
GRADE SUBMISSION POLICY

This policy establishes that final grades for all courses and clerkships at SJBSM must be submitted to the Registrar's Office within six weeks of the course or clerkship's official end date. Compliance is required from all faculty members, coordinators, and directors involved in teaching and administering both biomedical and clinical sciences programs

Supervision and Monitoring

- **Biomedical Sciences:** Course Coordinators must enter course grades into CANVAS platform within six weeks of course completion. Year Coordinators are responsible for monitoring grade submission statuses and ensuring accuracy before submitting final grades to the Registrar's Office.
- **Clinical Sciences:** Clinical Science Coordinators will regularly monitor grade submissions in eValue, platform ensuring accuracy before grades are submitted to the Registrar's Office within the specified timeframe.

Early Warning System

- At the four-week mark post-course or clerkship, Year and Clinical Science Coordinators will review grade submission statuses. If grades remain outstanding, Coordinators will send reminders to faculty responsible for pending evaluations.
- At the five-week mark, the Associate Dean will contact the faculty or site director to address the delay and require submission of all outstanding grades by the end of the week.

Procedure for Review

Grade submission data is reviewed and presented to the Executive Curriculum Committee (ECC). The ECC will conduct the final review, summarizing compliance levels. Non-compliance or repeated delays may result in administrative actions, including departmental sanctions or performance reviews for the responsible faculty or coordinators. The ECC monitors annually the reports on grade submission and revised policy as necessary to ensure that it continues to meet educational requirements.



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Approved: May 11, 2018
Revision: May 8, 2023