

# MCW Medical Student Handbook



Office of Student Affairs

Medical College of Wisconsin

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## Table of Contents

<b>ADMINISTRATION</b> .....	<b>5</b>
ADMINISTRATORS .....	5
DEPARTMENT CHAIRPERSONS .....	5
COURSE DIRECTORS FOR FIRST AND SECOND YEAR COURSES .....	7
THIRD-YEAR CLERKSHIP DIRECTORS .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
<b>STUDENT GOVERNMENT</b> .....	<b>10</b>
THE ROLE OF STUDENT GOVERNMENT .....	10
<i>SPECIFICS OF THE STUDENT ASSEMBLY</i> .....	10
<i>AFFILIATED MEMBERS AND ORGANIZATIONS</i> .....	11
<i>RIGHTS AND RESPONSIBILITIES OF THE STUDENT ASSEMBLY</i> .....	11
MEDICAL COLLEGE COMMITTEES.....	12
<i>EXECUTIVE COMMITTEE OF THE FACULTY</i> .....	12
<i>FACULTY COUNCIL</i> .....	12
<i>THE STANDING COMMITTEES OF THE FACULTY COUNCIL</i> .....	12
<i>ADMINISTRATIVE COMMITTEES</i> .....	14
<b>CURRICULUM</b> .....	<b>15</b>
REQUIREMENTS FOR THE M.D. DEGREE .....	15
TECHNICAL STANDARDS FOR ADMISSION AND GRADUATION .....	15
MCW CURRICULUM AIM AND GOALS .....	18
STUDENT COURSE EVALUATIONS .....	19
ALTERNATE CURRICULUM TRACKS .....	20
<i>THE FIVE YEAR CURRICULUM</i> .....	20
<i>THE EXTENDED CURRICULUM</i> .....	21
SUMMER EXTERNSHIPS.....	22
RESEARCH OPPORTUNITIES AVAILABLE TO MEDICAL STUDENTS .....	22
THE MEDICAL STUDENT SUMMER RESEARCH FELLOWSHIP PROGRAM .....	23
RESEARCH HONORS PROGRAM.....	23
SENIOR YEAR ELECTIVES .....	24
STUDENT TRAVEL AWARD .....	24
THE RESEARCH HONORS PROGRAM .....	24
MEDICAL SCIENTIST TRAINING PROGRAM .....	25
DUAL-DEGREE PROGRAMS AT MCW .....	25
ALPHA OMEGA ALPHA.....	26
AWARDS AT GRADUATION.....	28
<b>ACADEMIC POLICY</b> .....	<b>33</b>
RULES FOR ADMINISTRATION OF EXAMINATIONS IN THE BASIC SCIENCE DEPARTMENTS.....	33
ADDITIONAL RULES FOR THE ADMINISTRATION FOR COMPUTERIZED EXAMINATIONS.....	34
RULES FOR THE ADMINISTRATION OF LAB PRACTICAL EXAMINATIONS.....	35
ACADEMIC STANDARDS OF PROGRESS FOR STUDENTS ENROLLED IN THE M.D. PROGRAM AT THE MEDICAL COLLEGE OF WISCONSIN .....	35
GUIDELINES ACADEMIC STANDING COMMITTEE MEDICAL COLLEGE OF WISCONSIN EVALUATION AND PROMOTION SYSTEM .....	38
PROCEDURES FOR THE ACADEMIC STANDING COMMITTEE REGARDING THE DISMISSAL OF STUDENTS.....	42
PROCEDURES FOR APPEALS OF DISMISSAL .....	44
UNIFORM PROFESSIONAL CONDUCT POLICY FOR CLINICAL ROTATIONS.....	46

PROFESSIONAL ATTRIBUTES AND ASSOCIATED OBSERVABLE BEHAVIORS .....	48
PROFESSIONAL BEHAVIOR POLICY AND PROCEDURES.....	49
<i>Professional Behavior Policy</i> .....	50
<i>Procedure Relating to Medical Students</i> .....	50
MCW POLICY ON STUDENT ABUSE .....	54
MICROSCOPE OR MAILBOX KEY REPLACEMENT POLICY .....	55
MCW STUDENT EMAIL POLICY .....	55
MCW COURSE AND CLERKSHIP DIRECTOR POLICY ON STUDENT USE, ACCESS AND/OR DISTRIBUTION OF EDUCATIONAL MATERIALS .....	55
GUIDELINES FOR LEAVE-OF-ABSENCE OR WITHDRAWAL.....	56
<i>Leave-of-Absence:</i> .....	56
<i>Withdrawal:</i> .....	57
<b>STUDENT SUPPORT SERVICES.....</b>	<b>57</b>
OFFICE OF ACADEMIC AFFAIRS .....	57
OFFICE OF STUDENT AFFAIRS.....	60
ACADEMIC SUPPORT SERVICES .....	60
STUDENT SUPPORT SERVICES .....	62
STUDENT HEALTH SERVICES .....	62
<i>MEDICAL SERVICES</i> .....	62
STUDENT MENTAL HEALTH SERVICES.....	62
HEALTH INSURANCE.....	63
MEDICAL STUDENT IMMUNIZATION REQUIREMENTS.....	63
BLOOD OR BODY FLUID EXPOSURE: REPORTING .....	64
MEDICAL STUDENT POLICY REGARDING HIV INFECTION .....	64
THE MCW LIBRARIES .....	66
<i>HOW TO FIND INFORMATION</i> .....	67
<i>CIRCULATION POLICY</i> .....	68
<i>OVERDUE NOTICES:</i> .....	68
<i>OVERDUE FINES – ALL USERS:</i> .....	69
<i>OPEN HOURS</i> .....	69
<i>TELEPHONE NUMBERS</i> .....	69
MEDICAL BOOKSTORE.....	70
RUTH AND REID TONKENS EXERCISE CENTER.....	71
CAMPUS ESCORT SERVICES .....	71
PARKING REGULATIONS .....	71
<i>Handicapped Parking</i> .....	72
<i>Overnight Parking</i> .....	72
<i>Parking Lot Locations</i> .....	72
STUDENT RECORDS .....	72
MEDICAL STUDENT TUITION AND FEES PAYMENT POLICY .....	73
EMERGENCY LOAN POLICY.....	74
GUIDELINES FOR MEDICAL STUDENT DRESS .....	75
FIREARMS AND OTHER DANGEROUS WEAPONS POLICY .....	75
MCW POLICY ON NON-DISCRIMINATION .....	75
CODE OF CONDUCT FOR COMPUTER USE .....	76
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA).....	79
ACCESS TO STUDENT RECORDS .....	81

## THE OATH OF HIPPOCRATES

The Oath of Hippocrates has traditionally been sworn by physicians at the time of graduation from medical school. The precepts of the Hippocratic Oath are important throughout undergraduate medical education as well.

