Policy Title | Timely Student Access to Assessments during Phase III
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**Policy Intent**
CUSOM seeks to provide the grades and other assessment results of individual student performance in a timely manner. The policy describes the timeframes in which clerkship or clinical block grades and NBME shelf exam scores must be provided to students.

**Policy Definitions**
*Grade:* Refers to the completed standardized grading form used by CBDs for reporting student block/clerkship performance.

**Policy**
Clerkship and clinical block grades must be reported to students within four-weeks of the end of a course.

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.

[Continues on page 2.]
Information Related to Policy Implementation

Related Policies
See Coordinator and CBD Grade Submission Process, approved at October 9, 2015 CBD Meeting.

Implementation Guidelines
Clerkship/Block coordinators post grades and NBME Shelf Exam scores from each clerkship or clinical block on Canvas.

The Phase III Operations Coordinator works with Block/Clerkship Coordinators to ensure grading documents are available to students within 4-weeks of Block/Clerkship completion.

The Phase III Operations Coordinator monitors compliance of grade submissions with this policy. For each Clerkship/Block, Phase III Operations Coordinator reports to the Sr. Assoc. Dean of Education and the Assistant Dean of the Clinical Core when “All Phase III Grades are Received on Time.” Timeliness of grades reports are presented regularly at Clinical Block Director meetings.

The date grades are received by the Phase III Operations Coordinator will be recorded in the Office of Student Life.

<table>
<thead>
<tr>
<th>Policy Title</th>
<th>Timely Student Access to Assessments</th>
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</thead>
<tbody>
<tr>
<td>Policy Summary</td>
<td>This policy specifies the time frame in which grades and some assessments must be reported to students.</td>
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<tr>
<td>Policy Scope</td>
<td>Phase III students enrolled in the Medical Degree Program, at the University of Colorado School of Medicine.</td>
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<tr>
<td>Effective Date</td>
<td>Grades, effective date: 8/25/2014 NBME Shelf Exam Scores, effective date: 2/16/2016</td>
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<tr>
<td>Targeted Review Period</td>
<td>Yearly</td>
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<td>Primary Governance Cmte</td>
<td>Clinical Block Directors Subcommittee</td>
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<tr>
<td>Primary unit or persons implementing policy</td>
<td>Clerkship/Block coordinators, Phase III Operations Coordinator within the Office of Medical Education (OME).</td>
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<tr>
<td>CUSOM Website Location</td>
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Authorization/Change History of Policy

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 approve new shorter 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.