

**YALE UNIVERSITY
SCHOOL OF MEDICINE POLICY**

COMPLETION OF CLERKSHIP REQUIREMENTS

Background

Each student is expected to complete the stated requirements by the date specified by the Clerkship Director. Failure to do so raises concerns about the students' professionalism and diligence, and this will be reflected in the clerkship grade as well as in the comments section of the final evaluation that will be written at the end of the clerkship.

Policy

If at the specified date, which is frequently the last day of a clerkship, a student has not fulfilled the requirements of a clerkship, the following steps will be taken:

- The student will be notified that the requirements have not been fulfilled (i.e. the student will receive an email stating that the portfolio is incomplete, the knowledge assessment has not been taken, a write-up has not been handed in, etc.)
- The student has 30 days from the deadline established by the Clerkship Director to fulfill the requirements (i.e. hand in the portfolio, take the knowledge assessment, submit a required write-up, etc.) During this time, the student will be assigned a grade of "incomplete". The student will not be eligible for "Honors" even after fulfillment of the requirements.
- If the student still has not completed the requirement after 30 days from the deadline established by the Clerkship Director, a grade of "fail" will be given and the student will not be able to graduate until the requirements are completed.

A student whose failure to complete requirements is due to illness or personal problems, should consult as soon as possible with the Associate Dean for Student Affairs.