



School of Medicine Policy on Timely Grades and Feedback

Issue Date: December 18, 2023
Supersedes: Not applicable
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I. PURPOSE

The purpose of this policy is to provide guidelines to ensure timely reporting of grades and midcourse/clerkship feedback to ensure compliance with Element 9.7 and 9.8 of the Liaison Committee on Medical Education (LCME) accreditation standards.

II. POLICY

New York Medical College School of Medicine (“NYMC SOM”) is committed to creating an environment that supports learning based on assessment and feedback. As such, NYMC SOM is committed to the timely reporting of grades and provisioning of midcourse/clerkship for all students. The following policy and procedures outline the mechanisms for timely reporting of grades, provisioning of mid-course/clerkship feedback as well as the oversight and monitoring of the process.

III. SCOPE

This policy applies to all Phase/Clerkship Directors, department chairs and faculty/instructors who assess students.

IV. DEFINITIONS

None

V. PROCEDURES

Submission of Grades and Summative Assessments

It is the responsibility of the Phase 1 Directors in the preclerkship phase and the Clerkship Directors in the clerkship phase, in collaboration with module directors as relevant, to ensure that all faculty responsible for assessment within their curricular component submit all relevant evaluations and assessments that will contribute to a student’s final grade in a timely manner. Due dates for assessments are determined by Phase/Clerkship Director in consultation with the respective assistant deans (basic science or clerkship phases or the curriculum) and should be clearly communicated to course/clerkship faculty by the Phase 1/Clerkship Director.

Pre-clerkship final grades should be completed and uploaded to the learning management system and submitted to the Registrar by the Phase 1 Directors within four (4) weeks after the completion of the course.

Clerkship final grades should be completed and submitted to the Registrar by the Phase 2/3 Curriculum Administrator within four (4) weeks after the completion of the clerkship.

Reporting of Grades to Students. Students have access to their pre-clerkship grades via the learning management system and the online portal. Students have access to their clerkship grades via the online portal.

Official grades will be submitted to the Registrar, which will make the grades available to students electronically through the online portal.

Submission of Mid-Course/Clerkship Feedback

It is the responsibility of the Module/Clerkship Director to ensure that all faculty responsible for midcourse/clerkship feedback provide it in a timely manner, by at least the mid-point of every course/clerkship that is of at least four (4) weeks duration such that it can be effectively acted upon by the student. Results of assessments meant as formative feedback should be delivered within one week of the assessment. The requirement for midcourse/clerkship feedback will be clearly communicated to course/clerkship faculty and students by the Phase 1/Clerkship Director. Formative feedback includes but is not limited to: verbal or written narratives, quizzes, written assessments such as note writing, and Standardized Patient feedback.

Mid-clerkship feedback will be provided during the scheduled meeting between the student and the site director/primary preceptor or the Clerkship Director and will be provided in both written and verbal formats.

Submission of Grades Procedure

- A. The Office of UME will monitor submissions of grades by Phase 1/Clerkship Directors. After the completion of a course/clerkship, the relevant curriculum administrator will begin sending weekly email reminders about the requirement to submit grades at four (4) weeks.
- B. If grades are not submitted within three (3) weeks, the Phase 1/Clerkship Director, as well as the respective assistant dean (basic science or clinical science) will be notified. Assistant deans will then contact the Phase 1/Clerkship Director to address and determine the reason for delay. The Phase 1/Clerkship Director will have one (1) week from the original due date to submit grades.
- C. If grades are not submitted after this time period, the Dean of UME will be notified and will contact the Phase 1/Clerkship Director's department chair to create an action plan to get the grades submitted within three days (including weekends).

- D. For instances of repeated tardiness in grade reporting, the Dean of the SOM will be notified. Consistent failure to submit grades or individual assessments in a timely manner may result in removal of a Phase 1/Clerkship Director from their role and/or removal of a faculty member from their teaching responsibilities.

Mid-clerkship Feedback Procedure

- A. Students will sign an attestation at the conclusion of the mid-clerkship review indicating that they received mid-clerkship feedback. Clerkship Directors are required to submit all student-signed attestations upon completion of all mid-clerkship feedback sessions to the Office for UME, who is responsible for tracking this requirement. The Dean of UME will follow up in writing with the Clerkship Director for any missing attestation.
- B. If the signed attestations of mid-clerkship feedback are not submitted by the end of the mid-clerkship period, the Dean of UME will notify the Course/Clerkship Director that the feedback is due immediately. If the Course/Clerkship Director does not submit the appropriate feedback report within one (1) week after this notification, the Dean of UME will contact the Clerkship Directors department chair to develop an action plan to address the delay.

II. EFFECTIVE DATE

This policy is effective immediately.

III. POLICY MANAGEMENT

Executive Stakeholder: Dean, School of Medicine

Oversight Office: Office of Undergraduate Medical Education

IV. REFERENCES

LCME 9.8 Fair and Timely Summative Assessment

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.

LCME Standard 9.8 Fair and Timely Summative Assessment

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