

Chobanian & Avedisian School of Medicine

Student Evaluation Completion Policy

Approved by: Medical Education Committee

Approved: May 19, 2017

Revised: May 10, 2018

The school considers the completion of course and clerkship evaluation to be part of a student's professional responsibilities and essential feedback for the ongoing monitoring of the learning environment. To obtain adequate feedback, all students must complete at least 80%, per academic year, of their assigned evaluations of courses, modules, faculty, clerkships, and clinical sites. In order to obtain actionable feedback, evaluations must be submitted via eValue within 10 business days of the completion of the module/course. Students are highly encouraged to complete evaluations after the completion of exams. When possible, faculty will provide time after the exam to complete evaluations. Evaluations not completed within 10 business days will be automatically removed and no longer available for completion by the student.

The Medical Education Office monitors compliance rates multiple times a year and formally notifies students of their compliance rate twice a year. Students will be notified of delinquent evaluations 48 hours before they expire via an eValue notification. Students who have completed less than 80% of course evaluations at the half year will receive a notification email from the Associate Dean of Medical Education. If the compliance rate is less than 80% at end of year, students will receive a professionalism warning letter. Any student who has received a warning letter at the end of year one and continues to have less than 80% of course evaluation at the end of the first year, will need to meet with the Associate Dean of Medical Education before the second year begins. Any student who received a warning letter at the end of year one and continues to be non-compliant at the half year point of 2nd year will receive an official letter documenting the reason that this student did not meet the professionalism expectations of the preclerkship curriculum (e.g. did not meet evaluation completion requirements). This letter will also go to the Associate Dean of Student Affairs to be included in the 4th year Dean's letter.