

Medical School

Grade Submission Deadline for Courses and Clerkships, Years 1-4



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Effective: *October, 2011*
Last Updated: *October, 2011*

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Policy Statement

The reporting of all final grades into the PeopleSoft system is expected to be complete within four working weeks of the end of all course and clerkships.*

*For RPAP, MetroPAP and other longitudinal integrated clerkship programs, the reporting of final grades is expected into People Soft within four weeks of the end of the *program*, even though the clerkships are arbitrarily listed in certain periods during the program.

Reason for Policy

Ensuring the timeliness with which medical students are informed about their final performance in a course and/or clerkship is an important element for students to self-assess the progress in learning. In addition the submission of grades in a timely manner ensures verification of grades for major events such as use of transcripts when undergoing the match process, COSSS needs, and graduation. Finally it is an accreditation requirement (LCME: ED-30) that grades be submitted within 4 weeks no later than 6 weeks for official reporting purposes.

To meet compliance standards for LCME ED-30 (June 2010 version). “The directors of all courses and clerkships in a medical education program must design and implement a system of fair and timely formative and summative assessment of medical student achievement in each course and clerkship.” “An important element of the medical education program’s system of assessment should be to ensure the timeliness with which medical students are informed about their final performance in courses and clerkships/clerkship rotations. In general, final grades should be available within four to six weeks of the end of a course or clerkship/clerkship rotation.”

Procedures

- It is the course and clerkship directors' responsibility to submit grades into the official PeopleSoft grade reporting system within 4 weeks of the official end of the course or clerkship rotation. The course and clerkship directors are responsible for ensuring this has taken place (all courses and clerkships and their designated personnel, usually the coordinator, have the ability to check in the PeopleSoft system at anytime to see how many grades are outstanding and what students are affected).
- All courses are expected to have all their grades submitted to the Registrar (who is responsible for inputting final course grades) within 4 weeks of the official end of the course.
- The Office of Undergraduate Medical Education will generate a report at the end of the 4 week period that will list all courses/clerkships that are out of compliance with official grade submission. For those courses/clerkship out of compliance the Clerkship Director/Course Director will be sent a letter with a cc to the Department Chair and the clerkship coordinator (if one is designated) from the Senior Associate Dean, UME to inform them that they have not submitted all the grades and that they have until the end of the week to make sure all grades have been submitted.
- The Office of Undergraduate Medical Education will generate a report at the end of the 5 week period that will list all courses/clerkships that are out of compliance with the official grade submission. The Clerkship Director/Course Director will be sent a letter with a cc to the Department Chair (from the Senior Associate Dean, UME and the Dean of the Medical School) to inform them that they have not submitted all the grades and that they must do so immediately.
- The Office of Undergraduate Medical Education will generate a report at the end of the 6 week period that will list all courses/clerkships that are out of compliance with the official grade submission and will send it directly to the Dean, of the Medical School.
- Any courses/clerkships that receive more than 3 delinquency (notices identifying they are past the 6 week date for grade submission) in the course of an academic year will be placed on probation and will be sent for review by the Education Council to discuss how that course/clerkship should be dealt with and what actions should be taken.

Related Information

- Courses/clerkships are respectfully reminded that a designated person within every course/clerkship will be able to provide the Course Director/Clerkship Director with the most timely snapshot of PeopleSoft and the grade data; therefore the responsibility of producing a list of student names that are missing grades is the responsibility of the designated person within the course/clerkship (usually the Registrar for courses and the clerkship coordinator for clerkships). The Office of Medical Education strongly encourages each of the courses/clerkships to run regular reports to ensure that they have provided a grade within the 4 week time period, as of the last day of course/clerkship, for every student enrolled in the course/clerkship.

Approved by EC October, 2011