Final Grade Submission Policy

PURPOSE:
To outline the requirement for providing timely summative assessments for courses and clerkships

The policy relates directly to LCME ELEMENT 9.8, which states *"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."*

DEFINITION:
The time of grade submission refers to the reporting of final grades by the course or clerkship director to the Office of Registration and Records. The Office of Registration and Records reviews and releases grades to the students, typically within 1-2 working days.

POLICY:
Year 1 and Year 2 grades are reported to the Office of Registration and Records within 35 days (excluding official holidays) of the final examination or scheduled class session.

Year 3 and Year 4 grades are reported to the Office of Registration and Records within 35 days (excluding official holidays) of the final examination or scheduled class session.

MONITORING AND COMPLIANCE:
The CCA will monitor compliance with the final grade submission policy each semester for courses and clerkships. Any request to change the expected time of submission of a final grade by a course or clerkship director must be fully justified and submitted on the annual inventory forms. The CCA will evaluate any request then render a final binding decision.

Reviewed by:	Central Curricular Authority
Date of approval:	April 10, 2015
Revised:	October 12, 2026
Review cycle:	Three years