Appendix Q: Policy on Clinical Return of Grades

Core Clerkships
For final core grades to be submitted within the required 6 weeks for core clerkships, it is expected that individual clerkship directors (CDs) and directors of medical education (DMEs) will have grades submitted through the SGUSOM electronic evaluation system within 3 weeks of the conclusion of the rotation. This will allow time for final processing and uploading through the Office of the University Registrar.

Please note: CDs will be able to enter and save grades with no NBME Exam score but not submit, until the 14th day after the end of the rotation. On the 14th day, a grade of NG will appear and clerkship directors and the DME will be able to submit grades.

If by day 22, the evaluation has not been fully approved by the CD and the DME, then SGU will begin contacting the medical education coordinator (MEC), CD and/or DME to assist in resolving the outstanding evaluation.

Elective/Sub-Internships
For final elective grades to be submitted within the required 6 weeks for electives/sub-internships, it is expected that the evaluator/CD and DME will have grades finalized within 3 weeks of the conclusion of the rotation and sent to SGUSOM. This will allow time for final processing, review of any errors, and uploading of grades through the Office of the University Registrar.

If by day 25, the evaluation has not been received, SGU will begin contacting the MEC, CD and/or DME to assist in resolving the outstanding evaluation.

Evaluations should be sent to:

Office of Clinical Education Operations/University Support Services LLC
Attn: Clinical Evaluations
3500 Sunrise Highway, Building 300
Great River, New York 11739

IT Issues Impacting Core Clerkship Grading

For issues accessing the SGUSOM Electronic Evaluation System for Core Clerkships, the DME, CD, or MEC should contact IT Support Services (**support@sgu.edu**) with a copy to Rocio Lopez Fontela (**rfontela@sgu.edu**), Hospital Liaison for assistance in gaining access to the evaluation system.