

Undergraduate Medical Education (UME) Policy

Title: Timely Reporting of Final Grades to Students			
<i>Origination Date: 01/03/2013</i>	<i>Last Amended Date: 10/12/2018</i>	<i>Next Scheduled Review Date: 10/12/2022</i>	<i>Policy Reaffirmed Date:</i>
Purpose:	To ensure module/course/clerkship directors submit students' final module/course/clerkship grades in a timely manner.		
Definitions:	<p>Final grade - refers to a letter grade or pass/fail grade for any module, course (mandatory or elective) or clerkship. For clerkships, the final grade also includes narrative comments about the student performance.</p> <p>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.</p>		
Policy:	<p>This policy applies to all required modules and courses, required clerkships, and elective courses taught as part of the medical education program.</p> <ul style="list-style-type: none"> Final module/course grades must be made available to students within 4 weeks of the last day of the module/course. Final clerkship grades <i>should</i> be made available to students within 4 weeks of the last day of the clerkship. Final clerkship grades must be made available to students within 6 weeks of the last day of the clerkship. For clerkships, final grades are considered released to students on the date on which students had access to both their final letter grade and the narrative comments about their performance. 		
Process:	<p>It is the responsibility of the Associate Dean for Curriculum to continuously monitor the dates on which final grades are released to students for each period in which a module, clerkship, or course is offered.</p> <p>If at 4 weeks after the last day of a clerkship, the clerkship director determines he/she is at risk for not meeting the established 6-week deadline, the Associate Dean for Curriculum must be notified immediately. The Associate Dean for Curriculum will assist the clerkship director in expediting grade release.</p> <p>COMPLIANCE MONITORING In the event that final grades are not reported to students according to limits established in this policy, the Associate Dean for Curriculum will notify the Curriculum Committee of the infraction at the next scheduled meeting.</p> <p>Notification of the Curriculum Committee will include an assessment of the delay and an action plan to prevent recurrence. In addition, it will be reported whether or not the clerkship director notified the Associate Dean for Curriculum of the impending delay, as per this policy.</p>		

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Approval Body: Long School of Medicine, Curriculum Committee

CERTIFIED BY:

Curriculum Committee Chair

Name: Kevin Schindler, MD

Title: Associate Professor, Medicine

ACCEPTED AND AGREED TO:

Responsible Officer

Name: Florence Eddins-Folensbee, MD

Title: Vice Dean for Undergraduate Medical Education

Responsible Executive

Name: Robert Hromas, MD, FACP

Title: Dean/Vice President for Medical Affairs, Long School of Medicine

References to regulations and/or other related policies:

- **LCME Elements:**
 - 9.8 Fair and Timely Summative Assessment
- **Other Relevant Policies/Guidelines/Procedures/Forms:** n/a