

## University of Pittsburgh School of Medicine

# Policy on Completion of Curricular Evaluations by Students

### I. PURPOSE

Medical student feedback is essential to the University of Pittsburgh School of Medicine's (UPSOM) continuous quality improvement processes. The purpose of this policy is to define expectations for the timely completion of required curricular and educator evaluations and to reinforce student participation in program evaluation as a professional responsibility.

### II. SCOPE

- This policy applies to all medical students enrolled in the Doctor of Medicine program.

### III. POLICY

UPSOM considers the completion of required curricular evaluations to be a core professional responsibility of medical students. To ensure adequate and meaningful feedback for program evaluation and improvement:

- Foundations phase students are expected to complete required evaluations of blocks, cases, small-group activities, and educators.
- Clerkship students are expected to complete required evaluations of each clerkship and individual preceptors, as applicable.
- Students enrolled in electives and selectives are expected to complete required evaluations of those courses and, where applicable, supervising preceptors.
- Students may also be asked to complete institutionally administered program evaluation surveys distributed by the Office of Medical Education (OMED), Office of Accreditation and Continuous Quality Improvement (OACQI), or other designated UPSOM units when such instruments are part of formal program evaluation processes.
- All required evaluations are administered in a manner designed to protect student confidentiality and promote candid feedback, consistent with institutional policy.
- Failure to complete required evaluations may be reviewed under the UPSOM Code of Professionalism and addressed in accordance with institutional procedures.

Failure to fulfill these professional responsibilities, including completion of required evaluations, will be addressed in accordance with the **UPSOM Code of Professionalism**.

#### **IV. POLICY AUTHOR(S)**

- Office of Medical Education

#### **V. RELATED POLICIES AND PROCEDURES**

- UPSOM Code of Professionalism

#### **VI. REFERENCES**

- **LCME Element 8.5: Medical Student Feedback**

#### **VII. APPROVALS**

- Curriculum Committee approved on March 24, 2026

#### **VIII. PROCEDURES**

##### **1. Distribution of Evaluations**

- a. Required evaluations are distributed electronically at the conclusion of courses, clerkships, electives, and selectives, consistent with OMED timelines.

##### **2. Completion Expectations**

- a. Students are expected to complete required evaluations within the designated time frame communicated by OMED or course/clerkship leadership.

##### **3. Monitoring and Follow-Up**

- a. Completion of required evaluations is monitored by OMED. Students who do not complete required evaluations may receive reminder communications

##### **4. Professionalism Review**

- a. Repeated or persistent failure to complete required evaluations may be referred for review under the UPSOM Code of Professionalism, consistent with institutional procedures.

**The University of Pittsburgh School of Medicine reserves the right to change these policies and procedures as needed.**