



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, medregistrar@umn.edu

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 and St. Cloud campuses, the Medical School Registrar is responsible for ensuring grades are posted in PeopleSoft 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 Assistant Dean of Undergraduate Medical Education (UME) is responsible for ensuring grades are accurate and posted in PeopleSoft by the six week deadline.

Clerkship Phase Courses

The Clerkship Director (or designee) is responsible for ensuring final grades for all students are posted in PeopleSoft no later than six weeks after the conclusion of the clerkship. This is inclusive of posting a grade of 'I' (Incomplete). An Incomplete Grade Contract must be submitted to the Registrar.

Late Grades

On the Twin Cities and St. Cloud campuses, 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 Assistant Dean of Undergraduate Medical Education (UME) will follow up with the Course Directors on any grades not submitted within six weeks.

Grade Changes

Any changes must be reported to the Medical School Registrar. See related Medical School Registration, Grading, & Grade Appeals Policy for more information.

ADDITIONAL CONTACTS

Role/Title	Contact	Email
Medical School Registrar - Twin Cities & St. Cloud	Carly Siewert	medregistrar@umn.edu
Director of Student Affairs - Duluth	Shawn Evenson	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

Reviewed with minor updates: August 2025