An important element of medical education program’s system of assessment should be to ensure timeliness with which medical students are informed about their final performance in required and elective courses/blocks and clerkship (consistent with LCME standard). Therefore, all clerkship final grades must be submitted to the Office of the Registrar no later than 4-6 weeks after the Monday following the completion of the clerkship. All course/block grades must be available to students on the course website 4-6 weeks after the completion of the course.

(B) Purpose of policy

- To assure prompt completion of students’ evaluation and grade submission in all courses/blocks/clerkships.
- To assure students of prompt summative evaluation and their progress through the curriculum.

(C) Scope

This policy applies to all students enrolled in the Doctor of Medicine program, as well as to the faculty, administration, and Office of the Registrar charged with monitoring student progress and ensuring compliance with the policy.

(D) Procedure

1. Course/block and clerkship directors must assure that all students’ final grades are submitted to the Office of the Registrar for entry into the student’s record.
   - All clerkship final grades must be submitted to the Office of the Registrar no later than 4-6 weeks after the Monday following the completion of the clerkship.
   - All course/block grades must be available to students on the individual course website no later than 4-6 weeks after the completion of the course.

2. The Office of the Registrar will notify the block/clerkship director and the appropriate Associate Dean for Medical Education (Preclinical or Clinical) of any tardy (more than 6 week delay) grades.
3. The Associate Dean for Medical Education (Preclinical or Clinical) will contact the course/block/clerkship director and develop a plan to have the grade(s) submitted promptly. If the grade(s) is/are not submitted within the next week the respective Associate Dean will notify the Dean of the College of Medicine, for further action.

Approved by:
Christopher Cooper, M.D.

Name
Dean, College of Medicine and Life Sciences
Title
Date: 7/2/15

Review/Revision Completed by:
Preclinical Curriculum Committee
Clinical Curriculum Committee
Executive Curriculum Committee

Policies Superseded by This Policy:
None

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