BLOCK III CLINICAL PROGRAM
YEAR 4 AND GRADUATION
HANDBOOK

Class of 2014
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Introduction

The Michigan State University College of Human Medicine Year 4 and Graduation Handbook has been developed to assist you in preparing for graduation and the years that follow. This handbook is a supplement to the Block III Handbook which you received upon entering Block III, and policies and procedures outlined in the Block III Handbook apply during the fourth year. Some of those policies closely related to fourth year activities and requirements are reprinted here. The handbook contains information regarding your fourth year of medical school, residency application and the Match, Graduation, Licensure, Financial Planning, Alumni Information, and an assortment of miscellaneous information that will be helpful to you during your senior year.

We hope this handbook will be a useful resource as you move through yet another phase of your medical education. Please be sure to contact your CHM Community Administrator if you have any questions or concerns regarding this material.

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Fourth Year Clerkships and Electives

**Required Fourth Year Clerkships**

There are two required clerkships in the fourth year, Advanced Medicine and Senior Surgery, and both are four weeks in length. Each community has a clerkship director specifically assigned to this clerkship. With rare exception, students must take Advanced Medicine in their assigned communities. Most students also take Senior Surgery in their own communities, unless there is a specific clinical specialty that is not available in the student’s home community. In that case, the Community Administrator in that student’s home community will attempt to make arrangements for the student to rotate in a CHM community where that particular sub-specialty is offered.

As with the required third year clerkships, clinical performance during the advanced clerkships is evaluated via E-Value using the standard CHM Clinical Performance Evaluation form (see Addendum A). Passing criteria are the same as for third year clerkships. Both clerkships also require that students pass a Performance-based Assessment (PBA) in order to pass the clerkship. Students may earn the Honors designation in Advanced Medicine and in Senior Surgery. Requirements for the Honors designation for those clerkships are outlined in the clerkship manuals. Honors in the fourth year clerkships do not count toward Alpha Omega Alpha nomination.

**Elective Clerkships Requirements**

In addition to the two required clerkships, students must take and pass a minimum of 20 weeks of electives in order to graduate. A minimum of 12 weeks of those 20 weeks must involve at least 50% clinical work during the four-week elective. Research or other non-clinical electives need not involve patient contact, but must be clinically relevant. Because of the additional requirements of their programs, Upper Peninsula campus students in the Rural Medicine program are required to complete 16 weeks of electives and Flint campus students in the Leadership in Medicine for the Underserved program are required to complete 12 weeks of electives in addition to the two LMU electives.

Electives must be taken in continuous four-week blocks with the same preceptor, office or service. Electives can be taken only after the six basic clerkships have been completed. A request to change an elective clerkship once it has been scheduled must be submitted at least 60 days prior to the start date of the clerkship using the “Request to Change a Scheduled Clerkship” form which is available in your community assistant dean’s office.

CHM policy allows a student to receive credit for up to two electives in the same subspecialty. Additional electives in the same subspecialty may generally be taken if time is available in the student’s schedule, but will not count toward meeting graduation requirements. Additionally, if there is a more stringent department policy regarding subspecialty electives, the department policy takes precedence over the College policy for electives in that particular clinical discipline.

All elective time may be spent anywhere within the CHM community system, space permitting. Off-campus electives, including international electives, are limited to 12 weeks.

**In-system electives** are taken at the student’s home campus or one of the other MSU-CHM community campuses, and are arranged as follows:

- **On-campus electives** are those taken within the student’s home CHM community campus. They are arranged through the student’s community assistant dean's office.

- **Inter-campus electives** are those taken within the CHM community campus system and are arranged through the community assistant dean's office in the student’s home campus. Students do not arrange these electives on their own.
• **Research electives** are four-week experiences involving at least 40 hours of work per week. A research elective application including the project proposal and the research mentor must be submitted at least 30 days prior to the experience for approval by the campus research director and the Community Assistant Dean. Instructions for applying for a research month and project are available at [https://research.chm.msu.edu/studentpage/stuelecform.php](https://research.chm.msu.edu/studentpage/stuelecform.php). Research electives must be taken within the CHM community campus system in order to count as in-system electives. In rare cases and with compelling reason (such as the type of research not being available in system, or a pre-existing project requires the student’s participation for completion), the community research director may approve a project as “in-system,” even though the research takes place at another institution.

**Off-campus electives** are taken outside the MSU-CHM system. Off-campus electives must be arranged and approved at least 30 days in advance. Students will not be allowed to begin an off-campus elective that has not been approved by the appropriate MSU clinical department, and will not receive credit for electives that have not been approved prior to the beginning of the elective. Off-campus elective requests must be submitted to the community administrator and must include a description of the elective clerkship curriculum and a letter of acceptance from the host institution. The community administrator and department representatives who approve the request may ask for additional information about the clerkship. Elective information for other medical schools can usually be found on the school’s website, and a listing of medical school contacts for electives can be found in VSAS and in the AAMC Extramural Electives Compendium (EEC).

The **Visiting Student Application Service (VSAS)** is an AAMC application designed to streamline the application process for senior electives at other U.S. LCME-accredited medical schools. VSAS requires students to submit just one application for all schools, effectively reducing paperwork, miscommunication, and time. VSAS also provides a centralized location for managing offers and tracking decisions. You will **only** use VSAS if you are applying for senior away electives at any of the currently participating host schools. If you are not applying to one of these host schools, please use the AAMC Extramural Electives Compendium (EEC) for visiting student application information. More information on VSAS can be found at [www.aamc.org/vsas](http://www.aamc.org/vsas).

For both inter-campus and off-campus electives, requests are coordinated through the student’s community administrator. All required paperwork must be on file in advance of the clerkship.

**International electives** count as off-campus electives. However, if a student arranges an international elective that is coordinated and accompanied by a CHM faculty member, the student may seek approval through their CHM community administrator to have one such international elective count as an in-system elective. Please note that the maximum of one international elective counting toward meeting the in-system elective requirement is not negotiable.

**Student-generated electives** are those designed to meet specific educational needs of students for which clerkships do not currently exist (i.e. independent study, international electives). These electives may be taken within the College of Human Medicine community campus system or off-campus. A complete description of clerkship objectives, method of evaluation, and explanation of supervising individuals must be submitted for review. In addition, a letter from the host institution or applicable individual indicating student acceptance to the clerkship must be submitted. The community assistant dean or department representative who reviews the request may ask for additional information.

Off-campus and student-generated elective clerkships are subject to approval by the appropriate department representative, the community administrator, and the Block III Director. Approval for these electives may be withheld if any academic deficiency exists. Students who are on academic probation, have unremediated N grades, or who have had a CP or N grade due to unprofessional behavior may not take electives outside the CHM community campus system.
International Elective Clerkships

Students interested in taking clinical electives at international sites should discuss this with their community administrator as early as possible, as considerable arrangements must be made and appropriate paperwork must be provided to the MSU clinical department responsible for approving the international elective.

All international elective experiences must have the approval of the community campus and appropriate clinical department. Any student who engages in international experiences must be enrolled; otherwise these will be considered non-authorized experiences and the College will not be held responsible for any liability or other concerns that may arise. **Students will not receive credit for an international elective unless appropriate paperwork has been forwarded to the department and the elective has been approved in writing by the department.**

For more information about international electives, go to the College of Human Medicine International Health Opportunities for Medical Students website at [http://internationalhealth.msu.edu/](http://internationalhealth.msu.edu/).

In addition to complying with the process for regular off-campus electives, students must also apply for international electives at least one month before departure through the MSU Office of Study Abroad (OSA). Students must provide a copy of the letter from MSU OSA approving the experience and verifying medical insurance to their community administrator. OSA will provide students with extra health and evacuation/repatriation insurance as required by CHM for students participating in Study Abroad programs. OSA monitors student locations 24/7. For detailed information, see the OSA web site at [http://studyabroad.msu.edu/medrotate.html](http://studyabroad.msu.edu/medrotate.html).

Elective Clinical Performance Evaluations

**It is ultimately the student’s responsibility to make certain that all Elective Clinical Performance Evaluations have been submitted and received by their Community Assistant Dean’s office.** The method of distribution and return varies from community to community, so make certain you know the guidelines for your own campus. A diploma will not be issued until all Elective Clinical Performance Evaluations are received and processed by the departments responsible for grading.

You may want to review your file periodically in the Community Assistant Dean’s office to check for evaluations and on-line in STU-INFO for grade changes for both required and elective clerkships.

