



Policy Title

Course and Faculty/Resident Evaluation Completion

Identifier

USCSOMG – ACAF – 3.01

Prepared by: Office for Academic Affairs	
Reviewed by: Curriculum Committee	Review Date: 03/27/2025
Approved by: USCSOMG Policy Committee	Approval Date: 04/30/2025
	Effective Date: 05/06/2025

LCME Standards

8.5- Medical Student Feedback

Scope

University of South Carolina (USC) 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 from the evaluation release date. Evaluations typically get released at the conclusion of the module, clerkship, or elective.

Reason for Policy

This policy provides USC School of Medicine Greenville students clarity on institutional expectations. In evaluating medical education program quality, LCME expects a medical school to have formal processes in place to collect and consider medical student evaluations of their courses, clerkships, and teachers, and other relevant information.

Procedures

Students must complete all course and faculty evaluations within 14 days from the evaluation release date for each module, clerkship, or elective. 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

The Office of IDEAS monitors compliance with this policy for the pre-clerkship phase. Reports are pulled from OASIS to verify commendations for MSPE.

Sanctions

Pre-clerkship students who do not complete one course or faculty evaluation within the specified deadline described above are reported to HPC. For a description of the HPC process and potential sanctions, please see the Honor and Professionalism System (USCSOMG – STAF – 5.03).

Clerkship and post-clerkship phase students cannot view final summative narrative feedback in OASIS until course/faculty evaluations are completed.

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 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