



VCU

Grade Timeliness Policy

Policy Statement and Purpose

The Liaison Committee on Medical Education (LCME) has established standards regarding the requirement of medical schools to provide both fair and timely summative assessment of students. The LCME requires final grades be made available no later than six (6) weeks after the scheduled end date of a course or clerkship.

Stakeholders

The faculty and staff of the VCU School of Medicine are responsible for knowing this standard operating procedure, its contents, and provisions.

Definitions

VCU SOM: Virginia Commonwealth University School of Medicine.

CC: Curriculum Council.

LCME: Liaison Committee on Medical Education. The group with authority to accredit medical education programs leading to the MD degree in the United States and Canada.

CD: Course/Clerkship Director.

Responsibilities

CD's: Course/Clerkship Directors are required to submit final grades for all students no later than five (5) weeks of the end date of the course/clerkship.

Registrar: The Registrar is responsible for monitoring the collection and submission of final grades to ensure compliance with both established procedures and LCME requirements.

CC: The Curriculum Council is responsible for reviewing compliance with the established procedures on an annual basis.

Procedures

Submission of Final Grades

- All final grades should be received by the Registrar within five (5) weeks of the end date of the Clerkship.



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- For any students who have not yet completed all the required components of the Clerkship in order to receive a final grade, CD's will issue a grade of 'Incomplete' in order to comply with the required submission deadline.

Compliance with Established Grade Submission Procedures

- Non-Compliance with five-week (5) deadline:
 - At five (5) weeks of the end date of the course or clerkship, the Registrar will notify the following individuals via email and request the final grades be submitted within twenty-four (24) hours:
 - Course/Clerkship Director, Co-Director, and Assistant Director
 - Course/Clerkship Coordinator
 - Clerkship Administrator
 - Assistant/Associate Dean of Pre-Clinical Medical Education for all Pre-Clinical Courses
 - Assistant/Associate Dean of Clinical Medical Education for all Clerkships
 - The Registrar will continue to monitor for the outstanding grades to ensure receipt within twenty-four (24) hours of notification of the missed deadline.
- Non-Compliance with the initially extended deadline:
 - At the end of the twenty-four (24) hour period, the Registrar will notify the following individuals via email of the continued non-compliance with the submission of grades:
 - Assistant/Associate Dean of Pre-Clinical Medical Education all Pre-Clinical Courses
 - Assistant/Associate Dean of Clinical Medical Education for all Clerkships
 - Upon notification from the Registrar of non-compliance, the Assistant/Associate Dean will notify the following individuals via email and request the final grades be submitted within twenty-four (24) hours:
 - Course/Clerkship Director, Co-Director, and Assistant Director
 - Course/Clerkship Coordinator
 - Clerkship Administrator
 - Department/Division Chair that oversees the Department in which the CD works
 - Senior Associate Dean for Medical Education and Student Affairs
 - The Registrar will continue to monitor for the outstanding grades to ensure receipt within twenty-four (24) hours of notification of the missed deadline.
- Non-Compliance with the secondary extended deadline:
 - At the end of the twenty-four (24) hour period, if grades have still not been received, the Senior Associate Dean for Medical Education and Student Affairs will notify the Department/Division Chair of the continued non-compliance and request assistance with getting the grades submitted immediately.
 - The Registrar will communicate to the SADMESA once the outstanding grades have been received to ensure compliance with LCME requirements for grade reporting.

Review of Compliance

- The CC will monitor CD's compliance with the established procedures for submitting grades.
 - Compliance with grade timeliness will be reviewed:
 - Individual Course/Clerkship Review



- Phase Review
- *in toto* Curriculum Review

Related Policies

Review Cycle and Revision History

The policy is reviewed and may be revised by the Curriculum Council as necessary, but at least every three years.

Current Revision Approved: 05.12.2022

Applicable Laws, Regulations & Standards

LCME Standards for Accreditation of Medical Education Programs Leading to the MD Degree:

- LCME Standard 9, Element 8