Elective Grading Criteria and Clinical Performance Evaluations

The grades of Pass (P) and No Pass (N) are available in four week electives. Grades are assigned based on the Elective Clinical Performance Evaluation (Elective CPE) and completion of all requirements of the course, which may entail a paper, presentation, or other assignment. Failure to meet attendance requirements or complete assignments may result in the N grade. The Elective CPE form may be found in an addendum in this handbook (see Addendum B). Grading criteria are as follows:

**Pass:** No more than three marks in the “Below Expectations” category and no “Below Expectations” marks in professionalism in any of the CPE forms completed for a given elective.

**No Pass:** More than three marks in the “Below Expectations” category OR one or more marks in “Below Expectations” for professionalism.

Elective CPE forms are sent to the preceptor(s) to whom the student is assigned. Students may also be asked to supply names of other individuals with whom they worked during an elective clerkship. **A final grade will not be issued until the evaluation forms have been returned.** A copy of each completed evaluation form is kept in the student file in the Community Assistant Dean’s office.

For electives taken outside the MSU-CHM system, it is ultimately the responsibility of the student to make certain that clerkship evaluation forms have been received by the Community Assistant Dean’s office.
Please note that some CHM electives (e.g., Research, Prosection Anatomy) have a specialized evaluation form and grading criteria. In addition, some institutions use their own clinical evaluation forms to evaluate all visiting students. In this case, in order to earn a Passing grade, the student must earn an overall pass rating on the institution’s evaluation form.

**Clerkship Enrollment and Attendance Policies**

Enrollment during Block III will be handled through your assigned community campus. The community administrator early enrolls all Block III students, working with CHM records officer. Students are then billed directly by MSU via e-mail notification. Students must then follow instructions in the e-mail in order to complete the registration process.

In order to ensure the quality and consistency of the MSU-CHM clinical student experience and to protect the clinical teaching resources of our community campus system, the College of Human Medicine requires that all required clerkships be taken in a student’s assigned community.

Students must be available to participate in all aspects of the clerkship, on weekdays, evenings and weekends as designated by the clerkship director. Attendance at all scheduled clerkship activities—clinical assignments, rounds, lectures, clinical experiences such as surgeries, deliveries, etc.—is mandatory. Students must be available until 5p.m. on the last day of the clerkship unless the clerkship handbook specifies an earlier ending time.

**Clerkship Orientation**

All clinical clerkships begin with a clerkship orientation, and **attendance at the clerkship orientation is mandatory**. In the rare event that an emergency situation arises which precludes attending clerkship orientation, the student must contact their community administrator immediately. Such cases will be handled on an individual basis, depending on the circumstances. Without an appropriate excuse, students will not be allowed to continue on the clerkship.

The one situation for which a student may receive permission in advance to miss clerkship orientation is when the student is scheduled to make a presentation at a national conference on clerkship orientation day, or when the presentation is scheduled such that travel to or from the conference is required on clerkship orientation day. Students will want to review the agenda for clerkship orientation with the community clerkship assistant and take into consideration what will be missed and what must be made up in deciding whether to request the day off.

Students may request to be excused from clerkship orientation to make a presentation by completing the CHM Absence Request Form as soon as the presentation is accepted. Official correspondence from the conference documenting topic, date, time, and location must be attached. Approval of the absence will ultimately be the decision of the community clerkship director and community administrator, and will be based on whether it is feasible for the student to be oriented to the clerkship separately.

Such absences will count toward the total number of excused absences allowed on the clerkship. In addition,

- The student is responsible for reviewing and understanding clerkship orientation materials, and will sign a statement to this effect.
- If didactic sessions are scheduled on orientation day, the student is responsible for content of such sessions.
- If clinical sessions are scheduled on orientation day, the student will be required to make up the clinical time missed.
Withdrawing From Clinical Clerkships

Students are not permitted to drop or withdraw from a required clinical clerkship once they have commenced the clerkship except under rare and extraordinary circumstances. Academic difficulty is not sufficient cause for dropping or withdrawing from a clerkship.

On occasion, a student may experience extenuating circumstances—illness, delivery, death in the immediate family—which make it impossible to continue a required clerkship. In this situation, the student must meet with the community assistant dean or community administrator to outline the circumstances and to discuss future plans for continuation in Block III. The community assistant dean’s office must get final approval for dropping a clerkship from the Block III director. The community assistant dean’s office will be responsible for notifying the appropriate clinical department. This policy assures that (1) students do not drop clerkships without good cause, (2) the College can be responsive to extenuating student circumstances, and (3) decision-making is consistent across the CHM multi-campus system.

If a student receives permission to leave a clerkship prior to the mid-point of a clerkship, the student must repeat the entire clerkship (a “drop” will be issued). If, however, a student receives permission to leave the clerkship after the mid-point of the clerkship, the student must complete, within a time period of no more than six months, all the unmet requirements of the clerkship (written and oral examinations, out-patient and in-patient experiences, etc.). In this circumstance an “ET” grade will be issued and the student does not need to repeat the clerkship experiences s/he engaged in prior to departure.

Absences from Clerkships and Other Required Block III Courses

Students who are unable to be present for any required and elective clerkship activities or Core Competency sessions because of extenuating circumstances are required to complete a CHM Absence Request form and have this form signed by the community clerkship director and community administrator. In all cases except for emergencies and sudden illness, requests for scheduled absences are to be submitted at least 30 days prior to the date(s) of absence. Time off for religious holiday observance should be submitted at least 30 days prior to the beginning of the clerkship from which time off is being requested. If permission for an absence is granted, it is the student’s responsibility to notify his or her clinical preceptor. The Block III Absence Request form is available on the MSU-CHM website at http://humanmedicine.msu.edu/current/index.php?current.

Scheduled absences are not approved until the Absence Request form is signed by both the clerkship director and community administrator. Failure to complete this form and obtain the required signatures will result in an unexcused absence from the clerkship. While all requests are subject to approval by the community administrator and clerkship director and are considered on a case by case basis, examples of possible excused absences include:

- death of a close family member
- serious illness or hospitalization of a close family member
- student presentations at professional conferences

Students should plan weddings, family vacations and trips during scheduled time off.

In the case of emergency or sudden illness, the student must contact the community clerkship director, the community assistant dean’s office, and his/her preceptor. For absences because of emergencies and illness, the CHM Absence Request form must be submitted no later than two days following the absence. Depending on the circumstances and length of absence, the student may be required to provide documentation.

Time missed during the clerkship, including for illness and other excused absences, must be made up. Students with excused or unexcused absences of more than 5 days in an eight-week clerkship or more than 2.5 days in a four-week clerkship may receive a CP grade for unprofessional behavior and need to remediate 4 weeks of the clerkship, in addition to any other clerkship deficiencies. Approved time off for religious holiday observance and for college-wide activity days will not be counted as absences. Some clerkships may have more stringent attendance policies; be sure to check your clerkship handbook for more specific information.
Any unexcused absences will be considered unprofessional behavior. Each unexcused absence will count as one instance of unprofessional behavior, and will be noted as such by the clerkship director on the student’s CPE form and in the final clerkship letter. Instances of unprofessional behavior may be incorporated into the Medical Student Performance Evaluation.

Inclement Weather and Attendance

The safety of our students is of the utmost importance to the College. Since the profession of medicine is not one where activity and responsibility cease when bad weather occurs, we trust that students will use discretion and make professional decisions regarding their attendance during times of inclement weather.

Students who are unable to attend required clerkship clinical and didactic activities due to the weather should follow the regular procedure for reporting an absence, including completing an absence request form and notifying their clerkship director, preceptor and Community Assistant Dean’s Office. Students will be expected to make up time missed due to weather.

If clerkships are cancelled or an entire campus is closed because of inclement weather, students will be notified as soon as possible.

Time Off for University Holidays and CHM Student Activities

Students in all community campuses will be released from clerkship and other duties for the following University-designated holidays and in other situations as specified below:

- 4th of July
- Labor Day
- Thanksgiving and the Friday after Thanksgiving
- Christmas
- New Year’s
- Martin Luther King Day
- Memorial Day

All Religious Holidays  In keeping with the University policy on religious observances, faculty will honor student requests for time off a clerkship for religious observances. Students will be expected and scheduled to make up the time missed. Students must make requests for excused absences for religious observance with the appropriate clerkship director and community administrator at least 30 days prior to the start of the clerkship during which time off is requested.

CHM Activities  Students are excused from clerkship responsibilities to attend College-sponsored activities. Students not attending these activities are expected to fulfill their clerkship responsibilities.