Since it was originally developed as part of the Hippocratic canon about 400 BC, the oath has undergone several changes from the original Greek. The version used by the Medical College of Wisconsin in its commencement exercises is the following:

*I do solemnly swear by that which I hold most sacred that I will be loyal to the profession of medicine and just and generous to its members; that I will lead my life and practice my art in uprightness and honor; that into whatsoever house I shall enter, it shall be for the good of the sick and the well, to the utmost of my power; that I will hold myself aloof from wrong, from corruption, from tempting of others to vice; that I will exercise my art solely for the cure of my patients and the prevention of disease; that I will give no drug, perform no operation for a criminal purpose, far less suggest it; that whatsoever I shall see or hear of the lives of men, which is not fitting to be spoken, I will keep inviolably secret. These things I do promise, and in proportion as I am faithful to this my oath, may happiness and good repute be ever mine; the opposite if I shall be foresworn.*

# ADMINISTRATION

## *ADMINISTRATORS*

<p><u>PRESIDENT AND CEO</u> John R. Raymond, M.D.</p>	<p><u>DEAN AND EXECUTIVE VICE PRESIDENT</u> Joseph E. Kerschner, Acting Dean M.D.</p>
<p><u>ASSOCIATE DEANS</u> Leo Biblo, M.D. Associate Dean for Clinical Affairs</p>	<p>Karen Marcdante, M.D. Senior Associate Dean for Education</p>
<p>Richard L. Holloway, Ph.D. Associate Dean for Student Affairs</p>	<p>Philip Redlich, M.D., Ph.D. Associate Dean for Curriculum</p>
<p>Dawn Bragg, Ph.D. Associate Dean for Student Affairs/Diversity</p>	<p>Deborah E. Simpson, Ph.D. Associate Dean for Educational Support and Evaluation</p>
<p><u>Affiliated Hospitals</u> R.E. Struble, FACHE Medical Center Director Veterans Administration Medical Center</p>	<p>Thad C. Hagen, M.D. Senior Vice President Froedtert Memorial Lutheran Hospital</p>

## *DEPARTMENT CHAIRPERSONS*

<p><u>Basic Science Chairpersons</u> John A. Corbett, Ph.D. Department of Biochemistry 414 456-8435</p>	<p>Balaraman Kalyanaraman, Ph.D. Department of Biophysics 414 456-4000</p>
<p>Joseph C. Besharse, Ph.D. Department of Cell Biology, Neurobiology and Anatomy 414 456-8261</p>	<p>Paula Traktman, Ph.D. Department of Microbiology and Molecular Genetics 414 456-8253</p>
<p>Saul Suster, M.D. Department of Pathology 414 805-6968</p>	<p>William B. Campbell, Ph.D. Department of Pharmacology and Toxicology 414 456-8267</p>
<p>Allen Cowley Jr., Ph.D. Department of Physiology 414 456-8266</p>	
<p><u>Clinical Chairpersons</u> David C. Warltier, M.D., Ph.D. Department of Anesthesiology 414 805-6100</p>	<p>Sam Hwang, M.D., Ph.D. Department of Dermatology 414 805-5320</p>
<p>Steven W. Hargarten, M.D., MPH Department of Emergency Medicine 414 805-6450</p>	<p>Alan K. David, M.D. Department of Family and Community Medicine 414 456-8664</p>

Ann Nattinger,, M.D. Interim Chair, Department of Medicine 414 805-6705	Safwan Jaradeh, M.D. Department of Neurology 414 805-5200
Dennis J. Maiman, M.D. Ph.D. Department of Neurosurgery 414 805-5400	Janet S. Rader, M.D. Department of Obstetrics and Gynecology 414 805-6600
Dale Heuer, M.D. Department of Ophthalmology 414 456-7915	Jeffrey Schwab, M.D. Department of Orthopaedic Surgery
Joseph E. Kerschner, M.D. Department of Otolaryngology 414 805-5580	Robert Kliegman, M.D. Department of Pediatrics 414 456-4110
Timothy R. Dillingham, M.D. Department of Physical Medicine and Rehabilitation 414 805-342	David L. Larson, M.D. Department of Plastic Surgery 414 805-5440
Jane M. Kotchen, M.D. Department of Population Health 414 456-8762	Laura Roberts, M.D. Department of Psychiatry 414 456-8990
J. Frank Wilson, M.D. Department of Radiation Oncology 414 805-4450	James E. Youker, M.D. Department of Radiology 414 805-3750
Douglas B. Evans, M.D. Department of Surgery 414 805-5700	William A. See, M.D. Urology 414 456-6950

## ***COURSE DIRECTORS***

The departmental faculty is responsible for developing the content material, evaluation system and standards of competence for each course. The standards for passing may differ from course to course. The faculty must distribute their course requirements at the beginning of each course. The students are responsible for being aware of those course requirements and meeting all deadlines.

<b>Course</b>	<b>Director</b>	<b>Point of Contact</b>	<b>Email</b>	<b>Phone number</b>
Biochemistry	Owen Griffith, PhD	April Kear	<a href="mailto:akeer@mcw.edu">akeer@mcw.edu</a>	414-955-8435
Cell & Tissue Biology	John Lough, PhD	Nancy Coates	<a href="mailto:ncoates@mce.edu">ncoates@mce.edu</a>	414-955-8261
Clinical Continuum	Joan Bedinghaus, MD	Stephanie Shaw	<a href="mailto:sshaw@mcw.edu">sshaw@mcw.edu</a>	414-955-8207
Clinical Continuum Found. of EBM	David Nelson, PhD	Stephanie Shaw	<a href="mailto:sshaw@mcw.edu">sshaw@mcw.edu</a>	414-955-8207
Clinical Continuum Med. Interviewing	Kayleen Papin	Stephanie Shaw	<a href="mailto:sshaw@mcw.edu">sshaw@mcw.edu</a>	414-955-8207
Clinical Exam & Reasoning	Julie Mitchell, MD, MS Kimberly Stoner, MD, MS	Kristin Costello	<a href="mailto:kcstell@mcw.edu">kcstell@mcw.edu</a>	414-805-0527
Clinical Human Anatomy	Todd Hoagland, MD	Nancy Coates	<a href="mailto:ncoates@mcw.edu">ncoates@mcw.edu</a>	414-955-8261
Foundations of Human Behavior	Carol Tsao, MD	Kris James	<a href="mailto:kjames@mcw.edu">kjames@mcw.edu</a>	414-955-8992
Foundations of Clinical Psychiatry	Carol Tsao, MD	Kris James	<a href="mailto:kjames@mcw.edu">kjames@mcw.edu</a>	414-955-8992
Health Policy	Elaine Drew, PhD	Cindy Schmitz	<a href="mailto:cschmitz@mcw.edu">cschmitz@mcw.edu</a>	414-955-4517
Human Development	David Bolender, PhD	Kim Kline	<a href="mailto:kkline@mcw.edu">kkline@mcw.edu</a>	414-955-8062
Medical Neurosciences	Beth Krippendorf, PhD	Kim Kline	<a href="mailto:kkline@mcw.edu">kkline@mcw.edu</a>	414-955-8062
Medical Ethics & Palliative Care	Arthus Derse, MD, JD	Mary Olson	<a href="mailto:molson@mcw.edu">molson@mcw.edu</a>	414-955-8692
Medical Genetics	Ravi Misra, PhD David Bolender, PhD	April Kear	<a href="mailto:akear@mcw.edu">akear@mcw.edu</a>	414-955-8435
Microbiology	Roy Long, PhD	Kathy Thompson	<a href="mailto:kthompso@mcw.edu">kthompso@mcw.edu</a>	414-955-4881
Pathology	Elizabeth Cochran, MD	Kris Scheel	<a href="mailto:kscheel@mcw.edu">kscheel@mcw.edu</a>	414-955-8684
Pharmacology & Toxicology	Charles Myers, PhD	Donna Hansen	<a href="mailto:dhansen@mcw.edu">dhansen@mcw.edu</a>	414-955-8041
Physiology	Marshall Dunning III, MD	Krista Barczynski	<a href="mailto:kbarczynski@mcw.edu">kbarczynski@mcw.edu</a>	414-955-8264

