UNIVERSITY OF
South Carolina
School of Medicine Greenville

Policy Title
Clerkship and Post Clerkship Phase Timeliness of Grade Reporting

Identifier
USCSOMG – UME– 3.05

Prepared by: Assistant Dean for Clerkship and Post Clerkship Education	
Reviewed by: Clerkship and Post-Clerkship Subcommittee	Reviewed Date:
Approved by: Curriculum Committee	Approved Date:
	Effective Date: 03/01/2027

LCME Standards
9.6 Transparent and Timely Summative Assessment

Scope
University of South Carolina (USC) School of Medicine Greenville faculty, staff, and students

Policy Statement
Final grades for IPM III and IPM IV are available to the student within seven calendar days of the end of the module.

Final grades for M3 clerkships and electives, M4 acting internships, elective and selective courses are available to the student within six weeks of the end of course.

Reason for Policy
The Liaison Committee on Medical Education (LCME) expects that a medical school has a system for transparent and timely summative assessment of medical student achievement in each course and clerkship. There is a policy or formal guideline that requires final grades to be available within six weeks of the end of a course or clerkship.

Procedures

Integrated Practice of Medicine (IPM) Courses
For IPM III-IV, grades are finalized by the Module Director in accordance with the Grading System Policy.

For IPM III and IV, the Module Director enters the official final grade in Banner within 7 calendar days. Students log in to Self Service Carolina to view their final grade 7 calendar days after the completion of the module.

Clerkship and Post Clerkship Phase (including PCAT clerkships)
Students are directed to OASIS to view their grades and comments six weeks after completion of the clerkship/course.

Clinical clerkship grades and narrative feedback are due to the Office of Medical Education no later than 4 weeks upon the conclusion of the clerkship. The Office of Medical Education has 2 weeks to review and post final grades and narrative feedback to OASIS for student availability.

For clinical evaluations, individual faculty and residents receive automatic individual notifications as reminders to complete the student performance evaluations.

Monitoring
For IPM III, and IPM IV, the registrar confirms that grades have been entered into Banner within 7 calendar days.

A central grade submission tracking system is designed to track grade submission timeliness for all required clerkships and acting internships. Data from the central grade tracking system is reviewed annually in the clerkship and post clerkship phase reports by the Curriculum Committee, Associate Dean for Undergraduate Medical Education.

Sanctions
Clerkship or Acting Internship Directors who fail to submit final grades as outlined are subject for immediate review by the Associate Dean for Undergraduate Medical Education, respective department chair or Vice Chair of Academics.

Individual faculty who do not submit clinical evaluations in a timely manner are reported to the Course Director and will be escalated to the respective departmental Vice Chair of Academics.

Residents who do not submit clinical evaluations in a timely manner are reported to the Course Director and will be escalated to the respective departmental Program Director.

Additional Contacts
Office for Medical Education
Module Directors
Clerkship Directors

Related Information
USC School of Medicine Greenville Student Handbook
USCSOMG – UME – 3.00 Clerkship and Post-Clerkship Phase Grading System
USCSOMG – UME– 3.02 Clerkship and Post-Clerkship Phase Narrative Assessment
USCSOMG – UME– 1.00Review of Grade and Narrative Assessment

History
Date of Change	Change
March 2027	Split policy into Clerkship and Post Clerkship Phase. Updated identifier
April 2025	Clarify that Module Directors are responsible for notifying relevant staff of I and U grades. The Assistant Dean will communicate with relevant staff for Clerkship and Post

	Clerkship Phase. Clarified systems reporting grades for IPM I and II.
July 2024	Extended deadline for IPM I and II for summative narrative comments, clarified communication procedures. Updates to branding and titles.
June 2022	Clarified timing and expectations for EMT and IPM modules
July 2019	Clarified where students are able to access final grade, sanctions, and process for calculating class rank. Editorial changes made due to branding updates and titles.
July 2018	Policy formalized into standardized template, LCME CQI