



**Charles R. Drew University of Medicine and Science**  
"A Private University with a Public Mission"

**TIMELINESS OF GRADES POLICY**

**POLICY: # 319.8**

**Supersedes: 319.8 version 6/22/21**

**Issuing Officer:** Dean, College of Medicine  
**Responsible Office:** Office of Medical Education  
**Effective Date:** 2/27/24  
**Pending Revise / Review Date:** 2/27/27

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**I. PURPOSE:**

*The Liaison Committee on Medical Education (LCME) has established standards regarding the requirement of medical schools to have 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. (LCME Element 9.8 Fair and Timely Summative Assessment)*

**II. POLICY STATEMENT:**

*Charles R. Drew University of Medicine and Science (CDU) College of Medicine (COM) MD Program has a system in place for fair and timely summative assessment of medical student achievement for courses and clerkship in the medical education program.*

*The course/clerkship director is responsible for students within the required course or clerkship for assigning the final grade and narrative to the Registrar's Office within 42 days (6 weeks) of the last day of the course or clerkship.*

**III. POLICY:**

- *Submission of narratives along with grades is required of all longitudinal courses (except Intercessions) and clerkships in which assessment of educational activities make this possible*

(e.g., small group activity, writing assignments, interaction with standardized patients, simulations, etc.)

- Prior to the grade submission deadline, the Office of Medical Education will send out a reminder email to course or clerkship directors and coordinators if grades have not been submitted three-weeks after the end of the course or clerkship.
- At the four-week deadline, any missing grades trigger a grade reminder email from the Registrar's Office to each course/clerkship director and coordinator, with copies sent to the assistant dean of medical education to indicate that action must be taken to get grades in on time.
- At the five-week mark, an email reminder is sent from the Registrar's Office to each course/clerkship director and coordinator, with copies sent to the associate dean for medical education, as well as the department chair.
- Department chairs will be held accountable to ensure their faculty comply with the policies of the MD Program.
- As part of the MD Program's continuous quality improvement plan, a timeliness of grades report for courses and clerkships will be reviewed two times per year by the Pre-clerkship Phase Subcommittee, Clerkship Phase Subcommittees, and the EPCC.

#### **IV. APPLICABILITY:**

*The faculty, students, and staff of the CDU COM are responsible for knowing this policy and its procedures.*

#### **V. DEFINITIONS:**

*Educational Policy and Curriculum Committee (EPCC) is the committee charged to represent the faculty to oversee the medical education program as a whole and has responsibility for the overall design, management, integration, evaluation, and enhancement of a coherent and coordinated medical curriculum.*

*Fair and timely summative assessment: A criterion-based determination, made as soon as possible after the conclusion of a curricular component (e.g., course/module, clinical clerkship/rotation) by individuals familiar with a medical student's performance, regarding the extent to which he or she has achieved the learning objective(s) for that component such that the student can use the information provided to improve future performance in the medical curriculum. (Element 9.8)*

#### **VI. RELATED POLICIES:**

*COM Narrative Assessment Policy*

#### **VII. RELATED LINKS:**

*LCME Standards, Publications, & Notification [Forms](#)*

### VIII. POLICY HISTORY:

Review Dates:	Change Description:
6/22/21	New Policy. Reviewed by the Pre-Clerkship Phase Subcommittee (8/16/2022) / Reviewed by the Clerkship Phase Subcommittee (12/7/2022) / Approved by the Educational Policies and Curriculum Committee (6/22/21)
2/27/24	Policy was updated to reflect LCME guidelines of 6 weeks (42 days) submission deadline, it will be reviewed at upcoming EPCC meeting in February 2024. Policy updated to clarify which courses require a narrative submission along with the grade submission.  Reviewed by the Pre-Clerkship Phase Subcommittee (2/15/24) / Reviewed by the Clerkship Phase Subcommittee (2/7/2024) / Approved by the EPCC (2/27/24).
10/3/24	Policy reviewed by CDU Policy Committee – no conflict with university policies.