<b>Course</b>	<b>Director</b>	<b>Point of Contact</b>	<b>Email</b>	<b>Phone number</b>
Resuscitation & Perioperative Procedures (RPM)	Tatyana Strong, MD	Dee McDonald	<a href="mailto:dmcdonal@mcw.edu">dmcdonal@mcw.edu</a>	414-805-61002
Resuscitation & Perioperative Procedures (RPM)	Matthew Tews, DO	Jennifer Dilkey	<a href="mailto:jdilkey@mcw.edu">jdilkey@mcw.edu</a>	414-805-6454
Resuscitation & Perioperative Procedures (RPM)	Tomer Begaz, MD	Jennifer Kilkey	<a href="mailto:jdilkey@mcw.edu">jdilkey@mcw.edu</a>	414-805-6454
Resuscitation & Perioperative Procedures (RPM)	Travis Webb, MD	Laurie Hein	<a href="mailto:lhein@mcw.edu">lhein@mcw.edu</a>	414-805-8622
Family Medicine	Douglas Bower, MD	Stephanie Shaw	<a href="mailto:sshaw@mcw.edu">sshaw@mcw.edu</a>	414-955-4333
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Neurology	Ann Helms, MD	Amy Palka	<a href="mailto:apalka@mcw.edu">apalka@mcw.edu</a>	414-805-9690
Obstetrics Gynecology	Michael Lund, MD	Rebecca Roti	<a href="mailto:rroti@mcw.edu">rroti@mcw.edu</a>	414-377-7048
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Psychiatry	Joseph Layde, MD, JD	Kris James	<a href="mailto:kjames@mcw.edu">kjames@mcw.edu</a>	414-955-8992
Surgery	Brian Lewis, MD	Amy Leisten	<a href="mailto:aleisten@mcw.edu">aleisten@mcw.edu</a>	414-805-8620

# STUDENT GOVERNMENT

## *THE ROLE OF STUDENT GOVERNMENT*

- A. Facilitates constructive, effective, and consistent communication between the student body, faculty, and administration.
- B. Maintains effective communication among students.
- C. Ensures that student concerns remain visible to faculty and administration, and that students are represented in decision-making processes.
- D. Focuses diffuse student ideas, concerns, and issues into coherent, well-considered plans of action.
- E. Facilitates student development as adults and medical professionals;
  - 1. Teaches students about process and consensus-building as constructive means of accomplishing goals.
  - 2. Empowers student to positively influence their academic environment.
- F. Works to improve student quality of life by implementing useful programs and support services.

## **SPECIFICS OF THE STUDENT ASSEMBLY**

### Affiliation

- A. Administration. The Student Assembly shall primarily work with the Office of Student Affairs. The Associate Dean of Student Affairs shall be the primary liaison between the administration and the Student Assembly, and a non-voting member of the Student Assembly.

The Coordinator of Student Support Services is a non-voting advisor and staff member for the student representatives.

- B. Faculty Council. In order to maintain a channel of communication between the Student Assembly and the Faculty Council, the President of the Student Assembly will make both written and oral reports to the Faculty Council, as well as bring to the Student Assembly a summary of the Faculty Council's student related agenda.
- C. Graduate Student Association. The Graduate Student Association (GSA) provides a democratic form of self-governance by and for the graduate students of the Graduate School of Biomedical Sciences. The GSA provides a mechanism for voicing collective graduate student opinions to the faculty and administration of the Medical College of Wisconsin. The GSA aids in disseminating information to graduate students and promoting and encouraging fellowship among all students. The President and Vice President of the GSA serve as members of the Medical Student Assembly with one shared voting privilege. Upon mutual agreement between the Medical Student Assembly and the Graduate Student Association, a student seeking both MD and PhD degrees will be elected to serve as a liaison between the two groups in addition to the existing representative from each organization. The Liaison Representative must have partially completed the MD degree program and be currently in the PhD program.

## **AFFILIATED MEMBERS AND ORGANIZATIONS**

- A. **Organization of Student Representatives (OSR):** The Organization of Student Representatives shall have two (2) representatives serving as voting members on the Student Assembly. OSR representatives shall be elected according to guidelines previously set forth by the Student Assembly. The election will take place in the spring of the academic term. OSR representatives shall answer directly to Student Assembly, the Coordinator for Student Support Services, and to the Associate Dean for Student Affairs.
  
- B. **Student Representatives to Faculty Assembly Standing Committees:** The student body shall elect one medical student per class to the following Faculty Council standing committees: Curriculum and Evaluation, Academic Standing, Research Affairs, Admissions, and Library. In addition to their duties on the above mentioned standing committees, these twenty-four (24) student representatives, along with the President and Vice-President of the Student Assembly, will also serve as members of the Student-Faculty Liaison Committee. This standing committee of the Faculty Council will be chaired by the President of the Student Assembly. The Vice-President of the Student Assembly will oversee and coordinate the daily activities of this standing committee. The Student-Faculty Liaison Committee shall meet throughout the academic year to discuss the activities of their various standing committees of the Faculty Council. This committee will be responsible for presenting pertinent information to the Student Assembly and to the student body at large through class meetings and articles in the student newsletter.

The student representatives to the Faculty Council Standing Committees will have one vote per class for a total of four (4) votes at the Faculty Council Standing Committee meetings.