Healthcare Professions Students Immunization Requirements

The Centers for Disease Control recommends that individuals participating in a medical or veterinary health care setting receive specific vaccinations. At Michigan State University, all Health Care Professions Students are required to have their vaccination records on file with the University Physician's Office.

CHM and other Health Professions students can view their immunization status and print official documentation from the Veterinary and Healthcare Professional Student Immunization Site, up to two years after graduation, online at: http://hcpimmunize.msu.edu. Most students find it helpful to have access to this information while moving between clinical rotations and residency.

The Office of the University Physician at Michigan State University must have complete and accurate
documentation about your immunization status to ensure that you and your patients are protected during clinical training. Health care professional students will not be allowed to participate in clinical experiences until this information has been submitted, evaluated, and is in compliance with the Centers for Disease Control and Prevention Guidelines for Health-care workers.

Information from the Student Immunization Record Form will be entered into a secure web based record: https://ntweb11.aiis.msu.edu/hcpstuimm/AppLogin.Asp You will have access to this web site and be able to print out your information. Please go to http://uphs.msu.edu/forms/StudentImmuneForm2012CCC.pdf for the complete list of all immunization requirements.

Prior to the beginning of the fourth year, you must update some of requirements in order to maintain compliance.

1) Yearly TB test required: At the end of your 3rd year you will need to have a PPD (TB test) done. Once this had been read, you will receive a verification form and this form must be faxed to Paula Guss in the University Physician’s Office at (517) 355-0332 or mailed to:

   HCP Student Immunizations
   Office of the University Physician
   Olin Health Center
   463 East Circle Drive, Room 346
   East Lansing, MI 48824
   Fax: (517) 355-0332.

2) Flu/influenza vaccine verification must be faxed to Paula Guss in the University Physician’s Office at (517) 355-0332 or mailed to the address above.

3) Bloodborne Pathogen Training: Students must update their certification on a yearly basis. The refresher course is offered as an on line training module at MSU. You will find it at: http://www.oeos.msu.edu/TRAIN/BPA/ The log-in is your regular MSU e-mail address and password.

   Once you have completed the training, you will be asked what medical school that you want the certification sent to and you should indicate the College of Human Medicine. Once CHM receives the refresher certification, then they will contact the University Physician’s Office to update your immunization records.

These updates must be completed prior to the beginning of 4th year, as this information will be required on your elective applications. Other institutions may have additional requirements, so students will want to check institutional immunization requirements when applying for away electives.

The Residency Selection Process

Much of your effort during the latter months of your third year and the first several months of the fourth year is geared toward the career and residency selection process. Your Community Assistant Dean and Community Administrator are valuable resources in helping you navigate this entire process. You should schedule a meeting with one or both of those individuals whenever you feel that you need guidance. These individuals are readily available to answer questions and review your application materials.

Electronic Residency Application Service (ERAS)

The Electronic Residency Application Service (ERAS) is the medical student application to residency programs that is transmitted via the web (http://www.aamc.org/students/eras/start.htm). You can access ERAS from any computer with an Internet connection and a current version of a web browser. You will complete your residency application, select programs where you wish to apply, and create and assign supporting documents using this secure site.
Once you have completed your residency application, you will submit your file to ERAS for processing. The staff in your community assistant dean’s office, using the Dean’s Workstation, will be responsible for scanning and storing your MSU academic transcript, Medical Student Performance Evaluation (MSPE), Letters of Recommendation (LOR), and your photograph. All of these materials will be transmitted to the ERAS post office once they have been scanned and assigned. The Dean’s Workstation enables staff members to tell when your application has been completed and sent. The Applicant Document Tracking System (ADTS) feature of ERAS can tell you which residency programs have downloaded your information.

**National Residency Matching Program (NRMP)**

In order to submit a Rank Order List to participate in the National Resident Match Program (NRMP), a student must be on schedule for the 2014 spring semester MSU graduation. For 2014, the final date for spring course completion is May 23, 2014.

In addition, all students must sit for both of the USMLE Step 2 examinations—Clinical Skills and Clinical Knowledge—no later than February 1, 2014, in order to be verified to participate in the match. Registration for the Match opens on September 1, 2013. The early registration deadline (to avoid additional fees) is November 30, 2013.

The Community Administrators must submit written confirmation that the two conditions above have been met in order for the graduate to be verified by the Associate Dean for Student Affairs to submit a rank order list to the NRMP. Any student with an extenuating circumstance who is unable to meet both or either of these conditions must submit a written request by February 1, 2014, for a special review by the Associate Dean for Student Affairs and the Senior Associate Dean for Academic Affairs. Their decision will be final.

The NRMP utilizes the Rank Order List Input and Confirmation (ROLIC) System, which enables you to enter your Rank Order Lists directly into the ROLIC Computer System and receive on-screen and printed confirmation of your program rankings. Your Rank Order List is entered via the web (http://www.nrmp.org/). This needs to be completed by the deadline set by the Match. Typically, rank order entry begins in mid-January, final list certification must be completed in mid-February, and Match week occurs in mid-March. The final NRMP schedule for 2014 will not be released until at least April 2013. Your Community Administrator will inform you of the official dates when available.

**Specialty Matches**

There are also a few “Specialty Matches” which are independent from the NRMP. For the specialty of Ophthalmology and some Plastic Surgery programs you will use the San Francisco Match Program (www.sfmatch.org). Applications for ophthalmology are processed directly through the San Francisco Match. For the specialty of Urology, you will use the American Urological Association Program http://www.auanet.org/content/residency/residency-match.cfm. You will apply to Urology programs through ERAS, but the matching process is through the AUA program. Please note that the results of the specialty matches are available before the NRMP Rank Order Lists are sent. Please check the web sites for these matching programs to verify due dates and match dates.

Since many of these specialties require a first year residency position before entering that specific residency, you may still be going through the NRMP for that first year position.

The San Francisco Matching Program requires all applicants to send a hard copy application to them. They will distribute it to the appropriate residency programs. The date for submission of all information is earlier than ERAS; for the 2013-2014 academic year, this is during the first two weeks of September. The Medical Student Performance Evaluations for students participating in the San Francisco Match will be sent by the College on October 1, the same date that these documents are made available to programs in the NRMP.

Military matches are earlier than the NRMP match. The deadline and processes for these individual matches are
determined by the branch of the military in which the student serves.

**Letters of Recommendation**

Letters of Recommendation written in support of a student’s residency application shall be submitted to the appropriate Community Assistant Dean’s office. Students should give all letter writers an ERAS cover sheet that should be returned with the letter of recommendation. Cover sheets are available in the Community Assistant Dean’s offices. Although there is an LOR portal on the ERAS web site, we strongly recommend that students have letters sent to the Community Assistant Dean’s office so that staff can proofread and track receipt of the letters. If the student has waived his or her right to see their letters (via cover sheet), the letters will remain confidential and separate from the community file, and they will never be available for student review. If the student has not waived his or her right to see these letters, the community can forward copies to the student for future reference and use. CHM recommends that students waive their right to see their letters.

**Medical Student Performance Evaluation (MSPE)**

Medical Student Performance Evaluations are written in late summer or early fall in the student’s fourth year. Medical Student Performance Evaluations will be forwarded to residency programs no earlier than October 1. Please notify your Community Assistant Dean or Community Administrator if you are pressured to submit your Medical Student Performance Evaluation (MSPE) before October 1.

The Preclinical portion of the MSPE is prepared by the Office of Preclinical Curriculum using standardized language based on student performance during Blocks I and II. Refer to the Preclinical Student Handbook for details on preparation of the Preclinical portion of your MSPE. The remainder of the MSPE is prepared by your Community Assistant Dean and Community Administrator.

The clerkship summary section of the MSPE includes the Clerkship Director’s summary comments from the Final Clerkship Evaluation for required clerkships, and preceptor comments from elective clerkship CPEs for electives taken prior to the fall semester of the fourth year (end of August). For students who were suspended and required to go before the Student Performance Committee, this will be noted chronologically in the clerkship summary section.

An addendum to the MSPE will be written for any CHM student or graduate who re-enters the Match for any reason. The addendum will include results from all required and elective clerkships taken since the original MSPE was prepared, as well as a summary statement by the Community Assistant Dean. The addendum will become part of the student or graduate’s permanent record and will be sent with the original MSPE when future requests for the MSPE are received.

**Medical Student Performance Evaluation (MSPE) Rating Criteria**

The Community Assistant Deans are asked to summarize each student’s overall performance and assign a rating based on standard criteria. These criteria are summarized below. Only grades from third-year required clerkships will be considered in determining the student’s Medical Student Performance Evaluation rating.

