

## Policy: Timeliness of Grade Submission

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|------------------------------------|--------------------------------|--|
| <b>INITIAL EFFECTIVE<br/>DATE:</b> | <b>LAST REVISION<br/>DATE:</b> | <b>RESPONSIBLE<br/>DIVISION/DEPARTMENT/COMMITTEE:</b>                  |
| July 2012                          | April 2025                     | <ul style="list-style-type: none"> <li>Curriculum Committee</li> </ul> |

### POLICY STATEMENT

It is the policy of Herbert Wertheim College of Medicine that final grades be submitted within 6 weeks of the end of a course or clerkship. Every effort should be made to submit grades within 4 weeks of the end of the course for clerkships and longitudinal courses, and within 2 weeks for block courses in Academic Year 1 and 2.

### SCOPE

This policy covers the timeliness of grade submission.

### REASON FOR POLICY

This policy relates to LCME Standard 9.8, Fair and Timely Summative Assessment, which states that: "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."

This policy ensures that final grades are available within 6 weeks of the end of all course and clerkships.

### DEFINITIONS

| TERM       | DEFINITIONS   |
|------------|---|
| Submission | Submission of final course grades is complete when the HWCOM registrar receives the grades and grades are released to the students. |

### ROLES AND RESPONSIBILITIES

Not applicable.

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#### RELATED RESOURCES

LCME Standard 9.8

#### CONTACTS

Questions about this policy should be directed towards the Associate Dean for Curriculum and Medical Education, Office of Medical Education.

#### HISTORY

**Initial Effective Date:** July 2012

**Review Dates** (*review performed, no updates*): April 2025

**Revision Dates** (*updates made to document*): April 2025

**Comments on Revision** (*if applicable*):

### Procedure: Timeliness of Grade Submission

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#### PROCEDURE STATEMENT