- C. **Council of Presidents Representatives:** The Council of Presidents (COPs) is comprised of the presidents of all recognized student organizations and interest groups on campus. The Council meets once a month during the academic year to discuss issues and concerns of mutual interest. They shall elect up to four members of the COP to represent student organizations to the Student Assembly. Representatives will be elected each year at the first COP meeting. Each COP Representative to Student Assembly will have one vote for a total of four (4) votes at Student Assembly meetings

## **RIGHTS AND RESPONSIBILITIES OF THE STUDENT ASSEMBLY**

The Student Assembly shall:

- A. Represent the student body of the Medical College of Wisconsin in good faith by soliciting and sharing information from a diverse and representative cross-section of the student body.
  
- B. Fairly administer and distribute all funds currently designated as Student Activity Fees.
  
- C. Maintain a constructive and professional relationship with students, faculty and administration at the Medical College of Wisconsin.

- D. Work to improve the quality of student experiences at the Medical College.
- E. Create its own constitution, bylaws, subcommittees, and agenda consistent with the overall mission of the Medical College of Wisconsin.

## ***MEDICAL COLLEGE COMMITTEES***

### **EXECUTIVE COMMITTEE OF THE FACULTY**

#### Responsibilities:

Recommends to the Board of Directors through the Dean all policies regarding students, faculty and the academic programs of the college in all of the facilities in which these programs are situated.

### **FACULTY COUNCIL**

#### Responsibilities:

To approve and to transmit to the Dean recommendations concerning academic policy and faculty welfare received from the standing committees and from duly constituted ad hoc committees of the Faculty Council. Recommendations from the standing committees of the Faculty Council shall be first presented to the full Faculty Council for decision. Committee recommendations not approved will be returned to the committee concerned for further consideration.

To direct standing committees to study matters of academic policy or faculty welfare.

To request the formation of ad hoc committees to study specific areas of interest or concern within the scope of responsibilities of the Faculty Council.

To elect such officers of the Faculty Council and such members of committees as are hereinafter specified.

### **THE STANDING COMMITTEES OF THE FACULTY COUNCIL**

1. The Academic Standing Committee shall be responsible for developing policies regarding academic standing of students. The committee shall exercise by delegation the Faculty Council's functions with regard to (1) the promotion, suspension, and discharge of individual students for academic reasons and (2) the determination of whether a student has satisfied the requirements for the medical degree. The committee shall undertake such functions as are delegated to it by the Faculty Council, the Executive Committee of the Faculty, or the Dean which are within their respective jurisdictions to delegate.

One student from each class may attend and participate in policy meetings. Student representatives do not participate in hearings of individual student cases. Student representatives are to be selected by their respective classes.

2. The Admissions Committee shall be responsible for recommending policies concerning the admission of students and shall undertake such functions as are delegated by the Faculty Council, the Executive Committee of the Faculty, or the Dean which are within their respective jurisdictions to delegate.

One student from each class may attend and participate in all committee deliberations, except those concerning status of individual applicants. Student interviewers may attend and participate in discussions concerning applicants they have interviewed. Student representatives are to be selected by their respective classes.

3. The Curriculum and Evaluation Committee shall be responsible for recommending all policies concerning the curriculum, i.e., all teaching and learning programs, and the evaluation thereof. All changes of existing curricular policies and programs, or new curricular policies and programs, must be evaluated by this committee. The committee's recommendations will be presented to the Faculty Council pursuant to the Rules of the Faculty Council.

One medical student from each class and one graduate student may attend and participate in all committee deliberations. Medical students are to be selected by their respective classes; the graduate student will be selected by the graduate student body.

4. The Faculty Welfare Committee shall be responsible for recommending policies concerning faculty welfare and shall undertake such functions as are delegated by the Faculty Council, the Executive Committee of the Faculty, or the Dean which are within their respective jurisdictions to delegate.

5. The Nominating Committee shall be responsible for preparing a list of nominees to stand for election in April of each year to serve as 1) officers of the Faculty Council and 2) members of standing committees. The committee shall verify the willingness of the nominees to serve prior to preparation of a mail ballot.

6. The Rank & Tenure Committee shall be responsible for recommending policies concerning rank and tenure of all faculty members and shall undertake such functions as are delegated by the Faculty Council, the Executive Committee of the Faculty, or the Dean.

7. The Research Affairs Committee shall be responsible for recommending policies concerning institutional research evaluation and support of students of the Medical College for summer traineeships, and shall undertake such functions as are delegated by the Faculty Council, the Executive Committee of the Faculty, or the Dean which are within their respective jurisdictions to delegate.

One student from each class may attend and participate in all committee deliberations, except those concerning individual faculty members. Student representatives are to be selected by their respective classes.

8. The Library Committee shall be responsible for recommending policies concerning the library and shall undertake such functions as are delegated to it by the Faculty Council, the Executive Committee of the Faculty, or the Dean which are within their respective jurisdictions to delegate.

One medical student from each class and one graduate student may attend and participate in all committee deliberations. Student representatives are to be selected by their respective classes; the graduate student will be selected by the graduate student body.

## ADMINISTRATIVE COMMITTEES

1. The Commencement Honors Committee meets once during the academic year to select the Honorary Degree Candidates and Distinguished Service Award Recipients.

One senior medical student is selected by the President of the Student Assembly in consultation with the Associate Dean for Student Affairs to participate in this Committee. The student selected to serve on this Committee also serves on the Commencement Working Committee to offer student input on Commencement Weekend.

2. The Food Service Committee meets every other month to review procedures and policies relating to operation of the cafeteria.

One freshman and sophomore medical student and one graduate student are selected by their respective classes to participate on this Committee.

3. The Bookstore Committee meets whenever there is a problem or suggestion for change in policy or procedures.

One freshman and sophomore medical student and one graduate student are selected by their respective classes to participate on this committee.

# **CURRICULUM**

## ***REQUIREMENTS FOR THE M.D. DEGREE***

The following are the requirements for the M.D. degree from the Medical College of Wisconsin.

- Candidates must successfully complete all required courses and clerkships as well as electives in clinical or basic science fields.
- Each student must take and pass Step 1 and Step 2 CK of the United States Medical Licensing Examination (USMLE) as candidates, and have their scores reported to the College. Students must pass Step 1 examination before they can begin any work of their senior year. USMLE Step 2 CS must be taken and a score reported to the School prior to graduation.
- In the judgment of the faculty, each student must show competence in assuming responsibilities for patient care and evidence of good judgment and integrity throughout the course of study.
- Candidates must be recommended by the Academic Standing Committee and the Executive Committee of the Faculty to the Board of Directors of the College.
- Candidates are expected to fulfill all financial obligations to the College prior to graduation.
- Attendance at Commencement exercises is required.
- Students are required to notify the Office of the Registrar of any change in address, phone number and/or other pertinent information.

For more information about the curriculum, see the Bulletin.

