

## Required Year End Course Evaluation Policy – Clinical Biennium

The Office of Medical Education requires that medical students complete year-end evaluations for all required medical student clerkships. Providing constructive feedback to the clerkship directors, preceptors and UCCOM is a student's professional responsibility and is essential for the ongoing improvement of the curriculum. Approximately 1 week before the last day of the clerkship, students will receive an e-mail from the Office of Medical Education informing them that an evaluation is available on Students on the Move to complete. A reminder will be sent the day before you sit for your shelf or departmental exam. Students not completing the clerkship evaluation by the due date will not be allowed to sit for the shelf-departmental exam. The student will be responsible for financial charges incurred by the department due to delaying and therefore having to purchase an additional exam. Rescheduling exams will be consistent with the UCCOM policy regarding examination remediation. Please refer to the Promotion Board Guidelines (Section V. ACADEMIC DEFICIENCIES G. REMEDIATION OF COURSEWORK 5. Remediation of Courses in the Clinical Biennium ) for specifics about examination remediation in the Clinical Biennium

<http://comdo-wcnlb.uc.edu/PDFDocuments/medicaleducation/Guidelines/PromotionBoard/GuidelinesforPromotionBoards.pdf>

In addition to not being able to sit for the exam, students not completing the required 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

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Effective Date: 2009/2010 Academic Year

Reviewed and Approved by: CBC Curriculum Committees and the Educational Policy Committee

August 2009