

## **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:** 7/19/2024

### **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 courses:**

One week after a course exam, the exam grade will be released in Webcourses. This one-week period is intended for the purpose of giving course directors sufficient time to complete an exam re-calculation if needed.

At UCF COM, the course letter grades will be entered into PeopleSoft and approved by the course director within two weeks of the end of the course, unless extenuating circumstances prevent the grades to be completed within this timeframe (such as university closures). If all course assessments are completed prior to this timeframe, then grades will be released in Webcourses as a preliminary grade.

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

#### **Required Clerkships:**

- The Associate Director of Academic Affairs will report to the Associate Dean of 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 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	9/15/2017	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.
V4	7/19/2024	Minor edits for change in personnel and curriculum updates.

**9.0 References:**

N/A

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

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

**Supersedes:** Grade Release Policies V3