## ***TECHNICAL STANDARDS FOR ADMISSION AND GRADUATION***

The M.D. degree is a broad undifferentiated degree attesting to general knowledge in all fields of medicine and the basic skills required for the practice of medicine. Technical standards, distinguished from academic standards for admission to the college, consist of the minimum physical, cognitive, and emotional requirements to provide reasonable assurance that candidates or students can complete the entire course of study and participate fully in all aspects of medical training. The College should do everything reasonable to ensure that its graduates become fully competent physicians by completing graduate medical education, passing licensing exams, and obtaining medical licenses.

The college has an ethical responsibility for the safety of patients with whom the candidates or students will come into contact both before and after graduation. Therefore, patient safety is a major factor in establishing requirements for physical, cognitive, and emotional capabilities of applicants for admission and graduation.

All students of medicine must possess those intellectual, ethical, physical, and emotional capabilities necessary to undertake the full curriculum and to achieve levels of competence required by the faculty.

An avowed intention to practice only a narrow part of clinical medicine does not alter the requirement that all students take the full curriculum.

Technical standards prescribed here are a prerequisite for admission to and for graduation from the Medical College of Wisconsin. All candidates and graduates must meet all prescribed technical standards, with or without reasonable accommodations.

- I. **PHYSICAL REQUIREMENTS:** After reasonable training and experience, the candidate must be capable of performing anatomic dissections of the human cadaver; be able to observe demonstrations and be capable of performing experiments to include, but not be limited to, operations on living animals (in courses such as Physiology); be capable of the study of microorganisms and tissues in normal and pathologic states including the manipulations (i.e., streaking a bacterial plate and transferring bacteria from one test to another in an aseptic manner) necessary for such studies. Observation of gross and microscopic structures necessitates the functional use of the senses of vision and touch and is enhanced by the functional sense of smell.

After reasonable training and experience, the candidate must be capable of performing a complete physical examination, including observation, palpation and percussion and auscultation. The candidate must be capable of using instruments, such as but not limited to, a stethoscope, an ophthalmoscope, an otoscope, and a sphygmomanometer. The candidate must be capable of performing clinical procedures such as, but not limited to, the following: pelvic examination, digital rectal examination, drawing blood from veins and arteries and giving intravenous injections, basic cardiopulmonary life support, spinal puncture, and simple obstetrical procedures. The candidate must be capable of performing basic laboratory tests, using a calculator and a computer, reading an EKG, and interpreting some common imaging tests. The candidate must be able to move in the clinical setting so as to act quickly in emergencies.

- II. **COMMUNICATION:** A candidate must be able to communicate in English with, to receive communication from, and to observe patients in order to elicit information, describe changes in mood, activity and posture, and perceive nonverbal affective and gestural communication. These communication skills also must enable the candidate to obtain a medical history in a timely fashion from a wide variety of patients, and to communicate effectively, efficiently and sensitively with all members of the health care team, other professionals, patients, and their families. Communication includes speech and writing. Also, the candidate must be able to comprehend written material sufficiently well to understand accurately common medical records, laboratory reports, and pharmacological prescriptions.
- III. **INTELLECTUAL-CONCEPTUAL, INTEGRATIVE AND QUANTITATIVE ABILITIES:** A candidate must have sufficient cognitive (mental) capacities to assimilate the technically detailed and complex information presented in formal lectures, small group discussions, and individual teaching settings and in clinical settings. A candidate must be able to measure, calculate, reason, analyze and synthesize information across modalities, appreciate three-dimensional spatial relationships among structures and logical sequential relationships among events, and form and test hypotheses in order to enable effective and timely problem solving in diagnosis and treatment of patients.
- IV. **BEHAVIORAL AND SOCIAL ATTRIBUTES:** A candidate must possess the emotional health, maturity and self-discipline required for full use of one's intellectual

and judgmental ability and for successful participation in and completion of the program. Certain characteristics are especially important in the clinical years. These include attendance, integrity, honesty, conscientiousness in work, good knowledge of patients, and teamwork. The candidate or student must accept responsibility for learning, exercise good judgment, and promptly complete all responsibilities necessary for sensitive and effective relationships with patients and others. The candidate must be able to tolerate physically taxing workloads, to function effectively under stress, to adapt to changing environments, and to display flexibility.

- V. **SAFETY:** The Medical College of Wisconsin has a responsibility to consider the safety and welfare of patients and others. Should a candidate or student have a condition that would place patients or others at significant risk, that condition may be the basis for denial of admission or expulsion from school.
- VI. **EVALUATION:** The Medical College of Wisconsin may require that a candidate or student undergo an occupational skills evaluation at the school's expense for the purpose of determining whether the applicant or student meets these technical standards.

The Medical College of Wisconsin does not discriminate against otherwise qualified individuals who apply for admission to the M.D. degree program or who are enrolled as medical students. The designated disabilities coordinator with regard to applicants with disabilities is the Director of Admissions. The designated disabilities coordinator for enrolled medical students with disabilities is the Associate Dean of Student Affairs.

*Approved by Admissions Committee March 9, 1995 Approved by Curriculum and Evaluation Committee March 20, 1995 Approved by Academic Standing Committee May 15, 1995 Approved by Faculty Assembly May 17, 1995 Approved by Executive Committee of the Faculty June 13, 1995*

## ***MCW CURRICULUM AIM AND GOALS***

**AIM:** To prepare students for entry into postgraduate medicine by providing an environment where they can develop a usable fund of current medical knowledge, competence in a variety of essential clinical skills, and enabling attitudes such as caring, compassion, professionalism, and intellectual enthusiasm.

**GOALS:** Our curriculum should provide appropriately sequenced and integrated relevant content and learning activities in a supportive environment where students

- develop a reasoned approach to solving and managing problems related to health and disease based upon established scientific concepts and the principles of medicine,
- synthesize and integrate knowledge gained from several disciplines into plausible explanations for clinically related problems or situations,
- learn to communicate in a scholarly, professional and timely manner,
- learn and practice essential clinical skills including:
  - data collection, both history-taking and the physical exam
  - basic procedural skills
  - proper and cost-effective use of the laboratory and other diagnostic aids
  - development of an effective diagnostic plan
  - the critical appraisal, interpretation and application of scientific medical literature to
  - clinical practice
  - effective strategies for the prevention of disease and promotion of wellness
- take an active role in their own education through facilitated and productive independent study,
- practice learning as a lifelong activity,
- recognize the role of the generalist and specialty approaches to medical care in the perspective of our current health care system,
- develop sensitive ethical attitudes toward patients and their care that take into account the biological, social and psychological needs of individual patients, their families and society at large,
- learn and effectively use interpersonal skills to establish and maintain ongoing collegial relationships with faculty, peers and other professionals,
- develop a compelling sense of responsibility for all aspects of professional life while pursuing and achieving the standard of excellence.

