



ADMINISTRATIVE POLICY

# Medical School Grade Submission Deadline Policy

---

**Senior Leader:** Jakub Tolar, M.D., Ph.D., Medical School Dean

**Responsible University Officer:** Robert Englander, M.D., MPH, Associate Dean for Undergraduate Medical Education

**Policy Owner:** Robert Englander, M.D., MPH, Associate Dean for Undergraduate Medical Education

**Policy Contact:** Jennifer Neufeld, Medical School Registrar

---

## POLICY STATEMENT

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

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

---

## REASON FOR POLICY

This policy, in part, is to comply with **LCME Standard 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.

The medical school imposes an earlier deadline than the LCME requires in order to meet internal administrative procedures such as providing transcripts for residency applications, providing information to the Committee on Student Scholastic Standing (Twin Cities) or the Scholastic Standing Committee (Duluth), clearing degrees for graduation, and other student records needs.

---

## PROCEDURES

### Year 1 and Year 2 Courses

The Foundational Curriculum Manager is responsible for notifying the Medical School Registrar when final grades are ready to be posted, and when a non-passing grade should be changed after a remediation. The registrar is responsible for entering the final grades in PeopleSoft.

### Year 3 and Year 4 Clerkships

The Clerkship Director (or designee) is responsible for ensuring final grades for all students are posted in PeopleSoft no later than four weeks after the conclusion of the clerkship.

### Late Grades

The Medical School Registrar will report any grades not submitted within the four week deadline to the Associate Dean for Undergraduate Medical Education for follow up with the Clerkship Director.

### Grade Changes

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

---

## FORMS/INSTRUCTIONS

There are no forms associated with this policy.

---

## APPENDICES

There are no appendices associated with this policy.

---

## FREQUENTLY ASKED QUESTIONS

There is no FAQ associated with this policy.

---

## ADDITIONAL CONTACTS

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

---

## HISTORY

**Amended:**  
January 28, 2019