

## **Required Year End Course Evaluation Policy**

The Office of Medical Education requires that medical students complete year-end evaluations for all required medical student courses. Providing constructive feedback to the course directors and UCCOM is a student's professional responsibility and is essential for the ongoing improvement of the curriculum. Approximately 2 weeks before the last day of the course students receive an e-mail from the Office of Medical Education informing them that an evaluation is available on Students on the Move to complete. It will be followed by 2 reminders. Students have a 4-5 week window within which to complete the evaluation. The availability and due dates for each required evaluation will be included on the student's e-schedule. Students not completing the required course evaluations by the specified due date will be cited for unprofessional behavior. For students failing to complete 3 or more course evaluations, a written report of unprofessional behavior will be brought to the Promotion Board. Please refer to the Promotion Board Guidelines Section V. J. (ACADEMIC DEFICIENCIES: Professional/Noncognitive Deficiencies) for specifics about the consequences of unprofessional behavior <http://www.med.uc.edu/medical/MedEd/Policies/index.cfm>.

Effective Date: 2009/2010 Academic Year

Reviewed and Approved by: Year I, Year II, CBC Curriculum Committees and the Educational Policy Committee