

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: 3/1/2023

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 where a student has not contacted course leadership prior to the due date, the student will receive a physicianship form along with 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. Their Block grade will remain listed as INCOMPLETE until the assignment is successfully completed.

Academic work products must adhere to the standards and expectations set forth by the [Feinberg Standards and Suitability for Medicine](#) and [Student Code of Conduct](#).

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. **REVISION HISTORY:**

2/15/2023: Added professionalism and integrity expectations.

8/3/2022: Clarified that block grades will be listed as incomplete until assignments are completed.

V. **APPROVING BODY:**

Curriculum Committee