Indiana University School of Medicine
Process to Ensure Timeliness of Clerkship Grade Submission
Revised May 2012

It is the policy of IUSM that all final clerkship grades from the statewide clerkship directors, including narrative comments, are due to Medical Student Affairs within 30 days of the end of the clerkship. The process for ensuring the timelines of clerkship grade submission is outlined below.

1. Evaluations of student performance from all preceptors are due to the Statewide Clerkship Director within two business days of the end of the clerkship.
2. On the third business day after the end of the clerkship, the Office of Undergraduate Medical Education will contact statewide clerkship directors, statewide clerkship coordinators, and center clinical coordinators regarding past due preceptor evaluations.
3. Ten days after the end of the clerkship, the Office of Undergraduate Medical Education will contact statewide clerkship directors, statewide clerkship coordinators, clinical coordinators, and center directors regarding past due preceptor evaluations.
4. Fifteen days after the end of the clerkship, the Office of Undergraduate Medical Education will notify the Executive Associate Dean for Educational Affairs of past due preceptor evaluations.
5. Thirty days after the end of the clerkship the statewide clerkship director will submit all clerkship grades, including narrative comments.
6. The Office of Undergraduate Medical Education will contact statewide clerkship directors regarding any past due clerkship grades.
7. Five days after the due date for clerkship grades, the Office of Undergraduate Medical Education will contact the appropriate department chairs and the Executive Associate Dean for Educational Affairs.