**Outstanding:** Given to outstanding students who have distinguished themselves both academically and professionally. Received Honors in a minimum of four or more of our required clerkships, with no CP or N grades.

**Excellent:** Given to highly competitive students generally in the upper third of their class who have consistently excelled academically and professionally. Received Honors in two or more of our required clerkships, with no CP or N grades.

**Very Good:** Given to students who have consistently performed competently and professionally. Passed all required clerkships, with no more than one CP grade and no N grades.

**Good:** Given to students who have had academic or non-academic difficulty but have successfully remediated.
We anticipate that students in this category will perform well in postgraduate education. Passed all required clerkships, with no more than two CP grades or one N grade.

**Satisfactory:** Given to students who have had academic or non-academic difficulty but have successfully remediated. Passed all required clerkships, with no more than three CP grades, or one CP and one N grade.

**Marginal:** Given to students who have had significant academic or non-academic difficulties and who may continue to have similar problems in postgraduate training. Expected to fulfill all graduation requirements.

**MSPE Rating Criteria for Students with Professional Behavior Sanctions**

Students who have been suspended for breaches of professional behavior will receive no higher than a **Satisfactory** rating on the MSPE, and students who have been sanctioned but not suspended for breaches of professional behavior will receive no higher than a **Good** rating on the MSPE. The final MSPE rating for students who have been sanctioned or suspended for unprofessional behavior may end up being lower than Good or Satisfactory, respectively, depending on the student’s academic performance.

**Transcripts**

Although the Honors designation awarded in required clerkships is not an official MSU grade, beginning with clerkships taken in 2011-12, the University Registrar’s office has agreed to list courses in which a student has earned the Honors designation on the MSU transcript. The official grade earned in each course will appear next to the course number. Below the official grades, the MSU registrar will list the courses in which the student earned Honors. This list is updated periodically during the academic year. Students may verify when grades have been entered by going to Stu Info. Please note that Stu Info records the official grade, but not the Honors designation.

To order a transcript online, go to: [http://www.reg.msu.edu/Transcripts/Transcript.asp](http://www.reg.msu.edu/Transcripts/Transcript.asp). Transcripts are free of charge. Transcript requests submitted by 1 pm EST are processed the same business day.

**Delivery Options:**

- **Electronic (PDF)** - Intended recipients will receive an email with a secure access code and a link to a secure website where the Official Transcripts will be presented via PDF. In addition to the email address, you will need to provide the name and address of the recipient. It is your responsibility to notify the recipient that you requested electronic delivery and he/she should expect an email from rotran@msu.edu. If you place your order online, you will receive an email when the transcript notice has been sent to the recipient and when the transcript has been viewed. [More information on electronic transcripts.](#)

- **Paper** - The traditional delivery method of paper sent via US Mail.

If you are unable to use the MSU web-based system for requesting a transcript, follow the instructions on the Transcript Request Mail-in Form. If you have forgotten your PID number, contact the CHM Records Officer at (517) 353-7140. Transcripts will not be released if you have any holds placed on your account. For general inquiries, please contact the MSU Registrar’s Office at (517) 355-3300.
The following table summarizes the graduation requirements for the College of Human Medicine.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>When Requirement Must Be Met</th>
</tr>
</thead>
<tbody>
<tr>
<td>Satisfactory completion of all academic requirements of Blocks I, II, and III</td>
<td>Within 8 years of matriculation</td>
</tr>
<tr>
<td>Satisfactory completion of the Block III Rationality Gateway Assessment</td>
<td>During Core Competency sessions in third year</td>
</tr>
<tr>
<td>Satisfactory completion of the Block III Care of Patients Gateway Assessment</td>
<td>May or June of third year (remediation August of fourth year)</td>
</tr>
<tr>
<td>Satisfactory completion of the Block III Integration Gateway Assessment</td>
<td>First day of Senior Surgery clerkship, fourth year</td>
</tr>
<tr>
<td>Passing USMLE Step 1 Examination</td>
<td>Prior to entry into Block III</td>
</tr>
<tr>
<td>Passing USMLE Step 2 Clinical Knowledge and Clinical Skills Examinations</td>
<td>Students must sit for both exams prior to February 1 for a Spring graduation. Passing scores must be posted prior to the last day of the semester in which the student intends to graduate. The three graduation dates for MSU are in August, December, and May.</td>
</tr>
<tr>
<td>Completion of Service Learning Project</td>
<td>End of the fall semester prior to graduation</td>
</tr>
<tr>
<td>Application for graduation</td>
<td>On or before the end of the first week of the semester during which degree requirements will be met (last semester of enrollment)</td>
</tr>
</tbody>
</table>

The MSU College of Human Medicine expects that medical students will conduct themselves in an honest, responsible, and professional manner within the educational programs, in their interactions with peers, faculty, and patients, as well as in their activities beyond scheduled learning experiences. They are expected to abide by the Student Oath administered at the time of matriculation and to demonstrate the ability to function ethically and humanely.

Graduation requirements for Michigan State University College of Human Medicine students are as follows:

1. **Satisfactory completion of all components of the CHM Block I, Block II, and Block III programs within a maximum of eight (8) years, as specified by the CHM Student Performance Handbook and the MSU Medical Student Rights and Responsibilities document.**

2. **Achievement of a passing score on the CHM Block III Care of Patients Gateway Assessment, a half-day clinical skills performance assessment held near the end of the third year.** The purpose of the exam is to assess essential clinical skills that are the foundation of clinical practice and necessary for the first year of residency: communication skills; information gathering and history taking; focused physical examination; and writing a Progress/SOAP note. The Block III Gateway Assessment, which is similar to the USMLE Step 2 Clinical Skills exam, takes place at the both the MSU Learning and Assessment Center in East Lansing and at the CHM Simulation Center in Grand Rapids and consists of multiple clinical encounters portraying common patient presentations.

Students who do not achieve a passing score on the Care of Patients Gateway Assessment will need to complete an appropriate remediation. If a student does not pass the initial remediation attempt, s/he will be required to take and pass a four-week Care of Patients remediation clerkship during the fourth year.
3. Satisfactory completion of the CHM Block III Integration Gateway Assessment and the CHM Block III Rationality Gateway Assessment.

4. Achievement of a passing score on the United States Medical Licensure Examination (USMLE) Step 1 Exam, Step 2 Clinical Knowledge Exam, and Step 2 Clinical Skills Exam.

5. Completion of the College of Human Medicine Service Learning requirement.

**CHM Block III Program**

Satisfactory completion of the CHM Block III clinical training program requires completion of the following required and elective courses:

1) Block III Program Orientation 1 week
2) Family Medicine Clerkship 8 weeks
3) Internal Medicine Clerkship 8 weeks
4) Pediatrics Clerkship 8 weeks
5) Obstetrics/Gynecology Clerkship 8 weeks
6) Psychiatry Clerkship 8 weeks
7) Junior Surgery Clerkship 8 weeks
8) Core Competency Seminars Completion of all modules
9) Advanced Medicine Clerkship 4 weeks
10) Senior Surgery Clerkship 4 weeks
11) Clinical Elective Clerkships 20 weeks

**CHM Block III Rural Program at the U.P. Campus**

Medical students in the CHM Block III Rural Program on the Upper Peninsula campus must successfully complete all of the following required and elective courses:

1) Block III Program Orientation 1 week
2) Family Medicine Clerkship 12 weeks
3) Internal Medicine Clerkship 8 weeks
4) Pediatrics Clerkship 8 weeks
5) Obstetrics/Gynecology Clerkship 8 weeks
6) Psychiatry Clerkship 8 weeks
7) Junior Surgery Clerkship 8 weeks
8) Core Competency Seminars Completion of all modules
9) Advanced Medicine Clerkship 4 weeks
10) Senior Surgery Clerkship 4 weeks
11) Clinical Elective Clerkships 16 weeks

**CHM Block III Leadership in Medicine for the Underserved Program**

Medical students in the CHM Block III Leadership in Medicine for the Underserved/Vulnerable Program on the Flint campus must successfully complete all of the following required and elective courses:

1) Block III Program Orientation 1 week
2) Family Medicine Clerkship 8 weeks
3) Internal Medicine Clerkship 8 weeks
4) Pediatrics Clerkship 8 weeks
5) Obstetrics/Gynecology Clerkship 8 weeks
6) Psychiatry Clerkship 8 weeks
7) Junior Surgery Clerkship 8 weeks
8) Core Competency Seminars Completion of all modules
9) Leadership in Medicine for the Underserved Elective 4 weeks
10) Advanced Leadership in Medicine for the Underserved Elective 4 weeks
11) Advanced Medicine Clerkship 4 weeks
12) Senior Surgery Clerkship 4 weeks
13) Clinical Elective Clerkships 12 weeks

Graduation and USMLE Step 2 Requirements

In addition to successfully completing all clerkship and other academic requirements of the Block III clinical education program, the College of Human Medicine requires passing both the USMLE Step 2 Clinical Knowledge and Clinical Skills examinations for graduation.

