

Standard Operating Procedures for Late Assignments in the Foundations of Clinical Care Phase

Overview

Completion of all assignments in each course/clerkship is an important part of the educational experience. Transparent and consistent expectations promote clarity and professional responsibility and allow for identification of students who would benefit from targeted interventions to promote growth and professional development.

Purpose

To create transparent and consistent expectations across all clerkships and courses in the Foundations of Clinical Care (FCC) Phase regarding the management of late assignments and to describe the impact of late assignments on grades and progress and promotion.

Standing Operating Procedure (SOP)

This SOP applies to all clerkships and courses in the Foundations of clinical care phase.

1. All assignments will have clear deadlines.
 - a. Assignment deadlines will be listed in the course syllabus and available on VSTAR LEARN and/or available in other course materials.
2. An assignment is considered late if it is not submitted by the listed deadline.
 - a. On the rare occasion that there are discrepant deadlines listed (e.g., deadline listed in syllabus is different than deadline listed in VSTAR), the later deadline will be used.
3. A student may seek an extension for an assignment under the following conditions:
 - a. The student communicates with the course director BEFORE the assignment deadline to request an extension with an appropriate justification AND the extension is approved by the course director OR
 - b. An emergent situation arises that prevents the student from completing the assignment and the extension is approved by the course director given the emergent situation.
4. All late assignments must be completed to pass the course.
 - a. Submission of late assignments will be reflected in the Professionalism Domain on the final grade as missing late assignments aligns with the Vanderbilt University School of Medicine Medical Education Program Objective PR4 (Demonstrate professional duty and accountability to patients, colleagues, the institution, and the public including compliance with relevant laws, policies, and regulations).
 - b. Specifically, late assignments will be reflected in the final course grade as follows:

Impact of Late Assignments on Final Grade for FCC Phase Courses		
Number of Late Assignments OR	Professionalism Domain Assessment	Final Course Grade

Approximate Percentage of Total Assignment Content that is Late		
1 OR ~10%	Target	Eligible for Pass
2 OR ~20%	Threshold	Eligible for Pass
3 OR ~30%	Below Threshold	P*

5. In the event of ≥ 3 (or $\sim 30\%$) late assignments in a single clerkship/course, remediation will be required to successfully pass the course.
 - a. Remediation plans will be defined and described by each individual clerkship/course director in the syllabus.
 - i. If the remediation plan is successfully completed by the assigned due date, the Below Threshold score can be reconciled to a Threshold score in the domain of Professionalism and the P* grade can be reconciled to a Pass grade provided that all other clerkship/course expectations for a Pass grade have been satisfied.
 - ii. Failure to successfully complete the remediation plan by the assigned due date, the Below Threshold score will remain in the domain of Professionalism and the P* grade will be reconciled to a Fail grade.
 - b. Remediation and reconciliation may need to occur during or after the clerkship/course has concluded depending on the timing of the late assignments.