All courses, clerkships must submit grades to the registrar’s office (using the system specified by the registrar) within 30 days of the last day of the course, clerkship or elective. This includes submission of an Incomplete grade if all course or clerkship requirements have not been completed due to circumstance not under the control of the student (see definition of Incomplete grade in student handbook).

Submission of narratives along with grades is required of all clerkships and of all courses in which assessment of educational activities make this possible (e.g., small group activity, writing assignments, interaction with standardized patients, simulations, etc.)

For all required clerkships and courses, the Director is responsible for assigning the final grade and narrative, as the Director bears ultimate responsibility for students within the required clerkship or course. Grading for geographic sites that are remote from the main clerkship director should be done with consultation from the appropriate site director(s).