Students planning to graduate in spring semester 2014 and begin residency in July 2014 must meet the following requirements:

1. Students must complete all Block III coursework and post a passing score on both the Step 2 Clinical Knowledge and Clinical Skills examinations by May 11, 2014, the deadline for completing graduation requirements for spring semester.
2. Students planning to begin residency in July 2014 must graduate spring semester 2014 or before.
3. Students must apply and be certified for both the Step 2 Clinical Knowledge and Clinical Skills examinations by Nov. 1, 2013 and must have dates scheduled for both exams by Dec. 1, 2013.
4. Students must sit for both the Step 2 Clinical Knowledge and Clinical Skills exams by February 1, 2014 in order to be verified by the College for participation in the National Residency Matching Program (NRMP). Students who have not taken both parts of the Step 2 exam by February 1, 2014 will not be eligible to participate in the Match.

Students planning to graduate in spring 2014 are strongly encouraged to consider these guidelines when scheduling their USMLE Step 2 Clinical Skills examination:

<table>
<thead>
<tr>
<th>Latest date to TAKE the Step 2 Clinical Skills exam:</th>
<th>In order to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 15, 2013</td>
<td>Have time for two attempts and have results ready for residency match through NRMP</td>
</tr>
<tr>
<td>November 1, 2013</td>
<td>Have results ready for residency match through NRMP</td>
</tr>
<tr>
<td>February 1, 2014</td>
<td>Be verified by the College to participate in the NRMP</td>
</tr>
</tbody>
</table>

Additional Considerations for Scheduling USMLE Step 2 Examinations

1. It is likely that Step 2 Clinical Knowledge Exam scores will continue to be reported in 4 to 5 weeks. The Step 2 Clinical Skills Exam (CSE) has reporting periods which correspond to specific exam dates, and it could take as much as 12-16 weeks for these scores to be reported. Please refer to the USMLE Step 2 Clinical Skills Schedule for Reporting at [http://www.usmle.org/step-2-cs/#reporting](http://www.usmle.org/step-2-cs/#reporting) for specific information on reporting timeframes. The CHM Step 2 CSE guidelines above were developed using the dates in this USMLE schedule.

2. Residency directors view applicants who have passed both of the USMLE Step 2 exams more favorably than those who have not posted passing scores at the time of ranking for the National Residency
Matching Program (NRMP). While a program may not require this information, when faced with two equally qualified candidates, the candidate who has passed both Step 2 Clinical Knowledge and Step 2 Clinical Skills is likely to be ranked higher by the program.

3. Third year students are encouraged to register, obtain scheduling permits and schedule exam dates as soon as possible with the NBME for both the Step 2 Clinical Knowledge and Clinical Skills exams. Details are available in the licensing exams section of the NBME web site at www.nbme.org. Students can register for the two parts of the Step 2 exam together or separately.

4. The fee for USMLE Step 2 Clinical Knowledge exam is approximately $560. For the current fee schedule see http://www.nbme.org/students/examfees.html. Once a student has obtained a scheduling permit for the Step 2 CK exam, he or she may contact Prometric, Inc., to schedule an exam date as early as six months before the start date of the scheduled eligibility period.

5. The fee for USMLE Step 2 Clinical Skills exam is approximately $1,200, not including travel or lodging costs. For the current fee schedule see http://www.nbme.org/students/examfees.html. Once a student has obtained a scheduling permit for the Step 2 CS exam, he or she may schedule an exam date via the NBME Interactive Website for Applicants and Examinees. The Step 2 Clinical Skills exam is offered at five sites: Chicago, Philadelphia, Atlanta, Los Angeles, and Houston. The sooner a student registers and obtains a scheduling permit, the more choices the student will have regarding scheduling dates and sites.

6. Exam fees and travel and lodging costs can be included in the student’s financial aid budget.

7. **We strongly encourage students to schedule both parts of the USMLE Step 2 exam during break periods, vacation months, or interview months.** Students may wish to consider taking a month off to sit for both parts of the Step 2 exam and work on preparing their ERAS application for residency. If necessary, students may request (by completing the CHM Excused Absence Form) one day during elective clerkships to sit for the Step 2 Clinical Knowledge exam and one day to sit for the Step 2 Clinical Skills exam.

   **Students will not be excused from required third and fourth year clerkships to take either of the Step 2 exams. Any student who takes time off during a required clerkship to sit for either part of the Step 2 exam will receive an N grade and need to repeat the clerkship.**

8. In the event that a student has not met the USMLE Step 2 Clinical Knowledge or Clinical Skills exam requirement or any other graduation requirement, the College will notify the residency director that the student has not met all graduation requirements. It is also the student’s responsibility to notify the residency director and the licensure body that he or she will be unable to meet graduation requirements prior to the start of the residency program. Failure to notify the residency director and licensure body is fraudulent.

**Important Considerations in Planning Retakes of Step 2 Exams**

Clinical Knowledge and Clinical Skills exam applications can be taken no more than three times within a 12-month period. The fourth and subsequent attempts must be at least 12 months after the first attempt at the exam and at least six months after the most recent attempt at that exam. When applying, the exam eligibility period will be adjusted, if necessary, to comply with these rules.

**Commencement and Graduation Policy**

In order to graduate and receive the M.D. degree from the College of Human Medicine, students must successfully complete all graduation requirements set forth at matriculation as approved by the College Curriculum Committee.
Any student who has not completed graduation requirements by the end of spring semester but anticipates completing requirements by the end of the subsequent fall semester may be granted permission to participate in the commencement ceremony. A request from the student’s Community Administrator to the Block III Director indicating the student’s projected schedule for completing graduation requirements will be required before permission to participate in commencement is granted.

If in the judgment of the Associate Dean it appears unlikely that the student will be able to complete graduation requirements by the end of the following fall semester, the student will be ineligible to participate in the commencement ceremony.

Students who receive special permission to participate in the commencement ceremony will sign a statement acknowledging that participation in the ceremony does not reflect graduation from the College of Human Medicine or the waiving of any graduation requirements.

**CHM Alumni Residency Placement Databank**

The College has established a CHM Alumni Residency Placement Databank that is used by current medical students to connect with graduates. You will be sent a Student Permission Form after the Match and before graduation, requesting your contact information to add to this database. On the form you will be asked to provide your specialty/subspecialty information, residency placement, email, phone number and/or cell number. You can omit any information you do not wish to have listed in the CHM Alumni Residency Placement Databank. The completion and return of your form allows CHM students the opportunity to contact recent graduates about such things as specialty choice, residency application, interviewing experiences, and life as a resident. This information is treated as confidential and will only be used for the purpose of connecting current CHM students with our graduates.

Students wishing to connect with CHM alumni regarding residency placement should contact Deana Wilbanks, Coordinator of Career Counseling & Development, Michigan State University College of Human Medicine, Office of Student Affairs & Services, A-234 Life Sciences Bldg., 1355 Bogue Street, East Lansing, MI 48824, deana.wilbanks@hc.msu.edu, 517-353-7140.

**Diplomas**

Graduating students are responsible for completing an on-line “Application for Graduation” form by the Friday of the first week of your final semester (https://www.reg.msu.edu/StuForms/GradApp/GradApp.asp). The form must be submitted no later than the end of the first week of the semester in which you plan to graduate. The address to which your diploma is to be mailed should be indicated on this form. To be safe, use your parents’ address or another permanent address.

The date of graduation stated on your diploma will be the University’s established graduation date for spring, summer or fall semester, and will depend upon the date when your last graduation requirement is completed. Michigan State University will not grant the Doctor of Medicine (M.D.) degree or issue a diploma until all required courses have been completed, all components of the USMLE Step 2 exams have been passed, all Gateway exams successfully completed, and until all Extended (ET), No Grade Reported (NGR) and Conditional Pass (CP) grades have been cleared. Since there may be a one- to six-week delay in receiving evaluations and processing grade changes, receipt of your diploma may be greatly delayed. **If you have unpaid accounts with the University, your diploma will not be sent until they have been cleared.** Students are reminded to make copies of their diplomas prior to laminating and/or framing, since they may need certified copies from time to time during their career.

