



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 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, 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.

PROCEDURES

Year 1 and Year 2 Courses

On the Twin Cities campus, 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 Director of Education is responsible for ensuring grades are accurate and posted by the six week deadline.

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 six weeks after the conclusion of the clerkship.

Late Grades

On the Twin Cities campus, the Medical School Registrar will provide a report to the Associate Dean for Undergraduate Medical Education of grades not submitted in six weeks. The Associate Dean will follow up with the Clerkship Director and the Department Chair for any clerkship with late grades in order to develop a corrective action plan.

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

On the Twin Cities campus, 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.

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
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