

Policy on Timely Submission of Final Grades

OBJECTIVE

To ensure course/clerkship/elective directors submit students' final course/clerkship/elective grades in a timely manner.

LCME ELEMENT – 9.8 Fair and Timely Summative Assessment

A medical school has in place a system of fair and timely summative assessment of medical student achievement in each course and clerkship of the medical education program. Final grades are available within six weeks of the end of a course or clerkship.

SCOPE & APPLICABILITY

This policy applies to all required and elective courses and clerkships taught as part of the medical education program.

POLICY

- Course/clerkship/elective directors must release final grades to students within 6 weeks (42 calendar days) of the students completing the requirements of the course/clerkship/elective.
- For the clerkships/electives listed below, clerkship/elective directors should release final grades within 28 calendar days of the students completing the requirements of the clerkship/elective.
 - Continuing Care Clinic I-IV
 - Docent Rotation I-III
 - Elective Clinical Rotations
 - Emergency Medicine
 - Family Medicine
 - General Surgery
 - Obstetrics & Gynecology
 - Pediatrics
 - Preceptorship
 - Psychiatry
- If the elective director does not submit a final grade within 28 calendar days of a student completing the requirements of the elective, the Council on Evaluation will assign a final grade of “Satisfactory Pass.”
- For the courses listed below, course directors should release final grades within 7 business days after the close of the university final exam period.
 - Ambulatory Care
 - Pharmacology
 - Behavioral Science
 - Clinical Practice of Medicine I-II
 - Fundamentals of Medical Practice I-IV
 - Human Biochemistry
 - Introduction to Pharmacology
 - Learning Basic Medical Sciences
 - Medical Microbiology
 - Medical Neurosciences
 - Medical Terminology
 - Pathology I-II
 - Patient, Physician, Society I-II
 - Prescribing for Special Populations
 - Rational and Safe Drug Prescribing

- For the courses listed below, course directors should release final grades within 7 business days after the final examination of the course.
 - Clinical Correlations
 - History of Medicine
 - Hospital Team Experience
 - Medical Humanities
 - Pharmacology
- The course directors for the Human Structure Function series should release final grades within 5 business days after the final examination of the course.

COMPLIANCE MONITORING

The Office of Assessment and Quality Improvement submits a report annually to the Council on Evaluation and Council on Curriculum that documents the extent to which course/clerkship/elective directors released final grades to students in accordance with this policy.

POLICY ADMINISTRATION

Responsible for policy: Council on Evaluation

Responsible for tracking compliance: Office of Assessment and Quality Improvement

Date policy passed by Council on Evaluation: September 13, 2017

Date Approved by Coordinating Council: September 26, 2017

Date of next review: September 2020