If following graduation you receive a letter from the Office of the Registrar indicating that your graduation has been denied due to course deficiencies, do not panic! This often occurs because of the time lag in receiving evaluations and grade changes. To be safe, however, notify your Community Administrator.
Licensure

Certifications

Certifications for licensure should be sent to the College Records Officer, Michigan State University College of Human Medicine, Office of Student Affairs and Services, Life Sciences Building, 1355 Bogue Street, Room A234, East Lansing, MI 48824, (517) 353-7140. Prior to graduation, these can be sent via your Community Administrator.

If your residency program and/or licensing agency requests verification that you have met all degree requirements in lieu of the receipt of your diploma, the College Records Officer can provide you with a letter verifying your graduation. As soon as it becomes clear that a student will not be able to meet all the graduation requirements, prior to July 1 or commencement of residency training, the Block III office will be notified and a letter will be sent to the residency program director.

USMLE Step 3

To be eligible for the United States Medical Licensing Examination Step 3, a physician must: (a) have obtained the M.D. degree (or its equivalent) or the D.O. degree; (b) have successfully completed both Step 1 and 2 of the USMLE; (c) if a graduate of a foreign medical school, be certified by the ECFMG or have successfully completed a “Fifth Pathway” program; and (d) meet the requirements for taking Step 3 imposed by licensing authority administering the examination. Eligibility requirements for taking Step 3, application deadlines, fees, test center locations and other information should be sought from the individual licensing authorities that administer the examination.

Limited License Applications

An application for an educational limited license for post-graduate training will be sent to you by your residency program. Part of the application requires certification of your medical school training; this is completed by the College Records Officer. You can bring this application to your Community Administrator to send or you can forward it directly to the College Records Officer, Michigan State University College of Human Medicine, Office of Student Affairs and Services, Life Sciences Building, 1355 Bogue Street, Room A234, East Lansing, MI 48824. Once it has been submitted, you should follow-up with the CHM Records Officer to verify that it has been sent. Failure to get this licensure application completed and returned in a timely manner may delay your ability to start your residency on July 1.

The State of Michigan requires two years of graduate medical education training before a resident may apply for a permanent license.

Financial Planning and Debt Management

Medical Student Financial Planning and Debt Management

The MSU Office of Financial Aid (OFA) has included loan repayment information on the medical student website (www.finaid.msu.edu/med/medrepay.asp) to help students learn about loan repayment and debt management. By reading the Education Debt Manager you will learn strategies to manage your educational debt and your repayment options after you graduate. Students are also encouraged to enlist the help of their loan servicer when they have questions or need assistance regarding loan repayment.

Cost of Attendance Increase for Away Electives/Designated Clinical Rotations

Medical students may request a cost of attendance increase for expenses related to Departmental approved “away electives/designated clinical rotations” (see information at www.finaid.msu.edu/med/medbudinc.asp). Approved budget increases will typically be covered by Federal Unsubsidized Stafford Loan eligibility and then Graduate PLUS, which is dependent on creditworthiness.
In order for OFA to process such a request the student needs to submit a letter from his/her department indicating the nature of the student’s program of study and that this study will contribute to granting of the student’s degree program. The student must also document actual cost for any additional transportation or housing related to the cost of attendance increase.

Additional questions should be directed to Diane Batten, Judi Marks, or Christy Cotton at 517-353-5940.

**Residency Interviewing Expenses**

A standard $1000 allowance is included in the fourth year budget. If your residency interviewing expenses for travel and accommodations exceed this allowance, you can request a one-time budget increase to cover actual expenses. The increase can now be covered by federal student loans per clarification of cost of attendance by the Department of Education.

To request an increase to be covered by federal loans, you must provide:

- Documentation of costs by providing receipts for transportation and accommodations
- Verification of scheduled interview(s) from the Residency Program

**Private Residency/Relocation Loans**

Several private lenders provide loans for fourth year medical students for residency interview and relocation expenses. The process for these loans is separate from other financial aid. Loan amounts range from $1000 to $18,000 depending on the lender. Repayment begins three to four years after graduation and can be paid over a maximum of 20 years. Both interest and principal payments may be deferred until repayment begins. These loans are not processed through the Office of Financial Aid; students can do a Google search to located lenders currently processing loans for this type of expense. If you are approved for a loan the lender will disburse the funds directly to the student.

**Debt Management Seminar and Loan Exit Interview**

Prior to graduation, a staff member in OFA will visit each community to provide CHM YR4 students with useful information on borrower rights and responsibilities, determining your loan servicer(s) and contact information, as well as, loan postponement and repayment options. Specific information regarding the date (in March each year) and location in your community will be announced by your Community Administrator. Plan to attend!

A staff member in OFA will conduct loan exit interviews (see Debt Management Seminar above.) The exit interview will provide an opportunity for you to review and sign a “truth in lending” statement for each of your loan(s) (i.e., Perkins, LDS, PCL, and Robert Young loans). Information will also be available regarding total loan amounts due, interest rate and repayment schedules. Students should contact the Federal Loan Office, Room 140 Administration Building, 517-355-5140 (or toll free 888-913-3949), after graduation, for continuing service of your loans.

**Debt Management Resources from the AAMC**

The Association of American Medical Colleges (AAMC) is a trusted resource when it comes to issues regarding management of educational debt. They have launched FIRST for Medical Education [www.aamc.org/services/first/](http://www.aamc.org/services/first/). A significant focus of this program is to provide students and residents with information and tools to help them effectively manage their educational debt. We believe that you will find information at their website helpful.

**National Health Service Corps Public Health Service Loan Repayment Plan**

The National Health Service Corps offers a loan repayment program in exchange for service. A minimum two-year commitment is necessary in an approved NHSC loan repayment site. NHSC will pay up to $30,000 per year in years one and two directly toward the outstanding balance of your loans. The loan repayment feature is not tied to
salary, and salary can be negotiated separately directly with the NHSC site. For further information, contact the NHSC Loan Repayment Program at 1-800-221-9393 or visit their web site http://nhsc.hrsa.gov.

Out-of-State Tuition Break for Students Entering a Residency in Michigan

Michigan State University extends a tuition break for out-of-state College of Human Medicine students accepting a residency in the State of Michigan. Students are expected to apply for the tuition break directly to the MSU Assistant Registrar, (150 Administration Building, Registrar’s Office, Michigan State University, East Lansing, MI 48824). The student will be expected to submit a copy of their signed internship or residency contract at the time of application for the tuition break. Note: any reimbursement of tuition is first applied to outstanding educational loan indebtedness prior to a student refund.

After Graduation

Curriculum Evaluation Follow-up Survey

As part of the ongoing evaluation of the College’s curriculum, the Office of Medical Education Research and Development (OMERAD) will be asking for your consent to contact your residency director during the first year of your residency program. Your residency director will be asked to complete a brief rating form assessing your performance in the first residency year. Many schools are making requests for data of this type in part because the accrediting body for medical schools, the Liaison Committee for Medical Education (LCME), requires that such data be collected. The response from your residency director, combined with those from the residency directors of your classmates, will indicate the strengths and weaknesses of our program from one important perspective. OMERAD will hold these responses in confidence and will report the responses only in an aggregate form that preserves anonymity. The College will not disclose this information to anyone in any form that would permit personal identification of the data.

This will be the first part of a continuing follow-up of our graduates. OMERAD will also contact you in your second post-graduate year to ask you to report on your activities at that time, and to reflect on your experience at the College of Human Medicine (CHM). Similar contacts will be made after your sixth and tenth year of graduation. Your responses will help us to learn how effectively a CHM education contributes to successful establishment of a medical career and the extent to which CHM is meeting its educational mission. You can refuse to participate in any or all parts of the follow-up, with the assurance that this will not affect your treatment by CHM in any way.

However, it is hoped that you will recognize how important this is to the College and will consider participating in this important part of our on-going evaluation of our educational program. Community Administrators will distribute the curriculum evaluation consent form. A sample copy of the rating form that will be sent to your residency director next year will be available for your review in your Assistant Dean’s Office.

CHM Advancement Office

The CHM Advancement Office raises funds to support the programs, activities and initiatives of the College. A primary goal of CHM’s advancement function is to generate support for medical education. Currently, there are several initiatives that are focused on student support.

An area of great need within the College is private support for student scholarships. Scholarships help the College to recruit and retain students who best fit the mission of the College. More importantly, they help to ease the tremendous financial burden placed on students as they pursue their medical education. Currently, CHM has more than 50 scholarships available. (Please note that the scholarship program is administrated by the CHM Office of Student Affairs and Services and, in a few cases, the Office of Admissions.) The ultimate goal is to generate enough scholarship support so that every CHM student may one day benefit.

