

# MEDICAL STUDENT POLICY

Title: <b>Completion of Required Assignments, Evaluations and Assessments</b>	
Relevant LCME Element(s): 9.9: Student Advancement and Appeal Process	Last approved: <b>3/5/2025</b>

## I. PURPOSE

Outlines expectations for completion of required assignments, curriculum evaluations, and peer assessments.

## II. PERSONS AFFECTED:

Medical students, curricular leaders, educational deans

## III. POLICY AND PROCEDURE STATEMENT

### **Assignments**

Assignments 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/clerkship 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.

Grading will be impacted in the following manner by Phase:

- For Phase 1, 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 INCOMPLETE until the assignment is successfully completed.
- For Phases 2 and 3, 1.25 points will be deducted from the final grade for each graded assignment that is completed after the due date. 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 Clerkship grade. The Clerkship grade will remain INCOMPLETE until the assignment is successfully completed.

All academic assignments 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**

- For Phase 1, a single late or incomplete evaluation/peer assessment 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 physicianship form and a meeting with the appropriate Dean.
- For Phases 2 and 3, late or incomplete evaluations will result in the deduction of 1.25 points from the final grade, the completion of a physicianship form, and a meeting with the appropriate Dean.

## IV. REVISION HISTORY:

3/5/2025: Updated to address incomplete work in Phase 2/3.

4/3/2024: Updated to include processes in Phase 2/3.

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