

Policy Number	UME.AC.120
Policy Title	Timely Submission of Grades
Effective Date	July 1, 2025
Last Revision Date (if any)	N/A
Scope	All required courses and clerkships in Cores 1, 2, and 3
LCME Element(s) (if any)	9.8 Fair and Timely Summative Assessment

## **Timely Submission of Grades**

### **I. PURPOSE**

To describe the process for ensuring a fair and timely summative assessment of medical student performance in each course, clerkship, and sub-internship of the medical education program.

LCME Element 9.8: A medical school has in place a system of fair and timely summative assessment of medical student achievement in each course, clerkship, and sub-internship of the medical education program. Final grades are available within six weeks of the end of a course, clerkship, or sub-internship.

### **II. SCOPE**

Applies to all Core 1 courses, Core 2 clerkships and courses, and Core 3 sub-internships and courses in the undergraduate medical education (UME) program of the Perelman School of Medicine (PSOM).

### **III. POLICY**

Course, clerkship, and sub-internship directors, with the support of their departmental coordinators, are responsible for submitting final grades within 5 weeks (35 days) of the course, clerkship, or sub-internship end date.

- If a student cannot complete all requirements by the end of the course (e.g., missed a shelf exam due to illness), an "Incomplete" (I) grade will be submitted until all requirements are fulfilled.
  - All outstanding course requirements of an Incomplete course must be fulfilled within the academic year in which the Incomplete was issued or within 6 months, whichever is longer. Time spent on official leave of absence does not count toward the deadline for completion of course requirements.
- When the 5-week mark falls during a holiday, the UME Academic Programs Office (APO) Registrar's Office assigned grading coordinator will work with the department's grading team to ensure that grades are submitted prior to the holiday.

### **IV. PROCESS/PROCEDURE**

#### **Monitoring and Escalation**

Grade submissions are monitored by the APO Registrar's Office. On the Monday that follows the 5-week mark after the end of a course, the Registrar's grading coordinator will generate and review a compliance report.

### **Delinquent Submissions:**

- If a course has not submitted grades by the Monday following the 5-week mark, the Registrar's grading coordinator will contact the course/clerkship/sub-internship director(s) and departmental coordinator(s) to facilitate submission by the end of the day.
- The Associate Dean for Clinical and Health System Sciences Curriculum and the Registrar will be included in these communications to ensure accountability.
  - The Associate Dean for Assessment, Evaluation, and Medical Research will serve as a backup for the curricular dean.
  - The Registrar will serve as the back-up for the APO grading coordinator.
- Daily communications from the course director or coordinator about progress must be sent to the Registrar's grading coordinator until grades are submitted.
  - If, after 24 hours, grades remain pending, the Senior Vice Dean for Medical Education and the departmental Vice Chair for Education will be informed.
  - If, after 48 hours, grades remain pending, the Department Chair will be informed.
  - If, after 72 hours, grades remain pending, Executive Vice Dean for PSOM will be notified.

In no circumstance can grades be submitted later than 6 weeks (42 days).

### **Repeat Delays:**

- If grades are submitted after 5 but less than 6 weeks more than once in a calendar year, the Associate Dean for Clinical and Health System Sciences Curriculum and the course/clerkship/sub-internship director will meet to develop a remediation plan. This plan will be monitored regularly by the Associate Dean for Clinical and Health System Sciences Curriculum to ensure compliance and successful remediation.
- If a further late submission occurs during remediation, the departmental Vice Chair for Education, the Department Chair, and the Vice Dean for Undergraduate Medical Education will work together to develop an action plan to ensure compliance.
  - The action plan will be reviewed by the Associate Dean for Clinical and Health System Sciences Curriculum and the Vice Dean for Undergraduate Medical Education.
  - The course/clerkship/sub-internship will remain in remediation until there is a full, 12-month cycle with grades submitted within 5 weeks of the course end date.

### **Oversight**

The Program Evaluation Committee (PEC) reviews the timeliness of grade submissions during regular course and phase reviews. Delays and compliance data will be incorporated into performance assessments for continuous quality improvement.

The Continuous Quality Improvement Committee reviews the timeliness of grade submissions on a biannual basis.

The timeliness of grade submissions is reported on annual Education Chair Reports.

## **V. POLICY AUTHOR(S)**

Academic Programs Office

Office of the Registrar

# VI. GOVERNING BODY

Undergraduate Medical Education Committee

# VII. POLICY HISTORY

Date	Change
January 2025	Created
June 17, 2025	Approved
July 1, 2025	Effective