Another area of charitable focus is student facilities. In fact, the Secchia Center in Grand Rapids, as well as the MSU Learning and Assessment Center, the Student Academic Center and Student Computing & Learning
Resource Facility were made possible, in part, through the generosity of donors. Under the leadership of Dean Rappley, the CHM Advancement Office is committed to securing dollars that will enhance the academic environment for all students who matriculate at CHM.

**CHM Office of Alumni Relations**

CHM values the contributions of each of its alumni, which now numbers over 4,000 as a group. The CHM Alumni Association is led by Marci Muller, Assistant Director of Alumni Relations and the CHM Alumni Executive Board comprised of 15 elected alumni and three (3) student representatives. The Board is charged with working to identify, evaluate and recommend initiatives that will serve to instill pride and support for the College. This includes, but is not limited to, developing networking/mentorship opportunities between students/alumni and alumni/alumni. The Board also provides leadership in the organization of College Alumni Reunions. In addition, it encourages submission of nominations to the Michigan State University Alumni Association for the Distinguished Alumni Award.

Your ideas and input are important to the Alumni Relations Office and the Alumni Board, especially as they relate to the development of initiatives and activities in which students and alumni participate.

For further information regarding giving opportunities, scholarship needs, alumni relations please contact:
Susan Lane, Senior Director for Advancement, (616) 234-2614 or susan.lane@hc.msu.edu
Judith Minton, Associate Director for Development, (517) 432-4613 or Judith.minton@hc.msu.edu
Kate Frillmann, Associate Director for Development, (616) 234-2715 or kate.frillmann@hc.msu.edu
Marci Muller, Assistant Director of Alumni Relations, (616) 234-2611 or marci.muller@hc.msu.edu

**Miscellaneous**

**AAMC Questionnaire**

The Association of American Medical Colleges Questionnaire asks for feedback regarding your medical education experience. The information from individual questionnaires is compiled, without names, and is provided to CHM after graduation. In addition to being helpful programmatically, a 100% response from CHM is also important with regard to funding. The Office of Student Affairs and Services requires that graduates complete the Graduation Questionnaire by no later than the 2014 Graduates Retreat Day. Completion of this questionnaire is a condition for participation in the CHM commencement ceremony. The questionnaire is web based survey that is conducted by the AAMC. Your response will be strictly confidential.

**Name and Address Changes**

Be sure to keep your CHM Community Administrator informed of any changes in your name or address. After graduation, it is particularly important that you also inform the CHM Office of Alumni Relations, 15 Michigan Street NE, Grand Rapids, MI 49503, 616-234-2611, Fax: 616-234-2625, e-mail: marci.muller@hc.msu.edu, about any changes in your home or business address, phone number or e-mail address. Students should contact the Federal Loan Office, Room 140 Administration Building, 517-355-5140 (or toll free 888-913-3949), after graduation, for continuing service of your loans.

**Disability Insurance**

Students have the option of purchasing disability insurance beyond medical school. Information will be provided in the spring at the Graduates Retreat.

**MSU Health Insurance Coverage Following Graduation**

If you have your health insurance coverage through the Chickering/Aetna Michigan State University student plan, please note that your coverage is good through August 2014. Since your health insurance as a resident will not begin until July 2014, having the coverage through August will cover you from graduation through the start of residency.
Dear Clinical Educator: This is an evaluation of the student’s clinical knowledge, skills and professionalism. You are strongly encouraged to provide comments on aspects of the student’s clinical performance that you observed. The student will receive a copy of this evaluation, including your name as the evaluator. Your evaluation and comments are important and will contribute to the student’s final clerkship evaluation.

DID YOU SPEND ENOUGH TIME WITH THIS STUDENT TO COMPLETE THIS EVALUATION? If not, please "SUSPEND" the evaluation by clicking on the link above to mark this evaluation as not applicable.

You will use the following options for rating the student in six clinical performance competency categories:

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Applicable</td>
<td>Competency not relevant to preceptor’s contact with the student.</td>
</tr>
<tr>
<td>Below Expectations</td>
<td>Meets some performance criteria, but performs at a lower level than expected.</td>
</tr>
<tr>
<td>Met Expectations</td>
<td>Meets all performance criteria; the majority of students will perform at this level.</td>
</tr>
<tr>
<td>Exceeded Expectations</td>
<td>Performance exceeds expectations; demonstrated meritorious performance significantly above the average medical student.</td>
</tr>
</tbody>
</table>

All clinical competency categories must receive a ranking, so if you do not have enough information to make a judgment about the student’s performance for a specific category, please select “Not Applicable” (N/A). “Not Applicable” ratings are not included in the student’s CPE grade calculation.

Please note that CPE summary comments at the end of this evaluation are required.

HOURS SPENT WITH STUDENT (Question 1 of 16 - Mandatory)

Please select the range of hours that best represents the amount of time you spent with this student:

<table>
<thead>
<tr>
<th>Selection</th>
<th>Option</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>&lt;10 Hours</td>
</tr>
<tr>
<td></td>
<td>11-20 Hours</td>
</tr>
<tr>
<td></td>
<td>21-40 Hours</td>
</tr>
<tr>
<td></td>
<td>&gt;40 Hours</td>
</tr>
</tbody>
</table>

CARE OF PATIENTS (Question 2 of 16 - Mandatory)

Students must be able to provide patient care that is compassionate, appropriate and effective for the treatment of health problems and the promotion of health.
CARE OF PATIENTS COMMENTS (Question 3 of 16)

Formative feedback on strengths and areas needing improvement in the student's clinical performance. Comments on areas needing improvement will not be used in the student's final clerkship evaluation unless felt to be representative by the Clerkship Director.

INTERPERSONAL AND COMMUNICATION SKILLS (Question 4 of 16 - Mandatory)

Students must be able to demonstrate interpersonal and communications skills that result in effective information exchange and teaming with patients, their patients’ families and professional associates.

INTERPERSONAL AND COMMUNICATION SKILLS COMMENTS (Question 5 of 16)

Formative feedback on strengths and areas needing improvement in the student's clinical performance. Comments on areas needing improvement will not be used in the student's final clerkship evaluation unless felt to be representative by the Clerkship Director.

RATIONALITY (ACGME PRACTICE-BASED LEARNING & IMPROVEMENT) (Question 6 of 16 - Mandatory)

Students must be able to rationally consider medical issues and bring the cumulative evidence of many scientific and cognitive disciplines to bear on the issues and concerns of patients. At a fundamental level, rationality is about thinking critically, making use of the scientific method and understanding and using evidence in a thoughtful manner that reflects the needs and values of patients.
RATIONALITY COMMENTS (ACGME PRACTICE-BASED LEARNING & IMPROVEMENT) (Question 7 of 16)

Formative feedback on strengths and areas needing improvement in the student's clinical performance. Comments on areas needing improvement will not be used in the student's final clerkship evaluation unless felt to be representative by the Clerkship Director.

TRANSFORMATION (ACGME MEDICAL KNOWLEDGE) (Question 8 of 16 - Mandatory)

Students must demonstrate knowledge about established and evolving biomedical, clinical and cognate (e.g., epidemiological and social behavioral) sciences and the application of this knowledge to patient care.

TRANSFORMATION COMMENTS (ACGME MEDICAL KNOWLEDGE) (Question 9 of 16)

Formative feedback on strengths and areas needing improvement in the student's clinical performance. Comments on areas needing improvement will not be used in the student's final clerkship evaluation unless felt to be representative by the Clerkship Director.

INTEGRATION (ACGME SYSTEMS-BASED PRACTICE) (Question 10 of 16 - Mandatory)
Students must demonstrate an awareness of and responsiveness to the larger context and system of healthcare and the ability to effectively call on system resources to provide care that is of optimal value (effectively and efficiently integrate available resources into the care of their patients).

### Integration Comments (ACGME Systems-Based Practice) (Question 11 of 16)

Formative feedback on strengths and areas needing improvement in the student’s clinical performance. Comments on areas needing improvement will not be used in the student’s final clerkship evaluation unless felt to be representative by the Clerkship Director.

### Professionalism Assessment: Instances of Unprofessional Behavior (Question 12 of 16)

If the evaluator observed the student engaged in any of the following unprofessional behaviors, please select the appropriate box(es) and describe specific incidents in the Professionalism Comments section below.

**Note:** If any of the unprofessional behaviors below are selected, it is expected that the student’s Professionalism Assessment rating will be “Below Expectations”.

