



**Charles R. Drew University of Medicine and Science**  
"A Private University with a Public Mission"

**Student Completion of Evaluations Policy**

**POLICY:** # pending

**Supersedes:** N/A

**Issuing Officer:** Dean, College of Medicine  
**Responsible Office:** Office of Medical Education  
**Effective EPCC Date:** 09/30/2025  
**Effective University Date:** 10/10/2025  
**Next Review Date:** 09/30/2025

**I. PURPOSE:**

The Liaison Committee on Medical Education (LCME) has established standards regarding the requirement of medical schools to have formal processes in place to collect and consider medical student evaluations of their courses, clerkships, and teachers, and other relevant information (LCME Element 8.5).

**II. POLICY STATEMENT:**

To ensure continuous quality improvement in the Charles R. Drew University of Medicine and Science (CDU) College of Medicine (COM) MD Program, it is essential that students provide timely and constructive feedback through course, clerkship, and faculty evaluations. This policy outlines expectations for student participation in the evaluation process.

**III. POLICY:**

Student evaluations are a critical component of curricular review and refinement. Course leadership depends on this feedback to identify strengths, address concerns, and implement improvements for future course offerings. Each year, numerous course modifications are made directly in response to student evaluations. These changes are transparently listed in course syllabi to demonstrate responsiveness and accountability.

To support this process, students are expected to complete evaluations of:

- Faculty
- Residents

- Small-group facilitators
- Clinical sites
- End-of-course/clerkship reviews

**Expectations for Pre-Clerkship Courses:**

- Students are expected to complete evaluations within two weeks following the final exam for the course.
- Timely submission ensures that feedback can be analyzed and incorporated into annual course reviews and improvement initiatives.
- Students must complete **ALL** required evaluations over the course of the academic year to allow for program and course evaluation as required by LCME.
- Failure to meet this requirement constitutes a lapse in professionalism, as defined in the institution's Professionalism Policy. Students who do not complete course evaluations may receive a Professionalism Form submitted to the Office of Admissions and Student Affairs by the Associate Dean. This form will be placed in the student's file and may trigger follow-up advising or review by the Medical Student Evaluation and Promotions (MSEP) Committee.

**Expectations for Clerkships:**

- Students must submit **ALL** required evaluations within two weeks of the end of the clerkship.
- Failure to meet this requirement constitutes a lapse in professionalism, as defined in the institution's Professionalism Policy. Students who do not complete clerkship evaluation may receive a Professionalism Form submitted to the Office of Admissions and Student Affairs by the Associate Dean. This form will be placed in the student's file and may trigger follow-up advising or review by the Medical Student Evaluation and Promotions (MSEP) Committee.

**IV. APPLICABILITY:**

The faculty, students, and staff of the CDU COM are responsible for knowing this policy and its procedures.

**V. DEFINITIONS:**

Educational Policy and Curriculum Committee (EPCC) is the committee charged to represent the faculty to oversee the medical education program as a whole and has responsibility for the overall design, management, integration, evaluation, and enhancement of a coherent and coordinated medical curriculum.

Medical Students Evaluation and Promotions (MSEP) Committee is the committee responsible for 1) reviewing the academic and professional progress of all students as they progress through the curriculum, 2) recommending students for advancement to the next level of training, 3) deciding on appropriate action for students earning one or more academic deficiency, and 4) final review and certification that each student has met all required outcome measures and standards of achievement for graduation.

**VI. RELATED POLICIES:**

Professionalism Policy

**VII. RELATED LINKS:**

- Professionalism Form
- LCME Standards, Publications, & Notification [Forms](#)

**VIII. POLICY HISTORY:**

Review Dates:	Change Description:
9/30/2025	New Policy. Reviewed by the Pre-Clerkship Sub Committee on 9/22/25 and the Clerkship Subcommittee on 9/3/25. Approved by the COM Educational Policy and Curriculum Committee on 9/30/25
10/10/2025	Approved by UPC with no conflicts to university policies.