**Policy Title**
Course and Faculty/Resident Evaluation Completion Policy

**Identifier**
USCSOMG – ACAF – 3.01

Prepared by: Office of Academic Affairs  
Date: 06/29/2018

Reviewed by: Assistant Dean of Academic Affairs  
Date: 07/09/2018

Approved by: USCSOMG Policy Review Committee  
Date: 07/09/2018

Communicated to: USCSOMG Students  
Date: 07/16/2018

Effective Date: 07/16/2018

**LCME Standards**
9.7 Formative Assessment and Feedback

**Scope**
University of South Carolina School of Medicine Greenville (USCSOMG) students

**Policy Statement**
Student feedback is essential for the continuous quality improvement of the medical education experience. Students are required to provide feedback in the form of faculty, resident, and course evaluations at the conclusion of each module, clerkship and elective.

**Reason for Policy**
The purpose of this policy is to provide USC School of Medicine Greenville students clarity on institutional expectations.

**Procedures**
Students are required to complete evaluations within 2 weeks of the conclusion of the module, clerkship, or elective. Students who fail to comply with the 2 week deadline will receive a reminder of the need to complete evaluations from the Office of Academic Affairs. Those who fail to comply within 6 weeks after the conclusion of the course will be referred to the Student Honor and Professionalism committee.

Students who consistently comply will the two week policy will receive a statement in the professionalism section of their Medical Student Performance Evaluation (MSPE) stating that they “completed all evaluations in a timely manner.” Students who do not complete evaluations in a timely manner (beyond six weeks without an extenuating circumstance) will receive a statement that, “This student did not complete course evaluations in a timely manner and was referred to the Student Honor and Professionalism Council who . . . . “

**Sanctions**
Referral to the Honor and Professionalism Council (HPC) and/or Student Evaluation and Promotions Committee (SEPC)
Additional Contacts
Office of Student Affairs
Office of Academic Affairs

Related Information
USC School of Medicine Greenville Student Handbook

History
- Date of Change: 06/29/2018
- Change: Move to standardized template
- Reason for Change: LCME CQI