

**UNIVERSITY OF HOUSTON  
COLLEGE OF MEDICINE  
ADMINISTRATIVE MEMORANDUM**

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

**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 the provision of formal formative feedback at least by mid-course/clerkship throughout the UH College of Medicine medical education curriculum.
- C. 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. Final grades will be electronically submitted by the Course/Clerkship Director to the Office of Medical Education, who will monitor grade submission by the required timelines. Course and clerkship grades must be submitted within four (4) weeks after the completion of the course or clerkship.
- 2. 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.
- 3. 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. If grades are not submitted after this time period, the Dean will contact the Course/Clerkship Director.

The Curriculum Committee will receive cumulative reports at the end of semesters or blocks on the compliance of grade reporting for all courses/clerkships within that time frame. For instances of repeated tardiness in grade reporting, the Dean will be notified. Consistent failure to submit grades or individual assessments in a timely manner may result in removal of a Course/Clerkship Director from their leadership role or removal of a faculty member from their teaching responsibilities.

**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, prior to conclusion of the academic term (fall, spring, intercession). 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 should 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 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 should 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.) and to transmit feedback to the student either electronically, orally, or in writing. Preference of the Office of Medical Education is for Course/Clerkship Directors to utilize the built-in feedback system in the LMS that can send out "alerts" to notify students of their progress on assignments as "green"—acceptable performance, let the Course/Clerkship Director know if you have any questions/comments; "yellow"—borderline performance, should make appointment with Course/Clerkship Director to determine any learning deficiencies; or "red"—unacceptable performance, need to make an appointment with Course/Clerkship Director within three days to determine learning deficiencies and remediation plans.
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 and his/her Department Chair 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

- A. All student and faculty orientation materials and course/clerkship syllabi will include content outlining:
  1. Faculty, residents, and other health care professionals must submit student assessments being used in final course grades to the Course/Clerkship Director within the designated time frame for the course/clerkship.
  2. Formal formative feedback given to students during the course/clerkship must be given and documented at least by mid-course/clerkship
  3. Course/clerkship directors are responsible for submitting final course/clerkship grades to the Office of Medical Education through the learning management system within four (4) weeks after the completion of the course or clerkship.

V. MONITORING OF THIS POLICY

- A. Student post-course evaluations will assess the timeliness of submitting grades and formal formative feedback.
- B. Faculty post-course evaluations will assess the timeliness of submitting grades and formal formative feedback.

- C. 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.
- D. Repeated tardiness in grade and feedback reporting will be investigated by the Course/Clerkship Director and Associate Dean for Medical Education or his/her designee, as appropriate. If the investigation reveals a recurring pattern with the individual, the Associate Dean for Medical Education or his/her designee, will discuss the situation with the Course/Clerkship Director and Chair and work out a remediation plan with him/her, as necessary, to prevent further tardiness.
- E. Inadequate response to continued tardiness will result in termination of continued teaching responsibilities by the faculty, resident, professional, or clinical site.

<b>Approval History</b>		
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