



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

<b>TIMELINESS OF GRADES POLICY</b>
<b>CDU Policy 319.8</b>
<b>Issuing Officer:</b> Dean of College of Medicine
<b>Responsible Office:</b> College of Medicine
<b>Date Reviewed by the Pre-Clerkship Phase Subcommittee:</b> 8/16/2022
<b>Date Reviewed by the Clerkship Phase Subcommittee:</b> 12/7/2022
<b>Date Approved by the Educational Policies and Curriculum Committee:</b> 6/22/21
<b>Revised Date/Review Date (at least 3 years from Effective Date):</b> To be reviewed 6/22/2023
<b>Supersedes (if necessary):</b> N/A

**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.

**PROCEDURES**

- The course/clerkship director is responsible for students within the required course or clerkship and is responsible for assigning the final grade and narrative to the Registrar’s Office within 30 days of the last day of the course or clerkship.
- Submission of narratives along with grades is required of all courses 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.
- At the four-week deadline, any missing grades trigger a "past due" 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, a "past due" 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.

**DEFINITIONS**

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)

## RELATED INFORMATION

- 9.05 COM Narrative Assessment Policy
- LCME Standards, Publications, & Notification [Forms](#)

Review History:	Change Description:
7/6/2023	Updated with new university policy number and format