

**UNIVERSITY OF HOUSTON
COLLEGE OF MEDICINE**

SUBJECT: Timely Grade Reporting and Mid-Course/Clerkship Formal Formative Feedback Policy

I. PURPOSE AND SCOPE

- A. To provide students and faculty with guidelines related to timeliness of grade reporting in the UH College of Medicine medical education curriculum.
- B. To provide students and faculty with guidelines related to formal formative feedback throughout the UH College of Medicine medical education curriculum. To ensure the University of Houston College of Medicine complies with Liaison Committee on Medical Education (LCME) accreditation standards for the medical education program, including Standards 9 and 9.7.

II. BACKGROUND

University of Houston College of Medicine is committed to the timely reporting of grades and provision of formal formative feedback at least by mid-course/clerkship. The following policy and procedures outline the provisions for the timely reporting of grades, and formal formative feedback as well as the oversight and monitoring of the process.

III. POLICY

A. Submission of Grades and Summative Assessments

- 1. It is the responsibility of the Course/Clerkship Directors to ensure that all faculty responsible for assessment within their curricular component submit all relevant student evaluations and assessments that will contribute to a student's final grade in a timely manner. Due dates should fall within the timeline determined by Course/Clerkship Director in consultation with the Office of Medical Education and should be clearly communicated to course/clerkship faculty by the Course/Clerkship Director.
- 2. All precepting faculty will submit their evaluation promptly upon student's completion of assigned clinical duties.
- 3. Final grades will be electronically submitted by the Course/Clerkship Director to the Office of Medical Education. Course and clerkship grades must be submitted within four (4) weeks after the completion of the course or clerkship.
- 4. If grades are not submitted within four (4) weeks, the Course/Clerkship Director, his/her Department Chair, will be notified by the Office of Medical Education of the delinquency. The Associate Dean of Medical Education will then contact the Course/Clerkship Director. The Course/Clerkship Director will have one (1) week from the original due date to submit grades.

B. Reporting of Grades to Students

The Office of Medical Education will release course/clerkship grades to students via eMedley once notified of completion by the Course/Clerkship Director. Official grades will be submitted to and maintained by the University of Houston Office of the University Registrar (OUR) for inclusion on the student's official transcript. OUR will make them available to students electronically through PeopleSoft.

C. Submission of Mid-Course/Clerkship Feedback

- 1. It is the responsibility of the Course/Clerkship Director to embed opportunities for students to receive formal formative feedback at least by mid-course/clerkship if not throughout the course/clerkship. Formal formative feedback shall be set up as required formative assignments with quantitative, written, or oral feedback. It is the responsibility of the Course/Clerkship Director to clearly communicate the

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activities and timelines for formal formative feedback to course/clerkship faculty and students and to ensure that all faculty responsible for formal formative feedback provide it in a timely manner, such that it can be effectively utilized by the student. Due dates for formal formative feedback by at least mid-course/clerkship shall be determined by Course/Clerkship Director in consultation with the Office of Medical Education and the Assistant Dean for Assessment and Quality Improvement.

2. It is the responsibility of the Course/Clerkship Director to document formal formative feedback in the learning management system, (i.e., posting of exam and assignment grades to date, posting of reports for quality of assignment completion, etc.). See Preclerkship Grading Policy for details on formal formative feedback.
3. The Office of Medical Education will monitor submission of formal formative feedback by the required timelines. If feedback is not submitted by mid-course/clerkship, the Course/Clerkship Director will be notified by the Office of Medical Education of the delinquency. The Course/Clerkship Director will have one (1) week from the original due date to submit formal formative feedback.

IV. DISSEMINATION AND EDUCATION RELATED TO THIS POLICY

Faculty and student will be oriented to this policy by course/clerkship directors.

V. MONITORING OF THIS POLICY

- A. The compiled results for timely reporting and feedback will be included in the outcome data reports given to Course/Clerkship Directors, Department Chairs, the Curriculum Committee and its subcommittees, at the end of each semester/block for the courses/clerkships within that time frame.
- B. Repeated tardiness by faculty in grade and feedback reporting will be addressed by the Course/Clerkship Director and Associate Dean for Medical Education or his/her designee, as appropriate. If there is a recurring pattern of tardiness, the Associate Dean for Medical Education or his/her designee, will discuss the situation with the Course/Clerkship Director and Department Chair and implement a remediation plan, as necessary, to prevent further tardiness.
- C. Inadequate response to continued tardiness will result in termination of continued teaching responsibilities by the faculty, or clinical site.

Approval History		
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