



Policy on Access to Student Evaluations

Category:	3-Assessment and Evaluation
Curriculum Phase:	All Phases
Author/Authoring Body:	Curricular Affairs and Accreditation, Quality & Analytics
Responsible Unit:	Curricular Affairs and Accreditation, Quality & Analytics
Policy Contact:	Curricular Affairs Dean Office
Next Review Year:	2027

Summary

To ensure the integrity and fairness of the grading process, this policy restricts access to course-related evaluations until after all final grades have been officially submitted and recorded.

Applicability & Scope

This policy applies to all directors and coordinators responsible for the administration of any course, block, clerkship, or elective within the medical education program leading to the MD degree.

Definitions

Course – For the purposes of this policy, the term “course” is used to refer broadly to any instructional unit within the medical education program, including but not limited to courses, blocks, clerkships, and electives.

Evaluation – Feedback provided by students on various aspects of the medical education program, including but not limited to courses, clinical sites, and faculty.

Policy Statement

I. Access to Evaluations

- A. Student evaluations are essential for the continuous improvement of the medical education program and will be administered centrally by the Offices of Curricular Affairs and Accreditation, Quality & Analytics at the end of each course and, as appropriate, at the mid-point of a course (e.g., preclerkship block faculty evaluations).
- B. To ensure the integrity and fairness of the grading process, course directors and coordinators shall not access student evaluations related to their respective course until all final grades have been officially submitted and recorded.

- C. Authorized personnel in the Offices of Curricular Affairs and Accreditation, Quality & Analytics will centrally monitor evaluation data and promptly escalate any egregious concerns identified in the evaluations before final grades have been officially submitted and recorded.

Procedures

None

Related Information

None

Revision History

10/09/2024: The Tucson Educational Policy Committee approved the policy.