



Policy Title

Course and Faculty/Resident Evaluation Completion

Identifier

UofSCSOMG – ACAF – 3.01

Prepared by: Office for Academic Affairs and PEAS	
Reviewed by: Curriculum Committee	Review Date: 05/14/2020
Approved by: UofSCSOMG Policy Committee	Approval Date: 05/26/2020
	Effective Date: 05/26/2020

LCME Standards

8.5- Medical Student Feedback

Scope

University of South Carolina (UofSC) School of Medicine Greenville 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 module, clerkship and elective. Students are required to complete all course and faculty evaluations within 14 days of the conclusion of a module, clerkship, or elective.

Reason for Policy

The purpose of this policy is to provide UofSC School of Medicine Greenville students clarity on institutional expectations. In evaluating medical education program quality, LCME expects a medical school has formal processes in place to collect and consider medical student evaluations of their courses, clerkships, and teachers, and other relevant information.

Procedures

Students are required to complete all course and faculty evaluations within 14 days of the conclusion of a module, clerkship, or elective. Following this time, students are given a 14 day grace period. Students will receive a weekly automated email reminder until all evaluations are complete or the evaluation period ends (28 days).

Commendations

Students who consistently comply with the 14 day deadline 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.”

Sanctions

Students who fail to complete one course or faculty evaluation within 28 days of the conclusion of a course will receive a warning notification from a Faculty Advisor for the Honor and Professionalism Council (HPC) about the incomplete evaluation and notification that an additional missed evaluation will result in a report to the HPC. The second infraction and any further infractions will be reported to the HPC. For a description of the HPC process and potential sanctions, please see [Honor and Professionalism System](#) (UofSCSOMG – STAF – 5.03).

Additional Contacts

Office for Student Affairs

Office for Academic Affairs

Related Information

UofSC School of Medicine Greenville Student Handbook

UofSCSOMG – STAF – 5.03 Honor and Professionalism System

History

Date of Change	Change
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