## ***STUDENT COURSE EVALUATIONS***

Evaluation is a critical part of your education at the Medical College of Wisconsin. While you're a student, you will be asked to evaluate each of your courses and clinical clerkships. Because it occurs often, the evaluation process may quickly appear routine -one more activity to fit into a busy schedule. Another way to look at the process, however, is to liken it to getting a good history and physical on each patient. Although the process is the same over and over again, it reveals new information with each repetition. With the information you elicit, you can then diagnose and prescribe effective treatment for each of your patients. Likewise, in course evaluation, the data you provide is vitally important to the faculty. Your input on the strengths and weaknesses of each course informs instructional decision making that will, in term, facilitate student learning in the future.

What happens to the data you generate when you fill out a course evaluation? It's processed and compiled in the Division of Educational Services. A cumulative report of the data, including all narrative comments, is sent to the Course Director and to the Curriculum and Evaluation Committee (CEC). The CEC is comprised of faculty and student representatives with responsibility for curriculum oversight. Committee members discuss and review each course and write a summary of strengths and weaknesses. This summary is then sent to the Course Directors and chair of that department with a request that the course director respond in writing, or sometimes in person, to address modifications and/or changes they will make in response to feedback.

You can be most helpful in this process by both recognizing effective teaching and giving clear, specific feedback when your learning needs and course objectives are not met. Concrete suggestions for improvement and thoughtful reflections about approaches to the course as a whole can help course directors think about and reflect on changes to implement in future courses. For example, "The unit on such and such was difficult to follow because the presentation didn't follow a logical sequence," tells the professor that perhaps outlining the process up front and then going back and presenting it from beginning to end, referring to the outline and following a sequence, will make it easier for students to follow. In contrast, a comment like, "The course was lousy," offers no insight into what a professor might do differently to be more effective the next time he/she presents the course.

Your participation in the evaluation process actually gives you experience in a skill that will be valuable to you throughout your career as a physician. As a resident, and later as a physician in practice, you will be constantly involved in evaluation from both sides of the process with patients, colleagues, and various licensing bodies. It's important, then, to develop an open and positive attitude as well as experience and proficiency in giving, accepting, and learning from evaluative feedback.

Course evaluation allows you and the faculty to collaborate in the mutual process of medical education. Faculty and course directors seek information from you because they value your input. Your evaluations are taken seriously as evidenced in the many significant and positive changes that have already been implemented in the curriculum. You are a partner in the process of continually improving medical education - your legacy to those who follow in your footsteps.

## ***ALTERNATE CURRICULUM TRACKS***

### **INTRODUCTION**

While most students pursuing the M.D. degree will complete the requirements in four years, the College recognizes that some students will be in programs that require more time. Such "special program" students may include those enrolled in an M.D./Ph.D. program; students who elect to take some time off for research, not in a degree program; students who take the post-sophomore pathology fellowship; students who experience some academic difficulty; and students who wish to extend their education process for personal (non-academic) reasons.

Students pursuing an intensive research experience, such as those in an MD/Ph.D. program, normally take a leave of absence from their medical education, most commonly after finishing the first two years. Other students for whom it is appropriate to lengthen the time of their medical education have two options: the Five Year Curriculum and the Extended Curriculum.

### **THE FIVE YEAR CURRICULUM**

The Medical College of Wisconsin offers a Five Year Curriculum that enables students who experience academic difficulty to pursue their pre-clinical studies over an extended time interval. This five-year program allows students to complete their study of the first year basic science courses across two years instead of one. The students resume taking a normal course load for the sophomore courses. The decelerated pursuit of freshman course work increases a student's opportunities for successful completion of Anatomy, Biochemistry, Physiology, and other first year courses, and provides a better foundation for subsequent courses.

Decisions regarding entry into the Five Year Curriculum are made by the student in consultation with the Coordinator of Academic Support Services and the Associate Dean for Student Affairs. Entry into the five year curriculum requires the approval of the Associate Dean for Student Affairs. Students should make the transition from the regular curriculum to the Five Year Curriculum as early as possible, to obtain the maximum advantage from the reduced course load.

The following procedures will be followed:

Following the Unit I exam, students with unsatisfactory performance will be contacted by the Coordinator of Academic Support Services via letter and invited to discuss the various support services available to assist them to improve their academic performance. The students may be assigned to tutorial groups and scheduled to meet with the coordinator for sessions on organization, learning skills, test-taking techniques, or time management. Following the Unit II exam, students whose cumulative performance remains below the satisfactory range will be considered for entry into the Five Year Curriculum. Students should contact the Associate Dean for Student Affairs to discuss procedures for entering the Five Year Curriculum. The final decision should be made no later than ten weeks from the start of each semester. To achieve optimal benefit from the decelerated pace of this program, the following sequence of course work during the first three years will be followed:

<b>Year I</b>	<b>Semester 1</b>  Clinical Human Anatomy Human Development Medical Genetics	<b>Semester 2</b>  Medical Neuroscience Cell & Tissue Biology
<b>Year II</b>	<b>Semester 1</b>  Biochemistry Clinical Continuum <i>Foundations of Human Behavior</i> <i>Mentor Program</i>	<b>Semester 2</b>  Physiology Clinical Continuum <i>Foundations of Evidence-Based Medicine</i> <i>Mentor Program</i>
<b>Year III</b>	<b>Semester 1</b>  Microbiology Pathology Foundations of Clinical Psychiatry Clinical Continuum <i>Medical Ethics and Palliative Care</i> <i>Clinical Examination &amp; Reasoning</i>	<b>Semester 2</b>  Pharmacology Pathology (continued) Foundations of Clinical Psychiatry Clinical Continuum <i>Health Policy</i> <i>Clinical Examination &amp; Reasoning</i>

This curriculum sequence will enable students in their first year to gain experience in the laboratory and acquire the requisite medical terminology used in subsequent courses. The sequence of anatomy courses will enable students to learn about the body at the gross level, before studying its complexities at the microscopic and molecular levels. Because of the knowledge of molecular biology needed to understand Microbiology, it is advisable for five year students to take Biochemistry during their second year in order to be fully prepared for Microbiology in the fall of their third year.

This suggested sequence of course work allows students to gradually increase their pace so that by the third year they will have been adequately prepared to resume taking a full course load.

Upon review and acceptance into the Five Year Curriculum, students will receive a letter from the Associate Dean for Student Affairs detailing their academic program for the first three years. This letter will be placed in their file. Students wishing to alter their original schedules must meet with the Associate Dean for Student Affairs for approval, who will then note the approved changes as part of their permanent revised file.

## **THE EXTENDED CURRICULUM**

Students who wish to extend their medical education during the basic science years for personal or non-academic reasons must discuss this with the Associate Dean for Student Affairs. Such students would include, for example, those who:

- 1) desire to pursue research or other academic activities prior to their clinical training;
- 2) have significant outside constraints on their study time, such as dependent children or medical disabilities;
- 3) have other valid personal reasons and who consequently desire a decreased course load.

