Policy Title: Grade Submission Policy
Category: Assessment and Grading

Accountable Dean or Director:
Senior Associate Dean for Curricular Affairs

Reviewed By:
- Course Director Subcommittee
- Clinical Curriculum Subcommittee
- Curriculum and Policy Subcommittee

Approved By:
Executive Oversight Committee

Effective Dates:
AY 2022-23

Review Dates:
TBD

RELEVANT LCME STANDARDS:
9.8 Fair and Timely Summative Assessment

PURPOSE AND SCOPE:
To ensure course/clerkship/elective directors submit students’ final course/clerkship/elective grades in a timely manner. This policy applies to all required and elective courses and clerkships taught as part of the medical education program.

POLICY:
In compliance with LCME Element 9.8 (Fair and Timely Summative Assessment), final grades for all pre-clerkship courses, clerkships, acting internships, and electives must be reported to the Office of the Registrar within six weeks of the end of the rotation.

PROCEDURE:

**Years 1 and 2**
- Upon completion of the final examination in each course, the Office of Curriculum Support assists the Course Director through the completion of grade calculations
- The Office of Curriculum Support runs statistics for the course grades based on the grading criteria explained on each course’s Course Information Sheet
- The Course Director is responsible for reviewing and approving all course grades before they are assigned and released to the students
- One week after the final examination in each course, reminder emails are sent by the Office of Curriculum Support for any outstanding grades
- Two days and one day prior to the end of the second week, the Senior Associate Dean of UME and Curricular Affairs emails and/or calls the Course Director to ensure compliance with the grade submission deadline
Years 3 and 4

- At the start of each academic year, the Office of Curriculum Support provides the clerkship/elective coordinators with the grade submissions deadlines.
- 4 Weeks after the clerkship ends, reminder emails are sent by the Office of Curriculum Support for outstanding grades.
- 5 Weeks after the clerkship ends, the Senior Associate Dean of UME and Curricular Affairs follows up on outstanding grades with an email to the clerkship director.
- Two days and one day prior to the end of the 6th week, the Senior Associate Dean of UME and Curricular Affairs emails and/or calls the Clerkship Director to ensure compliance with the grade submission deadline.