

Number: 5.7

DESCRIPTION:	CLERKSHIP GRADE SUBMISSION PROCEDURE		
RESPONSIBLE:	OFFICE OF STUDENT AFFAIRS AND ADMISSIONS		
PURPOSE:	This procedure ensures all final grades will be submitted no later than the end of the sixth-week post-clerkship.		
FREQUENCY OF REVIEW:	Annually		
CREATED:	2020	REVISED:	06.2024

Clerkship Grade Submission Protocol

1. Clerkship site office staff distributes preceptor evaluation forms no later than one week **prior** to the end of the clerkship with explicit instructions to return within two weeks following the end of the clerkship (**Campus Clerkship Coordinator responsibility**)
2. If student evaluations are not received by end of the second week, post-clerkship, Campus Clerkship Coordinator notifies Clerkship Site Director (**Coordinator responsibility**) who then personally communicates with the preceptors. (**Clerkship Site Director responsibility**).
3. Department's Clerkship Director and Department Chair are notified by **Clerkship Site Director or Campus Clerkship Coordinator** if evaluations are not received by end of the third week, post-clerkship.
4. **Department's Clerkship Director is responsible** for ensuring that all student evaluations have been completed and entered into the learning management system by end of the fourth week, post-clerkship.
5. **The Clerkship Coordinator** informs the **Department Chair** on Monday of the fifth week, post-clerkship if all medical student evaluations have not been submitted and/or grade reporting is not completed. **Department Chair** then takes charge of process to ensure grades are submitted during the fifth week post-clerkship.

6. **Office of the Assistant Dean of Phase 2/3** notifies the **Clerkship Coordinator, Clerkship Director, Department Chair, and Associate Dean for Clinical Medical Education** if evaluations have not been submitted and grades reported by Monday of the sixth week, post-clerkship for follow-up.
7. A final grade for each clerkship student will be recorded in the learning management system and made accessible to the student and the **Office of Student Affairs and Admissions** by the end of the sixth week, post-clerkship. Grades will be reported as Honors, Satisfactory, Unsatisfactory or Incomplete. Students who fail the NBME Clinical Subject Examination, i.e., shelf exam, and are eligible to retake this exam should have a grade of **Incomplete** submitted.