

Number: 5.7

DESCRIPTION:	CLERKSHIP GRADE SUBMISSION PROCEDURE		
RESPONSIBLE:	STUDENT AFFAIRS AND ADMISSIONS		
PURPOSE:	This process describes the clerkship grade submission process.		
FREQUENCY OF REVIEW:	Annually		
CREATED:	2020	REVISED:	N/A

Clerkship Grade Submission Protocol

1. Clerkship site office sends out 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 in order to meet LCME requirements. **(Campus Clerkship Coordinator responsibility)**
2. If student evaluations are not received by end of Week Two post clerkship completion, 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 not received by end of Week Three post clerkship.
4. **Department's Clerkship Director is responsible** for ensuring that all student evaluations have been completed and entered into Leo by end of Week Four post clerkship.
5. **Campus Clerkship Coordinator** notifies student by email as soon as testing results are available post clerkship and instructs student to access the test scores.

6. **Department Chair** informed by **Clerkship Coordinator** on Monday of Week Five post clerkship if all student evaluations have not been submitted and grade reporting not completed. **Department Chair** then takes charge of process to ensure grades are submitted that week and students are notified via Leo.
7. **Office of Student Affairs staff** notifies **coordinator, clerkship director, department chair, and Associate Dean of Medicine** if evaluations have not been submitted and grades reported by Monday of Week Six post clerkship.
8. A final grade for each clerkship student will be submitted to the **Office of Student Affairs** using **Leo by the end of Week Six post clerkship**. Grades will be reported as Honors, Pass, Fail or Incomplete. Students who fail the shelf exam and are eligible for retaking this exam should have a grade of **Incomplete** submitted.