<table>
<thead>
<tr>
<th>Selection</th>
<th>Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instances of being unwilling to accept feedback</td>
<td></td>
</tr>
<tr>
<td>Repetitively being unprepared or unwilling to participate in discussions</td>
<td></td>
</tr>
<tr>
<td>Failure to recognize limitations and/or call upon assistance of others when needed</td>
<td></td>
</tr>
<tr>
<td>Lack of civility towards other students, faculty or staff</td>
<td></td>
</tr>
<tr>
<td>Failure to respect patient confidentiality</td>
<td></td>
</tr>
<tr>
<td>Comments related to sex, gender identity, race, sexual orientation, disability, religion or other identifying characteristics, which are harmful to professional relationships</td>
<td></td>
</tr>
<tr>
<td>Repetitively arriving late without notifying appropriate individuals</td>
<td></td>
</tr>
<tr>
<td>Repetitively being unavailable for required clinical responsibilities</td>
<td></td>
</tr>
<tr>
<td>Failure to meet deadlines or follow through in a timely manner</td>
<td></td>
</tr>
<tr>
<td>Failure to work effectively as part of a team</td>
<td></td>
</tr>
<tr>
<td>Failure to address the fear and suffering of patients and their families</td>
<td></td>
</tr>
<tr>
<td>Failure to consider important social factors that threaten the health of patients</td>
<td></td>
</tr>
<tr>
<td>Any instance of dishonesty</td>
<td></td>
</tr>
</tbody>
</table>
Any behavior that compromises the safety or endangers the welfare of a patient

Any threat of harm to patients, patients’ families, students, faculty or staff

Other (please specify in Professionalism Comments below)

PROFESSIONALISM ASSESSMENT: Overall Rating (Question 13 of 16 - Mandatory)

Students must demonstrate a commitment to carrying out professional responsibilities, adherence to ethical principles and sensitivity to diverse patient populations. Professionalism competencies include consistent demonstration of respect, compassion, integrity and honesty; seeking and readily responding to feedback; teaching/role modeling responsible behavior; consistently arriving on time for clinical activities; consistently available for clinical responsibilities; meeting deadlines in a timely manner; always considering the needs of patients, families and colleagues above own needs; maintaining patient confidentiality; working effectively in team-oriented patient care; and willingly acknowledging errors.

Note: If any unprofessional behaviors listed above were selected, it is expected that the student's Professionalism Assessment rating will be "Below Expectations".

<table>
<thead>
<tr>
<th>NOT APPLICABLE</th>
<th>BELOW EXPECTATIONS</th>
<th>MET EXPECTATIONS</th>
<th>EXCEEDED EXPECTATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

PROFESSIONALISM COMMENTS (Question 14 of 16)

Formative feedback on strengths and areas needing improvement in the student’s clinical performance. Comments on areas needing improvement will not be used in the student's final clerkship evaluation unless felt to be representative by the Clerkship Director.

Note: Any instances of unprofessional behavior must be described in comments below.

CPE SUMMARY COMMENTS (Question 15 of 16 - Mandatory)

This is the evaluator’s summary of the student’s clinical performance, including strengths and any areas of concern. Comments may be used by the Clerkship Director in the student's final clerkship evaluation.

DISCUSSION WITH STUDENT (Question 16 of 16 - Mandatory)

Have any concerns noted on this CPE been discussed with the student?

<table>
<thead>
<tr>
<th>Selection Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>No</td>
</tr>
</tbody>
</table>
**ELECTIVE CLINICAL PERFORMANCE EVALUATION**

To the Instructor: Please evaluate the performance of the student by indicating your ratings for each competency and providing comments, basing the evaluation on your own interactions and observations. If a competency is not relevant to your contact with the student, please mark "N/A".

**Grading Criteria:** In order to pass the elective, students must receive a “Met Expectations” or “Exceeded Expectations” rating in the Professional and Personal Attributes competency and must receive no more than three “Below Expectations” ratings overall. Please include comments for any “Below Expectations” ratings.

<table>
<thead>
<tr>
<th>Competencies</th>
<th>Below Expectations</th>
<th>Met Expectations</th>
<th>Exceeded Expectations</th>
<th>N/A or Not Observed</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DATA COLLECTION AND INTERVIEWING</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elicits complete, reliable and clinically relevant history</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Explores psychosocial problems and implications of patient’s illness</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Demonstrates use of appropriate interviewing techniques</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>

| **WRITTEN RECORD** | ☐ | ☐ | ☐ | ☐ |          |
| Uses Problem Oriented Medical Record (POMR) format | ☐ | ☐ | ☐ | ☐ |          |
| Entries in patient record are complete, accurate, legible and in prescribed form | ☐ | ☐ | ☐ | ☐ |          |
| **PHYSICAL EXAMINATION** | ☐ | ☐ | ☐ | ☐ |          |
| Performs accurate and careful examination | ☐ | ☐ | ☐ | ☐ |          |
| Able to focus exam based on patient’s physical symptoms | ☐ | ☐ | ☐ | ☐ |          |

| **PROCEDURAL SKILLS** | ☐ | ☐ | ☐ | ☐ |          |
| Demonstrates ability to perform appropriate procedures | ☐ | ☐ | ☐ | ☐ |          |

| **FUND OF MEDICAL KNOWLEDGE** | ☐ | ☐ | ☐ | ☐ |          |
| Adequate fund of basic and clinical knowledge | ☐ | ☐ | ☐ | ☐ |          |
| Demonstrates use of epidemiologic knowledge | ☐ | ☐ | ☐ | ☐ |          |
| Demonstrates use of prognostic information | ☐ | ☐ | ☐ | ☐ |          |
| Demonstrates knowledge about alternative services and their costs | ☐ | ☐ | ☐ | ☐ |          |

| **CLINICAL PROBLEM SOLVING** | ☐ | ☐ | ☐ | ☐ |          |
| Orders appropriate tests and interprets results accurately | ☐ | ☐ | ☐ | ☐ |          |
| Synthesizes all available data to arrive at reasonable diagnosis | ☐ | ☐ | ☐ | ☐ |          |
| Demonstrates use of references and reading in explaining basis for decision making | ☐ | ☐ | ☐ | ☐ |          |

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**Student Name: ________________________**  
**Department:** Flint  
**Semester:** FS  
**Course Name:** ________________  
**Course No.: ___________**  
**Section #: 351-F**  
**Instructor: ________________________**  
**Clerkship Dates:** ___________ **to** ___________, 2012
<table>
<thead>
<tr>
<th>COMPETENCIES</th>
<th>Below Expectations</th>
<th>Met Expectations</th>
<th>Exceeded Expectations</th>
<th>N/A or Not Observed</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTERPERSONAL RELATIONS WITH PATIENTS AND FAMILIES</td>
<td>• Establishes trust and rapport&lt;br&gt;• Speaks clearly with patient-appropriate vocabulary&lt;br&gt;• Appropriately keeps patient and family informed and involved in patient’s care</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>INTERPERSONAL RELATIONS WITH HEALTH PROFESSIONALS</td>
<td>• Cooperates and works effectively with others&lt;br&gt;• Listens to advice and criticism from peers, hospital staff and preceptors&lt;br&gt;• Appropriately incorporates advice and criticism</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>STUDENT AS LEARNER</td>
<td>• Asks appropriate questions&lt;br&gt;• Aware of own limitations&lt;br&gt;• Seeks assistance when appropriate&lt;br&gt;• Takes initiative in own learning&lt;br&gt;• Willing to admit errors and learn from others</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PROFESSIONAL AND PERSONAL ATTRIBUTES</td>
<td>• Engenders confidence in abilities&lt;br&gt;• Adheres to ethical behavior&lt;br&gt;• Takes active interest in the solution of patient problems&lt;br&gt;• Is punctual, available and reliable&lt;br&gt;• Has appropriate professional appearance</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

INSTRUCTOR’S SUMMARY ASSESSMENT OF THE STUDENT’S PERFORMANCE:

PLEASE PROVIDE FORMATIVE FEEDBACK ON THE STUDENT’S PERFORMANCE (will NOT appear in student’s MSPE):

Recommended elective grade: [ ] PASS [ ] NO PASS*

*PLEASE NOTE: In order to pass the elective, students must receive a “Met Expectations” or “Exceeded Expectations” rating in the Professional and Personal Attributes competency and must receive no more than three ”Below Expectations” ratings overall.

Number of hours spent with student: ___  Instructor’s Signature: _____________________________  Date _____________

Please return completed evaluation to: