

## **Policy Title: Grade Release Policy**

**Policy Number** (relate to LCME Element as applicable): UCF COM Policy 9.8.1

**Applies to:** All modules and clerkships in the M.D. educational program at the University of Central Florida College of Medicine (UCF COM).

**Date:** 8/25/2017

### **1.0 Purpose:**

This policy relates 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."

### **2.0 Policy Statement:**

#### **Required Pre-clerkship modules:**

One week after a module exam, the exam grade and the primary discipline performance will be released in Webcourses. If the exam is a final exam, the final module grade will also be released at this time, if all grade components have been completed and the final module grade has been finalized. This one-week period is intended for the dual purpose of giving module directors sufficient time to complete an exam re-calculation as well as allow for the completion of module and faculty evaluations prior to grade release.

At UCF COM, the module letter grades will be entered into PeopleSoft and approved by the module director within two weeks of the end of the module, unless extenuating circumstances prevent the grades to be completed within this timeframe.

#### **Required Clerkships:**

The clerkship letter grades are released within four weeks of the last day of the clerkship, unless extenuating circumstances prevent the grades to be completed within this timeframe.

### **3.0 Definitions:**

Final module and clerkship grades refer to the final letter grade.

### **4.0 Responsibilities:**

The assistant deans for medical education are responsible for adherence to this policy.

### **5.0 Monitoring Procedures:**

#### **Required Pre-Clerkship Modules:**

- The M-1 and M-2 Coordinators will report to the Associate Dean of Faculty and Academic Affairs by e-mail any student grades that have not been submitted by the specified deadline, with a copy to the respective Module Director and Assistant Dean of Medical Education.
- If the Module Director does not submit all student final grades within the specified period, the Associate Dean of Faculty and Academic Affairs will report this to the Dean of the College of Medicine.

#### **Required Clerkships:**

- The Associate Director of Faculty and Academic Affairs will report to the Associate Dean of Faculty and Academic Affairs by e-mail any student grades that have not been submitted by the

specified deadline, with a copy to the respective Clerkship Director and Assistant Dean of Medical Education.

- If the Clerkship Director does not submit all student final grades within the specified period, the Associate Dean of Faculty and Academic Affairs will report this to the Dean of the College of Medicine.

**General:**

- The Office of Analysis, Planning and Accreditation will monitor adherence to this policy.

**6.0 Related Policies:**

None

**7.0 Key Search Words:**

Grade release	Timeliness; timely; time frame of grades	

**8.0 Revision History:**

Version	Date Approved	Modifications
V1		Original
V2	10/21/2016	Minor edits
V3		Changed the due dates for clerkship grades to 4 weeks. Included additional levels of reporting of non-compliance with the policy to include the Associate Dean for Faculty and Academic Affairs and the Dean.

**9.0 References:**

N/A

**Responsible Office:** Associate Dean, Faculty and Academic Affairs

**Policy Contact:** Assistant Dean, Medical Education

**Supersedes:** [Click here to enter text.](#)Grade Release Policies V2