Students must submit a written statement detailing their reasons for wishing to enter the Extended Curriculum and explain how they will use their time. Students who wish to pursue research may request information through the Graduate School Office. Students for whom the Extended Curriculum is not educationally appropriate may consider a formal leave-of-absence. The curriculum for this group of students may be more flexible than that for the Five Year Curriculum, provided that a full academic load is achieved sometime during the first three years. The full academic load might occur either in the freshman or sophomore curriculum, at the discretion of the student and with concurrence of the Associate Dean for Student Affairs and appropriate course directors.

Extended Curriculum students do not have the same call on the educational resources of the College as students in the regular curriculum or in the Five Year Curriculum. While every effort will be made to ensure that they are able to take their courses "on schedule", it is conceivable that conflicts may arise. For example, a limited number of students can be accommodated in biochemistry, microbiology, and physiology laboratories. If there are not sufficient spaces, the Extended Curriculum students may not be able to complete course requirements in their preferred sequence.

Regular tuition is payable the first, second, third and fourth years in enrollment in the Medical College of Wisconsin. A reduced tuition is charged for the fifth year of enrollment.

## ***SUMMER EXTERNSHIPS***

During the summer after the freshman year of school, students may choose to take an externship either in basic science research or a clinical area of medicine. Externships are non-credit experiences that enhance the student's knowledge of a particular field of interest. Freshmen wishing to apply for an externship may contact an individual or department that is of interest to the student, the Coordinator for Academic Support Services or the Office of Student Affairs. Students should keep in mind that since this is a non-credit experience, the preceptor of the externship should write a letter describing the student's experience. This letter should be sent to the Office of Student Affairs.

## ***RESEARCH OPPORTUNITIES AVAILABLE TO MEDICAL STUDENTS***

A variety of research opportunities are available to students who have an interest or think that they might have an interest in biomedical research. These opportunities are designed to encourage students to consider careers in academic medicine, to help students make decisions about career goals, and to participate in a sound and stimulating research experience carried out under the supervision of the full-time Medical College faculty. Information about current research opportunities available at the Medical College can also be found <http://www.mcw.edu/research/student>.

## ***THE MEDICAL STUDENT SUMMER RESEARCH FELLOWSHIP PROGRAM***

Each year the Research Affairs Committee administers funds to provide Summer Research Fellowships of 8, 10 or 12 weeks for medical students. The purpose of the fellowships is to provide a quality research experience under the supervision of a full-time Medical College faculty member and provide an opportunity for students to consider a career in academic medicine and biomedical research. Students are integrated into the laboratory and gain valuable research experience as members of a research team. As a condition of receiving a fellowship, recipients are required to attend an orientation in June, a Scientific Integrity and Ethics in Research seminar, write an abstract and present their research at Medical Student Research Day in October.

Funding for the fellowships is provided by training grants from the National Institute of General Medical Sciences (requires students to work with an NIH-funded researcher); the National Cancer Institute (requires students to work with a cancer researcher); the Tobacco Prevention Research Education Project (T-PREP) (requires students to work with a TPREP designated research); and the Friends of the Medical College and MCW (both unrestricted). In determining who is awarded a fellowship, the Research Affairs Committee evaluates the quality of the application and research plan submitted and takes into account the requirements of the funding sources.

Students interested in participating in the Medical Student Research Program can find the information online at the following website [www.mcw.edu/research/student](http://www.mcw.edu/research/student). The site includes the online form for application, an application date guide, and a list of faculty interested in working with students on a summer research project (faculty members not on this list are also eligible to mentor students and can be identified through personal contacts or viewing departmental home pages that list the names of the faculty and their areas of scientific interest which can be found at the Medical College of Wisconsin web site: [www.mcw.edu](http://www.mcw.edu)). Students should interview several faculty members. After coming to a mutual agreement with one faculty member, an intent form from the student and the preceptor should be submitted online, followed by the online application form, student and preceptor research plan, and preceptor letter of support are submitted. Applications are due February 15 and notification of awards will occur by April 15.

## ***RESEARCH HONORS PROGRAM***

Students interested in long-term research may consider applying for the Research Honors Program. Application for research honors is made using the same application method as the Medical Student Summer Research program or a student may submit a research plan directly to the Research Honors Committee for approval at any time. For assistance with the later application process, please see Estelle Uphoff in the Graduate School Office. Review of projects proposed for **Research Honors** will be more rigorous than that of other summer research projects. A student who chooses to do a research honors project will conduct research for 16 or more weeks. The preceptor for the project must agree to oversee the entire project of the student. The research may be accomplished in a variety of ways: two summers, one summer and continuing research during the school year, or research part-time whenever the student is able to do so. A student choosing the research honors option must maintain a fully satisfactory academic record, write and receive approval of an Honor's thesis by the M-4 year. If the honors thesis is approved by the Research Honors Committee and the Dean, the student is recommended for graduation with the distinction of "Honors in Research" on their diploma.

*Additional information about these research programs is available from Estelle Uphoff, Graduate School Office, at 4564407 or [euphoff@mcw.edu](mailto:euphoff@mcw.edu).*

## ***SENIOR YEAR ELECTIVES***

The fourth year of the M.D. program has six months available for elective rotations. Although most students choose clinical electives, as much as two months of this time can be spent in the research environment, working under the supervision of the student's faculty preceptor. There are a number of research electives listed in the "Senior Elective" booklet, as approved by the Curriculum and Evaluation Committee. In addition, "non-standard" research electives may be through mutual agreement between the student, the faculty member, and the Associate Dean for Student Affairs. Use of elective time for an initial research experience is not encouraged. However, this time maybe particularly useful for students completing the Honors in Research Program and others with a continuing research interest.

## ***STUDENT TRAVEL AWARD***

This award is given to the Basic Science and Clinical Departments at MCW to relieve travel costs for outstanding students who wish to participate in national scientific meetings. It is intended to give full-time students, who are candidates for the M.S., Ph.D. and/or the M.D. degree, an opportunity to present their research before a critical scientific audience, and to obtain helpful feedback for future progress. Student forums and local scientific meetings are not supported by this award. Awards will be made for \$500 each, supported by the Friends of MCW and supported by the Graduate Student Phonathon for M.S., Ph.D. awards and Friends of MCW for M.D. degree.

Application forms are available from the Office of Research, Technology and Informatics, HRC 3100. A copy of the official research abstract to be presented should be attached to this completed form, and returned to Lynne Prost. Receipt of travel requests must precede meeting dates by 30 days, to permit time for committee review. The student and advisor will be notified of the outcome of the application. Awards are contingent upon acceptance of the student's work for presentation at the scientific meeting.

