



Max Rady College of Medicine UGME Assignment Guidelines

Name:	Assignment Guidelines
Application/ Scope:	Year I to Year II Undergraduate Medical Education Students
Approved (Date):	August 14, 2020
Review Date:	May 2024
Revised (Date):	
Approved By:	PSEC (May 2020) Progress Committee (August 2020)

This document provides further information on assignments. It is associated with the following UGME policies:

- Promotion and Failure
 - Communicating Methods of Evaluation.
1. All assignments are mandatory. Any missing or incomplete assignments will result in an incomplete on the student's record for the corresponding course. Students are expected to submit all assignments on time, as this is an element of professionalism.
 2. A late assignment can be submitted up to three consecutive business days after the original deadline but will receive partial credit:
 - First day late = 10% deducted from final assignment mark
 - Second day late = 30% deducted from final assignment mark
 - Third day late = 50% deducted from final assignment mark

If original mark surpasses the pass mark set by the Course Leader, the student will pass the assignment but the actual mark recorded will be the deducted mark.

3. After the third day, late assignments receive an automatic zero grade and an incomplete on the student's record.
 - Students must submit a reasonable attempt assignment to remove the incomplete from their record. Reasonable attempt to be defined by the Course Leader.

4. Pass mark for assignments is at the discretion of the Course Leader and must be posted in the syllabus

- Students must submit a reasonable attempt at all parts and questions of an assignment or it will be incomplete.
- The Course Leader defines reasonable attempt.
- In case of dispute, assignment sent to the Pre-Clerkship Evaluations Committee for independent review and final decision.
- If the assignment result is below the set pass mark, it is up to the discretion of the Course Leader if a supplemental assignment or revisions to original assignment are required. Supplemental or revised assignment must receive a pass in order for the incomplete to be removed. Original grade will be retained in the gradebook.

5. Assignment deadlines

- All deadlines and/or timelines for assignments must be published in the syllabus.
- In case of missing/incomplete assignments, students will be contacted and asked to submit their assignment in order to remove the incomplete from their record. Date to be determined by the Evaluations Program Administrator.
- Students who do not submit their assignments will be asked to meet with the Associate Dean, Undergraduate Medical Education.
- Extensions to deadlines may be given at the discretion of the Office of Student Affairs. The deadline date will be discussed with Course Leaders.
- All requests for extensions must be made before the assignment deadline.
- Exceptional, unforeseen circumstances will be considered on an individual basis.
- Assignments will not be accepted past the last day of July.