UNIVERSITY OF
South Carolina
School of Medicine Greenville

Policy Title
Clerkship and Post Clerkship Phase Course and Faculty/Resident Evaluation Completion

Identifier
USCSOMG – UME– 3.06

Prepared by: Assistant Dean for Clerkship and Post Clerkship Education	
Reviewed by: Clerkship and Post-Clerkship Subcommittee	Reviewed Date:
Approved by: Curriculum Committee	Approved Date:
	Effective Date: 03/01/2027

LCME Standards
8.4- Medical Student Feedback

Scope
University of South Carolina (USC) School of Medicine Greenville (SOMG) faculty, staff, and students

Policy Statement
Timely 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 course. Students are required to complete all course and faculty evaluations within 14 days from the end of course date.

Reason for Policy
This policy provides USC School of Medicine Greenville students clarity on institutional expectations. In evaluating medical education program quality, LCME expects that a medical school ensures that the medical curriculum includes comparable educational experiences and equivalent methods of assessment across all locations within a given course and clerkship to ensure that all medical students achieve the same medical education program objectives.

Procedures
Students must complete all course and faculty evaluations within 14 days from end of course date for each course. Following this time, students are given a 14-day grace period. Students receive an initial notification email, followed by weekly automated reminders until all evaluations are completed or the 28-day evaluation period ends.

Commendations

Students who consistently comply with the 14-day deadline receive a statement in the professionalism section of their Medical Student Performance Evaluation (MSPE) stating that they "completed all evaluations in a timely manner."

Monitoring

Reports are pulled from OASIS to verify commendations for MSPE.

Sanctions

Clerkship and post-clerkship phase students who do not complete all course / faculty evaluations by the 14 day deadline do not receive a MSPE commendation for completing all evaluations on time.

Additional Contacts

Office for Student Affairs
Office for Academic Affairs

Related Information

USC School of Medicine Greenville Student Handbook
USCSOMG – STAF – 5.03 Honor and Professionalism System

History

Date of Change	Change
March 2027	Split policy into Clerkship and Post Clerkship Phase. Updated identifier
March 2025	Clarified language on when evaluations are released.
July 2024	Removed redundant language in sanctions section to refer directly to HPC policy and added monitoring procedures. Updates to branding and titles
Feb 2020	Based on student feedback, the language regarding expectations of timing was clarified and the grace period was shortened from 4 weeks to 14 days. The sanctions were updated to add a warning notification from faculty prior to reporting to the HPC.
Jul 2019	Editorial changes made due to branding updates and titles; formal approval not required.
Jul 2018	Policy formalized into standardized template, LCME CQI