



Standard Operating Procedure Timely Submission of Clerkship Grades

Rationale

Timely submission of clerkship grades ensures compliance with MD program policy and the LCME accreditation element requiring fair and timely summative assessment. Final grades must be available within six weeks, with an internal expectation of four weeks. Delays may negatively impact student progression and program compliance.

Scope

This SOP applies to all required clerkships in the Renaissance Curriculum.

Procedures

1. Timeline Standards

As per the UME Grading Policy, all grades are due within 4 weeks after the end of a required clerkship. To ensure this timeline is met, individual faculty evaluations must be submitted within 3 weeks after the end of a required clerkship. This will allow the clerkship grading committee to finalize student grades.

2. Monitoring

Clerkship Coordinators will conduct weekly evaluation and grade submission audits after the completion of each clerkship block.

3. Reminder Schedule and Escalation

Clerkship Coordinators will notify all clinical faculty responsible for evaluating medical students about the 4-week grading deadline for submitting grades at the end of each clerkship block.

Clinical faculty members who have not submitted evaluations within 2 weeks after the completion of each clerkship block will be notified by the Clerkship Coordinator of the impending 3-week deadline for submitting evaluations. If not received within a week, the Clerkship Coordinator will escalate the concern to the Clerkship Director, Central Clerkship Administrator, and Assistant Dean for Assessment.

If there are outstanding evaluations 4 weeks after the completion of a clerkship block, the Central Clerkship Administrator will send a "late notice" to the identified clinical faculty who have not submitted student evaluations on behalf of the Office of Medical Education. The Clerkship Director, Clerkship Coordinator, Associate Dean for Medical

Education and the Student Experience, Assistant Dean for Assessment, and Assistant Dean of Clinical Curriculum will be copied on the late notice.

If there are outstanding evaluations 5 weeks after the completion of a clerkship block, the Central Clerkship Administrator in the Office of Medical Education will send notice of an LCME accreditation violation to the faculty member and the Department Chair. The Clerkship Director, Clerkship Coordinator, Associate Dean for Medical Education and the Student Experience, Assistant Dean for Assessment, and Assistant Dean of Clinical Curriculum will be copied on the notice of an accreditation violation.

Any accreditation violations or patterns of delinquency for clinical faculty in a department and associated clerkship will be reflected in UME contributions to the Department Chair's annual performance evaluation conducted by the Dean.

4. Documentation

The Clerkship Coordinator and Central Clerkship Administrator will track and archive all notices sent to clinical faculty during the grading period after each clerkship block. Patterns of delays by clinical faculty will be documented to inform decisions regarding remediation and/or removal of the clinical faculty member from future medical student teaching and evaluation.

Procedures for Implementation and Review

Implemented by OME. Reviewed at least semi-annually by the Clinical Years Committee, Quality Assurance Committee, and Quality Improvement Committee, and annually by the Curriculum Coordinating Committee and Medical Education Continuous Quality Improvement Committee.

Related Policies

Grading System Policy

Applicable Laws, Regulations and/or Accreditation Standards

LCME Element 9.8 - Fair and Timely Summative Assessment: 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. Final grades are available within six weeks of the end of a course or clerkship.

History

Approved: CCC, July 21, 2026