

University of Pittsburgh School of Medicine

Policy on Timeliness of Evaluations in Courses, Clerkship, Electives and Sub-Internships

I. POLICY

Final course/clerkship/elective/sub-internship evaluations of students, including narrative comments, must be completed within 28 days after the course, clerkship, elective or sub-internship ends.

II. PURPOSE

Students will have the greatest benefit from receiving feedback about their performance if it is provided soon after the course or clerkship.

III. SCOPE

This policy applies to:

- Course and clerkship directors, including directors of elective and selective courses
- Medical students

IV. POLICY AUTHOR(S)

- Office of Medical Education

V. RELATED POLICIES AND PROCEDURES

None

VI. REFERENCES

LCME Element 9.8: Fair and Timely Summative Assessment. A medical school has in place a system of fair and timely summative assessment of medical student achievement in each course and clerkship of the medical education program. Final grades are available within six weeks of the end of a course or clerkship.

VII. APPROVALS

Education Policy Council

Dean, School of Medicine, December 22, 2017