



Grade Submission Deadline

Senior Leader: Medical School Dean

Responsible University Officer: Senior Associate Dean for Undergraduate Medical Education

Policy Owner: Senior Associate Dean for Undergraduate Medical Education

Policy Contact: Medical School Registrar

POLICY STATEMENT

Final grades for all medical school courses and clerkships are due no later than six weeks from the last date of the course or clerkship.

Longitudinal Integrated Clerkship grades for each individual clerkship are due no later than six weeks from the last day of the entire longitudinal experience.

REASON FOR POLICY

This policy ensures that grades are submitted and posted in a timely manner. This serves to inform students of their performance to date and provides feedback to course/clerkship administration and faculty regarding course outcomes.

In addition, this policy ensures the medical school meets the following LCME accreditation requirements:

Element **9.8: FAIR AND TIMELY SUMMATIVE ASSESSMENTS**. “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.”

PROCEDURES

Foundations Phase Courses

On the Twin Cities campus, the Medical School Registrar is responsible for ensuring grades are posted by the six week deadline. The Foundational Curriculum Manager is responsible for notifying the Registrar when a grade should be changed after a remediation.

On the Duluth campus, Course Managers maintain course gradebooks and alert the Course Directors to review and submit final grades for approval. The Director of Education is responsible for ensuring grades are accurate and posted by the six week deadline.

Clerkship Phase Courses

The Clerkship Director (or designee) is responsible for ensuring final grades for all students are posted no later than six weeks after the conclusion of the clerkship. This is inclusive of Incomplete Grades (an Incomplete Grade Contract should be submitted to the Registrar)

Late Grades

On the Twin Cities campus, the Medical School Registrar will provide a report to the Senior Associate Dean for Undergraduate Medical Education of grades not submitted by six week deadline. The Senior Associate Dean will follow up with the Course/Clerkship Director and the Department Head for any course/clerkship with late grades in order to develop a corrective action plan to ensure compliance with this policy.

On the Duluth campus, the Director of Education will follow up with the Course Directors on any grades not submitted within six weeks.

Grade Changes

Any changes to a posted final grade after the six week deadline must be reported to the Medical School Registrar. See related Medical School Grades Policy for more information.

ADDITIONAL CONTACTS

Subject	Contact	Phone	Fax/Email
Primary Contact	Name	Phone	Fax/Email
Medical School Registrar (Twin Cities)	Jennifer Neufeld	612-625-4489	neuf0006@umn.edu
Director of Student Affairs (Duluth)	Shawn Evenson	218-726-8873	sevenson@d.umn.edu

HISTORY

Amended:

January 28, 2019

December 20, 2019

Amended and Approved: Senior Associate Dean, UME, February 2023

Reviewed with minor updates: August 2023