

#### **TITLE OF POLICY**

Timeliness of Summative Assessments and Grades

#### **PURPOSE AND SCOPE**

To establish the time by which students should receive the results of summative assessments and final grades, with narrative comments if applicable.

#### **RESPONSIBLE PARTY AND REVIEW CYCLE**

The Education Committee will review and approve the policy as needed.

#### **LCME REFERENCE(S)**

LCME9.8: Fair and Timely Summative Assessment

#### **HISTORY OF APPROVALS AND UPDATES**

Approved by Education Committee March 2013

Approved by the Application Phase Committee June 2023

Approved by Education Committee January 2026

#### **POLICY**

All courses must submit final grades and incompletes, along with summative narrative comments if applicable, to the registrar within 35 calendar days of the last day of the course.

#### **PROCEDURE(S):**

Evaluators are expected to submit all student evaluations and narrative comments promptly to support timely grade submission. At 21 days following the end of a course, course/site coordinators will notify course/site directors of any incomplete evaluations. Course/site directors, when appropriate, may notify department chairs and campus directors of any evaluator who has not submitted student evaluations. Course directors are responsible for ensuring all summative assessments, final grades, summative narrative comments, and incompletes, if applicable, are released to students and the registrar within 35 calendar days of the last day of the course. Adherence to the policy is monitored at the phase committee meetings and annually by the Education Committee.

#### **DEFINITION(S):**

**Incomplete grade:** Student's work is incomplete. An incomplete is recorded temporarily and will be converted to H/HP/P/F/W upon completion of course requirements within two years of the course end date, after which it will automatically convert to a failing grade if requirements remain incomplete.