

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: 3/21/2025

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 but must be released within six weeks

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 Office of Assessment will remind the course directors of the due date to submit final course grades.
- The M-1 and M-2 coordinators or Office of Assessment staff will report by e-mail to the assistant dean of medical education (M1/M2) any course grades that have not been submitted within the specified deadline, with a copy to the respective course director.
- In extenuating circumstances, the course director may e-mail the Office Assessment a request for delay in reporting grades within two weeks. Typically, a week extension may be granted.
- If there are further delays, the associate dean of academic affairs is notified.

Required Clerkships:

- Prior to the end of each rotation, the Office of Assessment sends reminders to the clerkship directors of the due dates for the clerkship grades.
- In extenuating circumstances, the clerkship director may e-mail the Office Assessment a request for delay in reporting grades within four weeks. Typically, a week extension may be granted.
- The director of academic affairs will report to the assistant dean of medical education (M3/M4) any clerkship grades that that have not been submitted by the specified deadline (six weeks), with a copy to the respective clerkship director.
- If there are further delays, the associate dean of academic affairs is notified.

General:

- The Office of Planning and Knowledge Management 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 by CCom	Minor edits
V3	9/15/2017 by CCom	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 by CCom	Minor edits for change in personnel and curriculum updates
V5	3/21/2025 by CCom	Clarification of when clerkship grades must be released.

9.0 References:

N/A

Responsible Office: Associate Dean, Academic Affairs

Policy Contact: Assistant Dean, Medical Education

Supersedes: V4