

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 CSD 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.