

**Name of Policy:** [College of Medicine and Life Sciences:  
Final Grade Submission for Threads, Courses  
and Clerkships](#)

**Policy Number:** 3364-81-14

**Approving Officer:** Dean, College of Medicine and Life Sciences

**Responsible Agent:** Associate/Assistant Deans for Medical Education, and Senior Associate Dean for Undergraduate Medical Education

**Scope:** College of Medicine M.D. Program



**Revision date:**  
March 1, 2024

**Original effective date:**  
September 7, 2017

<input type="checkbox"/>	New policy proposal	<input type="checkbox"/>	Minor/technical revision of existing policy
<input type="checkbox"/>	Major revision of existing policy	<input checked="" type="checkbox"/>	Reaffirmation of existing policy

(A) Policy statement

An important element of a medical education program's system of assessment should be to ensure timely submission of medical student grades for required and elective threads/courses/clerkships (consistent with LCME standard). Therefore, all clerkship final grades must be posted to the students' record with the Office of the Registrar, and available to the students, no later than 6 weeks following the completion of the thread/course/clerkship.

(B) Purpose of policy

1. To assure prompt completion of students' evaluation and grade submission in all threads, courses & clerkships.
2. To assure students of prompt receipt of summative evaluation.

(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. Threads/courses 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.
  - a. All clerkship final grades must be submitted to the Office of the Registrar no later than 6 weeks after the Monday following the completion of the clerkship.
  - b. All threads/courses grades must be available to students on the individual course website no later than 6 weeks after the completion of the course.
2. The Office of the Registrar will notify the threads/courses/clerkship directors/coordinators and the appropriate Assistant/Associate Dean for Medical education (Foundational Science or Clinical) of any grades that are more than 6 weeks past the end of the thread/course/clerkship.
3. The Associate Dean for Medical Education (Foundational Science or Clinical) will contact the thread/course & 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 Senior Associate Dean for Undergraduate Medical Education for further action.
4. The exception to the above is that a student's grade can be recorded but not released to the student if the student has not completed his/her end of course/clerkship evaluation by 1 week after the end of the course or clerkship. Students are required to complete their end of course/clerkship evaluation within one week of the end date of the course or clerkship. Failure to do so may result in filing of a Professionalism and Behavior report (PBR).

<p>Approved by:</p> <p>/s/ Christopher Cooper, M.D. Dean, College of Medicine and Life Sciences</p> <p><u>March 13, 2024</u> Date</p> <p><i>Review/Revision Completed by:</i></p> <p><i>Foundational Science Curriculum Committee, Clinical Curriculum Committee Executive Curriculum Committee</i></p>	<p><b>Policies Superseded by This Policy:</b> 3364-81-04-012-00</p> <p><b>Initial effective date:</b> 9/07/17</p> <p><b>Review/Revision Date:</b> June 17, 2020 March 13, 2024</p> <p><b>Next review date:</b> March 13, 2027</p>
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