



**Policy Title:**  
Timeliness of Grade Reporting

**Policy Identifier:**  
USCSOMC – Adm - 1.06

<b>Prepared by:</b> Office of the Registrar	Creation Date: 3-11-24
<b>Review by:</b> Office of Undergraduate Medical Education	Review Date: 9-27-24
<b>Approved by:</b> MD Program Policy and Procedures Committee	Effective Date: 10-10-24
<b>Category:</b> Admissions/Registrar	

## **LCME Standards**

9.8 – Fair and Timely Summative Assessment

## **Scope**

University of South Carolina (USC) School of Medicine Columbia students in the undergraduate medical program and faculty involved in the program.

## **Policy Statement**

*M-I and M-II Courses and Blocks.* All M-I and M-II courses and blocks will record and submit a final grade within one week of the completion of the block or the course.

*M-III and M-IV Clerkships and Electives.* All M-III and M-IV required clerkships and electives will record and submit a grade within four weeks of the conclusion of the clerkship or elective.

## **Reason for Policy**

The LCME expects that 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 and that final grades be made available within six weeks of the end of a course or clerkship.

## **Procedures**

The Office of the Registrar will monitor the submission of grades and remind School of Medicine course/block/clerkship/elective directors of the deadline as it nears. As soon as the deadline has passed the Office of the Registrar will provide written notification to the course/block/clerkship/elective director that the deadline is passed and they are not in compliance with the policy. They will be provided up to five working days to remediate the deficiency and submit the outstanding grade(s). If the issue remains unresolved after that time period the issue will be escalated to the course/block/clerkship/elective director's supervisor for resolution.

## **Contacts**

Office of Undergraduate Medical Education  
Office of the Registrar



## History

Date of Change	Change
3-11-24	Transferred to new policy template