

Procedures and Responsibilities

1. The Clerkship Director is responsible for:
 - a. Reporting the grade in accordance with the requirements within the published policies and guidelines
2. The office of Academic Learning Technologies will track compliance and report:
 - Percentage of grades in 4 weeks following completion of a clerkship
 - Percentage of grades in 6 weeks following completion of a clerkship
 - Percentage of grades beyond 6 weeks following completion of a clerkship
3. Grades not submitted within 4 weeks will be reported to the Associate Dean for Curriculum
4. Incomplete grade tracking will also be done by the Academic Affairs Registrar's Office.

Background Information

What are the possible final grades at UWSOM for required clerkships?

- Honors, High Pass, Pass, and Fail.
- [*AAMC guidelines*](#): *A grade of "Fail" should be recorded for a course in which the student has not demonstrated competency or did not complete at a satisfactory level the course requirements outlined in the course syllabus.*

What are the UW Grading Policies related to Incomplete Designation?

- [*UW grading policy*](#): *An Incomplete is given only when the student has been in attendance and has done satisfactory work until within two weeks of the end of the quarter and has furnished proof satisfactory to the instructor that the work cannot be completed because of illness or other circumstances beyond the student's control. A written statement of the reason for the giving of the Incomplete, listing the work which the student will need to do to remove it, must be filed by the instructor with the head of the department or the dean of the college in which the course is given.*

What are the AAMCE Guidelines related to Incomplete Designation?

- [*AAMC guidelines for Medical Schools Regarding Academic Transcripts*](#): *A designation of "Incomplete" should be recorded for a course when the student has not completed some component of the course and the reason for non-completion is acceptable to the instructor (e.g., absence from a class or examination due to illness or a serious personal emergency). A designation of Incomplete should **not** be used as a temporary "placeholder" when the student's prior performance in the course has been unsatisfactory.*

Examples of appropriate use of the incomplete designation:

1. **Lack of completion of Clerkship Requirements:** If there are reasons that a student is unable to complete a requirement that are out of the student's control (e.g., a snow storm such that the student could not travel to take the final exam and then had to start a new clerkship), the Incomplete designation is appropriate until the student is able to complete the requirement, or other equivalent is accomplished.
2. **Missed Time in the clerkship due to illness or family emergency.** If missed days during the clerkship are due to illness or family emergency, they can be made up at another time and in other ways (e.g., taking more call or working weekends. Note: the Work Hours Policy will be strictly adhered to.) If the student is not able to make up the days, the Student Affairs Dean is notified; the *Incomplete* designation may be appropriate.

Examples of Inappropriate Use of the Incomplete Designation

1. **Missed Time in the clerkship not due to illness or family emergency.** Missed days may be made up at another time and in other ways (e.g., taking more call or working weekends. Note: the Work Hours Policy will be strictly adhered to.) If the student is felt to have missed too many days to successfully pass the clerkship, (see absentee policy for the clerkships) the Clerkship Director will refer the student to the Student Affairs Dean. A grade designation of *Incomplete* is not appropriate in this situation. A failing grade will be issued at the end of the clerkship.
2. **Failed Component** of the clerkship. Some clerkships require a passing grade on the final exam or make-up examination in order to pass the clerkship. Other reasons will occur less often, but might include failing a mini-CEX. The *Incomplete* designation is not appropriate in this situation.