Mandatory Student Evaluations of Basic Science Courses Policy (MD)

I. Purpose
This Policy outlines student responsibilities for evaluating basic science courses at Albert Einstein College of Medicine (“Einstein” or “College”).

II. Scope
This Policy applies to all Einstein students.

III. Policy
Completion of course evaluations is now required and is part of each student’s professional responsibility to provide constructive feedback on the curriculum.

Students will have one week from the end of each course to complete the online evaluation. Exam grades will be made available individually on the next business day after each student completes the evaluation.

Students who have not completed the evaluation by the one-week deadline will receive a second e-mail reminder and will have one additional week in which to complete the evaluation.

At the end of this two-week period, grades will not be released and the names of students who have not completed the evaluation will be reported to the Office of Student Affairs. Repeated reports of incomplete evaluations will be dealt with as unprofessional behavior.

IV. Definitions
None.

V. Effective Date
Effective as of: 27 June 2018
VI. Policy Management and Responsibilities

The Responsible Office under this Policy is the Office of the Medical Education. The Responsible Executive for this Policy is Einstein’s Executive Dean. The Responsible Officer under this Policy is Einstein’s Senior Associate Dean for Medical Education.

VII. Approved (or Revised)

[Signature]

Responsible Executive

Date

7/5/2018