### Policy Title

**Timely Student Access to Course/Block/Clerkship Final Grades and NBME Shelf Examination Scores**

<table>
<thead>
<tr>
<th>Policy Intent</th>
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<td>CUSOM seeks to notify students of course/block/clerkship grades and NBME shelf examination scores in a timely manner. The policy describes the timeframes in which required clerkship, course, or block grades and NBME shelf exam scores are provided to students.</td>
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<th>Policy Definitions</th>
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<td>Grade: Refers to the end of course/block/clerkship grade assigned by the required clerkship, block, or course director to an individual student describing their overall performance in the clerkship, block, or course.</td>
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<tr>
<td>Required clerkship/block/course grades must be reported to students within four-weeks of the end of a course/block/clerkship.</td>
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Scores from NBME Shelf Exams taken during a clinical block or clerkship must be reported to students within 1 week of receipt of scores by course coordinators.

### Information Related to Policy Implementation

#### Related Policies

N/A

#### Implementation Guidelines

Required clerkship, block, and course coordinators post grades and NBME Shelf Exam scores from each clerkship, block, or course via the learning management system (currently Canvas).

All required course/block/clerkship coordinators or directors report when grades have been entered into Canvas for their course/block/clerkship to the Phase III Operations Coordinator. The Phase III Operations Coordinator monitors compliance of grade submissions with this policy. The Phase III Operations Coordinator reports timeliness of grades data to the Sr. Assoc. Dean of Education, the assistant curriculum deans, and to Student Affairs. Timeliness of grades reports are presented annually to the Curriculum Steering Committee.

The date grades are received by the Phase III Operations Coordinator will be recorded in the Office of Student Life.
Policy Title | Timely Student Access to Assessments
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Policy Summary | This policy specifies the time frame in which grades and NBME shelf examination scores must be reported to students.
Policy Scope | Students enrolled in the Medical Degree Program, at the University of Colorado School of Medicine. This policy expanded reporting of grades to students within a four-week timeframe to all required courses/blocks/clerkships. A previous policy described reporting of grades for required clerkships only.
Effective Date | Effective date: 11/2/2016
Targeted Review Period | Yearly
Primary Governance Committee | Curriculum Steering Committee
Primary unit or persons implementing policy | Course/block/clerkship coordinators and directors, Phase III Operations Coordinator within the Office of Medical Education (OME).
CUSOM Website Location | 
Authorization/Change History of Policy |  
11/2/2016 | Approved by the Curriculum Steering Committee on Nov. 2, 2016.
10/24/2016 | Curriculum Deans broadened policy to include all required courses/blocks/clerkships will report grades to students within four weeks of the end of the course/block/clerkship.
10/12/2016 | Per the Assistant Dean of the Clinical Core and the Subinternship Director, this policy was revised to make clear that it applies to subinternships in Phase IV in addition to clinical blocks/clerkship in Phase III.
2/16/2016 | Add policy regarding student access to NBME Shelf Exam scores.
7/9/2014 | Policy change described at CBD meeting effective 8/25/2014
TBD | Dean of the School of Medicine and the Senior Associate Deans approved new shorter reporting time frame of 4 weeks. Previous time frame for reporting grades to students was 6 weeks.
4/2013 | Policy: 6 weeks to submit clerkship/block grades.