

MEDICAL STUDENT POLICY

Title: Completion of Required Work, Evaluations and Assessments in Phase 1	
Relevant LCME Element(s): 9.9: Student Advancement and Appeal Process	Last approved: 2/3/2021

I. **PURPOSE**

Outlines expectations for completion of required work in Phase 1.

II. **PERSONS AFFECTED:**

Medical students, Clinical Education Center administrators

III. **POLICY AND PROCEDURE STATEMENT**

Academic Work Products

Work products are expected to be completed on time before the stated deadline. Emergencies or other unforeseen events may happen; in these cases, students should reach out to course leadership (coordinator and course director) before the deadline to request an extension. For any late work received where a student has not contacted course leadership prior to the due date, the student will receive a physicianship form along with receive one deadline extension. Additionally, the numerical scores assigned will be no higher than the lowest benchmark ratings for each subcompetency. A student who does not submit the assignment on or before the deadline extension will receive a score of 0 for the assignment in their composite grade.

Evaluations/Peer Assessments

A single late or incomplete evaluation/peer assessment in Phase 1 will not incur a penalty. A second late or incomplete evaluation/peer assessment in any course or module in Phase 1 will result in a negative physicianship form and a meeting with the appropriate Dean.

IV. **APPROVING BODY:**

Curriculum Committee