

NEOMED ACADEMIC POLICY	Policy No: 3349-AC-257
POLICY TITLE: University/VPAA - Final Grade Submission Policy	EFFECTIVE DATE: January 4, 2019
RESPONSIBLE DEPARTMENT: Office of the Registrar	APPROVAL AUTHORITY: VPAA POLICY AUTHOR: University Registrar

(A) PURPOSE

This Policy outlines the final grade submission deadlines by College and class level to limit unintended negative consequences to students, allow for efficient grade processing, and ensure compliance with College and University accreditation standards.

(B) SCOPE

This Policy applies to all Colleges and credit-bearing Academic Programs contained within the University.

(C) DEFINITIONS

- (1) "Academic Course" refers to any coursework for which a student may receive credit toward their degree or certificate program, depending on their level of performance, as signified by a Final Grade.
- (2) "Clerkship Rotations" refer to coursework that takes place in a variety of clinical and/or practical settings. Students are evaluated by clerkship preceptors resulting in a Final Grade.
- (3) "Final Grade" refers to a grade assigned for credit-bearing courses of the University such as Honors, Pass, Fail, or any other applicable final grade listed in The Compass.
- (4) "Grade Change Form" refers to a form submitted by Course Directors or equivalent to officially update a student grade, most often following a Remediation attempt or to finish an Incomplete.
- (5) "Remediation" or "Remediate" refers to the opportunity to reverse a less-than-passing Final Grade in a professional degree program course with academic work designated by the Course Directors or equivalent.
- (6) "Remediation Contract" refers to a form that must be submitted by Course Directors or equivalent after a student failure that outlines an agreed upon plan

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with the student to Remediate the course. The Contract must be signed by the Course Directors or equivalent and student and submitted to the Office of the Registrar within five (5) days of the Final Grade being posted.

(D) POLICY STATEMENT

It is the responsibility of the Course Directors or equivalent to assign a Final Grade to students enrolled in their course. Final Grades may be submitted to the Office of Academic Services. Final Grade submission deadlines allow for necessary processing by the Offices of Academic Services and the University Registrar.

(1) Final Grade Submission Deadlines to the Office of Academic Services

The following deadlines apply to all terms of the academic year.

(a) Academic Courses

(i) College of Medicine – M1, M2

A Final Grade must be submitted to the Office of Academic Services no later than five (5) calendar days after the last day of the course, or five (5) calendar days after the term ends, whichever comes first.

(ii) College of Pharmacy – P1, P2, P3

A Final Grade must be submitted to the Office of Academic Services no later than five (5) calendar days after the last day of the course, or five (5) calendar days after the term ends, whichever comes first.

(iii) College of Graduate Studies

A Final Grade must be submitted in Banner Self-Service no later than five (5) calendar days after the last day of the course, or five (5) calendar days after the term ends, whichever comes first.

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(b) Clerkship Rotations and Practical Experiences

(i) College of Medicine – M3, M4

A Final Grade must be submitted to the Office of the Registrar no later than thirty-five (35) calendar days after the last day of the clerkship rotation, or the last day of the clinical experience to ensure Liaison Committee on Medical Education (LCME) accreditation compliance.

(ii) College of Pharmacy – P4

A Final Grade must be submitted to the Office of the Registrar no later than the last day of the month which follows the last day of an Advanced Pharmacy Practice Experience (APPE).

(c) Remediation

If a student has been permitted to Remediate a course, the Course Directors or equivalent must submit a Grade Change form to the Office of the Registrar no later than three (3) business days after the Remediation Contract end-date.

(2) Temporary Grades of Incomplete (I) and In-Progress (IP)

Grades of Incomplete (I) or In-Progress (IP) must be submitted via a Request for Incomplete/In Progress Grade Form (available on NEOMED intranet) when a temporary grade is applicable. This form must be submitted no later than one (1) business day from the last scheduled day of the course.

(3) Grades Not Submitted Within Established Deadlines

(a) Grades not submitted by faculty by the above deadlines will be recorded by the Office of the Registrar as NG and reported to the academic leadership in the Colleges.

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- (b) Faculty are responsible for submitting a Grade Change Form for any student who received NG as a result of a missed grade submission deadline. The Grade Change Form must be submitted prior to the start of the subsequent academic term.