Policy Title
Course and Faculty/Resident Evaluation Completion Policy

Identifier
UofSCSOMG – ACAF – 3.01

<table>
<thead>
<tr>
<th>Prepared by: Office for Academic Affairs</th>
<th>Review Date: 07/09/2018</th>
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<tr>
<td>Reviewed by: Associate Dean for Curriculum</td>
<td>Approval Date: 07/09/2018</td>
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<tr>
<td>Approved by: UofSCSOMG Policy Committee</td>
<td>Effective Date: 07/16/2018</td>
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LCME Standards
8.5- Medical Student Feedback

Scope
University of South Carolina (UofSC) School of Medicine Greenville faculty, staff, and 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 UofSC School of Medicine Greenville students clarity on institutional expectations.

Procedures
Students are required to complete evaluations within two weeks of the conclusion of the module, clerkship, or elective. Students who fail to comply with the two week deadline will receive a reminder of the need to complete evaluations from the Office for 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
Students who do not complete evaluations within 6 weeks may be referred to the Honor and Professionalism Council (HPC)

Additional Contacts
Office for Student Affairs
Office for Academic Affairs

Related Information
UofSC School of Medicine Greenville Student Handbook

History

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<tr>
<th>Date of Change</th>
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<tr>
<td>Jul 2019</td>
<td>Editorial changes made due to branding updates and titles; formal approval not required.</td>
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<tr>
<td>Jul 2018</td>
<td>Policy formalized into standardized template, LCME CQI</td>
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