



**UNIVERSITY OF HAWAI'I (MANOA CAMPUS)
JOHN A. BURNS SCHOOL OF MEDICINE
DIVISION OF SPEECH PATHOLOGY AND AUDIOLOGY
POLICY ON COMPLETION OF ACADEMIC COURSEWORK**

PART I: STUDENT ACADEMIC COURSEWORK GUIDELINES

No student may travel/start their leisure plans prior to their completion of term paper(s), projects, or Final examinations. Students who depart before completing all assigned work within a course and all scheduled exams, as published in the University of Hawaii's Final Examination Schedule, will be subject to penalty. These penalties may include:

- a) No credit (0 points) for assigned coursework, term paper(s), or projects.
- b) No credit (0 points) for final examination(s).
- c) Automatic grade of "F" earned for the course.

For students with extenuating circumstances (e.g., involved in car-crash leading to debilitating injury, death in the family, jury duty, etc.), written documentation will be required. Upon notification and/or documentation, final judgement for make-up exams will occur at the discretion of the instructor.

PART II: PAPER-WORK SUBMISSION GUIDELINES

I. Completion of Final Paperwork: **On-Campus Clinic**

1. Diagnostic Reports are to be completed (i.e., final report with supervisor signatures) within 10 calendar days following the final session of the evaluation or as otherwise instructed by the clinician's supervisor.***
 - a. First time offense: Failure to complete the Diagnostic Report within this designated time frame will result in an earned grade of "C" and loss of the clinical hours associated with the individual evaluation.
 - b. Second time offense: An identified second offense of late paperwork submission will result in an earned semester grade no greater than "C" and loss of all clinical hours for the clinical practicum course during which the second offense is/was documented.

2. During Fall, Spring and Summer semesters, reports and Final Paperwork are to be completed (i.e., final signatures, closing of all files, etc.) by the last day of the academic semester.
 - a. First time offense: Failure to complete the end of the semester paperwork within this designated time frame will result in an earned grade of "C" and loss of the clinical hours associated with the specific reports/paperwork.
 - b. Second time offense: An identified second offense of late paperwork submission will result in an earned semester grade no greater than "C" and loss of all clinical hours for the clinical practicum course during which the second offense is/was documented.

II. Evaluations initiated during the final one- to two-weeks of the academic semester and intervention and/or evaluations scheduled to occur during inter-session:

1. In the event that an evaluation is initiated during the last one- to two-weeks of the academic semester, the clinician will receive a grade assignment of "Incomplete" for the practicum course for the semester in which the clinician is currently enrolled. All final paperwork is to be completed (i.e., final report with final signatures, closing of all files, etc.) within 7 days following the final session of the evaluation/intervention.
2. Prior to the last day of the academic semester, any clinician assigned to clinical practicum across the inter-session will receive a grade assignment of "Incomplete" for the practicum course for the semester in which the clinician is currently enrolled. All final paperwork is to be completed (i.e., final report with final signatures, closing of all files, etc.) within 7 calendar days following the final session of the evaluation/intervention.
 - a. First time offense: Failure to complete all paperwork within this designated time frame will result in an earned grade no greater than "C" and loss of the clinical hours associated with the specific reports/paperwork.
 - b. Second time offense: An identified second offense of late paperwork submission will result in an earned semester grade no greater than "C" and loss of all clinical hours for the clinical practicum course during which the second offense is/was documented.

*** The SPA program must approve any changes to schedules adopted in this policy. All changes must be clearly documented by the clinician/supervisor on the Clinical Practicum Flow Sheet. All students are accountable for maintaining documentation for all clients on the Clinical Practicum Flow Sheet.