



Policy Title: Grade Submission Policy	Category: Assessment and Grading
Accountable Dean or Director: Senior Associate Dean for Curricular Affairs	
Approved By: Executive Oversight Committee	
Review Dates: 6/2/2023	

RELEVANT LCME STANDARDS:

9.8 Fair and Timely Summative Assessment

POLICY:

Final grades for all courses, clerkships, acting internships, and electives must be reported to the Registrar in the Office of Enrollment Services within six (6) weeks of the end of the course/rotation.

PROCEDURE:

Course and clerkship directors are responsible for reviewing and approving all final grades before they are released to the students. Final grades are released to students through the student information system.

The Office of Curricular Affairs monitors the timing of course and clerkship grade submission and assists course and clerkship directors as needed to ensure grades are submitted on time.