

# **OHSU SoM Graduate Studies Grade Submission Policy**

**Approved by SoM Graduate Council April 8, 2008**

Graduate Studies in the OHSU School of Medicine is committed to providing grades to students in a timely manner.

Course instructors will provide students with information in writing at the beginning of each course that describes the grading policies and procedures including but not limited to evaluation criteria, expected time needed to grade individual student examinations and type of feedback they will provide.

Class grades are due to the Registrar by the Friday following the week of finals. However, on those occasions when a grade has not been submitted by the deadline, the following procedure shall be followed:

- 1) The Department<sup>1</sup>/Program<sup>2</sup> Coordinator will immediately contact the Instructor requesting the missing grade, with a copy to the Program Director and Registrar.
- 2) If the grade is still overdue by the end of next week, the Department<sup>1</sup>/Program<sup>2</sup> Coordinator will email the Department Chair directly, with a copy to the Instructor and Program Director requesting resolution of the missing grade.
- 3) If, after an additional week the grade is still outstanding, the student or Department<sup>1</sup>/Program<sup>2</sup> Coordinator may petition the Office of Graduate Studies for final resolution.

*1. For courses that are run by a specific department.*

*2. For the conjoined courses (course number is preceded by CON) that are run by Graduate Studies.*