
GRADE SUBMISSION POLICY**POLICY**

This policy establishes that the SJBSM shall submit final grades to the Registrar Office within 6 weeks of the end of course and clerkships. Compliance with this policy is mandatory.

RESPONSABILITIE

For the Biomedical Sciences the Department Directors are responsible for ensuring compliance with the grade submission.

For the Clinical Sciences the third and fourth year program Director is responsible for ensuring compliance with the grade submission.

SUPERVISION

This policy requires collective supervision by Course Coordinators, Clerkship Directors, third and fourth year Program Director, Biomedical and Clinical Sciences Deanships.

If the grade submission deadline is missed, the Registrar's Office sends an email notification identifying the affected course(s) or clerkship to the Biomedical or Clinical Sciences Associate Dean and the third and fourth year program Director.

PROCEDURE FOR REVIEW


Timeliness of grade submission data is review on a regular basis and presented to the curriculum committee. The ultimate review by the Executive Curriculum Committee.

COMPLIANCE

On a periodical basis, compliance results for all courses or clerkship reports are summarized and review in the curriculum committee for any remedial action to be taken.

EFFECTIVELY

This policy contained will be effective immediately.



DR. YOCASTA BRUGAL
PRESIDENT/DEAN

Approved: May, 2018