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