

Number: 5.8

<b>DESCRIPTION:</b>	<b>ACTING INTERNSHIP GRADE SUBMISSION PROCEDURE</b>		
<b>RESPONSIBLE:</b>	<b>OFFICE OF STUDENT AFFAIRS AND ADMISSIONS</b>		
<b>PURPOSE:</b>	This procedure ensures all final grades will be submitted no later than the end of the sixth week post-AI.		
<b>FREQUENCY OF REVIEW:</b>	Annually		
<b>CREATED:</b>	2020	<b>REVISED:</b>	2022

### **Acting Internship (AI) Grade Submission Procedure**

1. AI campus office staff distributes preceptor evaluation forms no later than one week **prior** to the end of the AI with explicit instructions to return within two weeks following the end of the AI. **(AI campus office responsibility)**
2. If completed student evaluations are not received by end of the second week post-AI completion, campus office staff notifies the campus AI Course Director **(campus AI office)** who then personally communicates with the preceptors. **(campus AI Course Director responsibility)**.
3. Course Director is notified by campus AI Course Director **(campus AI course director responsibility)** if evaluations are not received by end of the third week post-AI.
4. Course Director notifies Department Chair if evaluations are not completed by the end of the fourth week post-AI. **(Course Director responsibility)**
5. **Department Chair is responsible** for ensuring that all student evaluations and grading have been completed and entered into the learning management system by end of the fifth week post-AI.
6. **Office of the Assistant Dean of Phase 2/3 staff** notifies **AI campus office staff, 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-AI for follow-up.

7. Grades for all AI students will be recorded in the learning management system by the end of the sixth week post-AI. Grades will be reported as Honors, Satisfactory, Unsatisfactory or Incomplete.