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.

*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:**

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

V. **APPROVING BODY:**

Curriculum Committee