

Undergraduate Medical Education (UME) Policy

Title: Timely Reporting of Final Grades to Students			
<i>Origination Date:</i> 01/03/2013	<i>Revision History:</i> 08/18/2022	<i>Last Amended/Reaffirmed:</i> 01/15/2026	<i>Review Frequency:</i> 4 years
Purpose:	To ensure module/course/clerkship directors submit students' final module/course/clerkship grades in a timely manner.		
Definitions:	Final grade - refers to a letter grade or pass/fail grade for any module, course (mandatory or elective), or clerkship. For clerkships, the final grade also includes narrative comments about the student performance.		
Policy:	<p>This policy applies to all required modules and courses, clerkships, and elective courses taught as part of the medical education program.</p> <ul style="list-style-type: none"> • Final module/course grades must be made available to students within 4 weeks of the last day of the module/course. • Final clerkship grades <i>should</i> be made available to students within 4 weeks of the last day of the clerkship. Final clerkship grades must be made available to students within 6 weeks of the last day of the clerkship. • For clerkships, final grades are considered released to students on the date on which students had access to both their final letter grade and the narrative comments about their performance. 		
Process:	<p>It is the responsibility of the Office for Undergraduate Medical Education to continuously monitor the dates on which final grades are released to students for each module, clerkship, or course.</p> <p>If at 4 weeks after the last day of a clerkship, the clerkship director determines he/she is at risk for not meeting the established 6-week deadline, the Office for Undergraduate Medical Education must be notified immediately. The Office for Undergraduate Medical Education will assist the clerkship director in expediting grade release.</p> <p><u>COMPLIANCE MONITORING</u></p> <p>In the event that final grades are not reported to students according to limits established in this policy, the Office for Undergraduate Medical Education will notify the Curriculum Committee of the infraction at the next scheduled meeting.</p> <p>Notification of the Curriculum Committee will include an assessment of the delay and an action plan to prevent recurrence. In addition, it will be reported whether or not the clerkship director notified the Office for Undergraduate Medical Education of the impending delay, as per this policy.</p>		

Approval Body: Long School of Medicine Curriculum Committee

CERTIFIED BY:

Curriculum Committee Chair
Name: Elizabeth Hanson, MD
Title: Professor, Pediatrics

ACCEPTED AND AGREED TO:

Responsible Officer
Name: Deborah Conway, MD
Title: Vice Dean for Undergraduate Medical Education

Responsible Executive

Name: Robert Hromas, MD, FACP

Title: Dean, Long School of Medicine

Related regulations, policies, and accreditation standards

- LCME Element 9.8 Fair and Timely Summative Assessment