

University of Pittsburgh School of Medicine

Policy on Timeliness of Assessments in Courses, Clerkships, Electives and Acting Internships

I. PURPOSE

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

II. SCOPE

This policy applies to:

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

III. POLICY

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

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

VII. APPROVALS

Curriculum Committee approved on February 16, 2026

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