block director and the Pre-clerkship Curriculum Subcommittee (PCCS).
    - c. If any course is identified to exceed 6 weeks in filing grades, a CQI strategic plan to close the gap must be presented by the course director to the PCCS for approval.
    - d. The course director and PCCS will review the outcomes of the CQI plan the following year until the performance gap is closed.
  2. MS3/4 Years
    - a. "Timeliness of Grade Reports" 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 clerkship and the required sub-internships, the reports are reviewed by the clerkship/course directors and the Clerkship Curriculum Subcommittee (CCS) at 6-months and 12-months each academic year. For LACE 3, the Radiology course, and the Back to Basics course, the reports are reviewed by the clerkship/course directors and the Clerkship Curriculum Subcommittee annually.
- c. If any course or clerkship is identified to exceed 6 weeks in filing grades, a CQI strategic plan to close the gap must be presented by the course director to the CCS for approval.
- d. The course or clerkship director and CCS will review the outcomes of the CQI plan:
  - i. For required MS3 clerkships, the MS4 Critical Care clerkship and the required sub-internships every six months until the performance gap is closed.
  - ii. For LACE 3, the Radiology course, and the Back to Basics course annually until the performance gap is closed.

**VI. Forms/Instructions**

-UCR SOM Grade Compilation and Posting Operational Flowchart

Approvals:

M.E.C:(XX/XX/XXXX)  
COMPLIANCE COMMITTEE (XX/XX/XXXX)

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