## ***THE RESEARCH HONORS PROGRAM***

The Research Honors program, facilitated by the Research Honors Committee, provides an opportunity for recognizing the commitment of medical students to research. It is of particular interest to students considering a career in academic medicine, but who are not candidates for an MS or PhD degree and who do not hold a research degree in biomedical science. Students interested in a long-term research project, two summers or the equivalent, may consider applying for the Research Honors program. Students must submit a research proposal application to the Research Honors Committee.

Applications will be accepted at any time. Upon notification of acceptance in the Research Honors Program, the student's completed research must be summarized and submitted to the Research Honors Committee in the form of an Honors Thesis. The student is recommended to the Dean for graduation with Honors in Research when the student has maintained a fully satisfactory academic record and has received approval of the Honors Thesis.

More information about this program is available from Sandy Rouse, Office of Research, Technology, and Informatics, HRC 3100.

## ***MEDICAL SCIENTIST TRAINING PROGRAM***

The Medical Scientist Training Program (MSTP) at the Medical College of Wisconsin is designed for students interested in a career in academic medicine involving the aspects of clinical medicine and basic biomedical research that are usually performed in a medical school environment. The Program provides an opportunity for highly motivated students to complete a course of study featuring an integrated curriculum for the combined M.D. and Ph.D. degrees. The Medical College of Wisconsin MSTP provides a scholarly setting with in-depth training in a graduate program combined with the acquisition of experience in clinical medicine.

Students accepted into the program enter a special track for the first two years of medical school, a track which encompasses all the first two year courses for medical students, research rotations, and a MSTP presentation of research papers and clinical cases. This is followed by approximately three years of advanced graduate courses and an independent research project conducted under the supervision of a faculty member. During this time the trainee completes the requirements of the Graduate School for the Ph.D. degree and continues to participate in the above MSTP training sessions.

Programs of study leading to the Ph.D. degree are available in the following fields: Cellular Biology and Anatomy, Biochemistry, Biophysics, Microbiology, Pathology, Pharmacology and Toxicology, and Physiology.

The final two years of study are spent in clinical rotations to complete the requirements for the M.D. degree. During the final year of study the trainee will spend a one-month elective either in the Clinical Research Center or in other appropriate settings where clinical research is being performed in order to provide the trainee with a broad overview of the techniques of clinical research.

## ***DUAL-DEGREE PROGRAMS AT MCW***

Various opportunities exist for medical students to pursue an additional degree with their medical degree. The Graduate School of Biomedical Sciences offers Doctor of Philosophy, Master of Science, and Master of Arts programs. Graduate programs available are:

Bioethics	M.A.
Bioinformatics (Joint Degree)	M.S.
Biostatistics	Ph.D.
Biochemistry	Ph.D.
Biophysics	M.S. and Ph.D.
Cellular Biology	M.S. and Ph.D.
Healthcare Technologies Management	M.S.
Medical Informatics	M.S.
Microbiology	Ph.D.
Pathology	M.S. and Ph.D.

Pharmacology and Toxicology	M.S. and Ph.D.
Physiology	M.S. and Ph.D.

The time it takes to complete a dual degree program varies according to:

1. The use of elective and free time in the MD program.
2. The extent of overlap of introductory medical and graduate courses.
3. The time necessary to accomplish the coursework, research project and thesis or dissertation that is required for the appropriate Ph.D., M.S., or M.A. degree.

**Admission and Matriculation:** Admission to a dual degree program requires separate application to the Graduate School of Biomedical Sciences or to the respective school in the joint degree programs and to the Medical School. Acceptance to a graduate program does not guarantee admission to the medical program and vice-versa.

Most dual degree students elect to complete the first two years of medical school before matriculating into the graduate school to satisfy requirements for the MA, M.S., or Ph.D. degree. Subsequently, the last two years of medical school are completed after graduate school. An advantage of this type of program is that some courses taken during the first two years of medical school can be applied to meet the requirements for the graduate school.

**Academic Program:** Each student in a dual degree program develops an individualized plan of study in consultation with the Graduate Program Director and their research advisor. The Graduate School Dean as part of the application to the Graduate School must approve the study plan that is developed.

**Stipends and Scholarships:** Most dual degree students are eligible for full scholarship and a stipend throughout their time spent as a graduate student. Exceptions to this are the Bioethics, Bioinformatics, Medical Informatics, Healthcare Technologies Management, and Epidemiology programs. Stipend support may be dependent on the faculty advisor chosen.

**Duration of Study for Dual Degree Candidates:** Candidates for the M.D. degree usually complete the academic program within four years of study; candidates for the M.S. or MA degree average two years of study; candidates for the Ph.D. degree average three to five years of study. However, since these degrees have overlapping requirements, the time required to complete a dual degree is significantly shorter than the sum of the individual times. The M.D./M.S. or M.D./M.A. candidates average a total of five years of study, while M.D./Ph.D. candidates frequently complete both programs within seven years. The completion time depends primarily upon the length of time required to complete the research component of the program.

**Additional Information** Please contact the Graduate Program Director in the area of your interest (the list is available at [www.mcw.edu/gradschool/programdirectors.htm](http://www.mcw.edu/gradschool/programdirectors.htm)). For additional information about the dual degree program, contact on of the offices listed: Graduate School of Biomedical Sciences, 456-8218 located in HRC 3255 or Student Affairs, 456-8256, MEB 3rd Floor.

## **ALPHA OMEGA ALPHA**

Alpha Omega Alpha (AOA) is a national medical honor society for individuals who have achieved scholastic excellence and who have demonstrated qualities of integrity, leadership, compassion, and

fairness. Up to one-sixth of the class may be selected. Selection is made by faculty members of AOA in mid-May of the junior year and in early fall of the senior year, on the basis of academic achievement and upon nomination by classmates and faculty.

## ***AWARDS AT GRADUATION***

*The following awards are presented by the senior class to faculty and housestaff for their excellence in teaching:*

**MCWAH HOUSESTAFF AWARD FOR EXCELLENCE IN TEACHING** The recipients of this award are Medical College of Wisconsin Affiliated Hospitals residents or fellows who have been recognized by the senior class and program directors for their outstanding contributions to the education of medical students at the Medical College of Wisconsin.

**THE MILWAUKEE ACADEMY OF MEDICINE AWARD FOR EXCELLENCE IN TEACHING** This award is presented annually by the Milwaukee Academy of Medicine to a community physician in private practice who distinguishes himself/herself by exemplary teaching and serves as an outstanding role model for medical students.

**HARRY BECKMAN BASIC SCIENCE TEACHING AWARD** by selection of the senior class.

**ERNEST O. HENSCHERL CLINICAL TEACHING AWARD** by selection of the senior class.

**THE PATRICK E. BOLGER MEMORIAL AWARD.** Originally established by members of the College's Executive Committee and now endowed by College President, T. Michael Bolger and his sister, Bernadette, in memory of their father. This award is presented to a graduating senior who has demonstrated excellence in the field of ethics and medicine. The recipient is selected by vote of the graduating class.

**THE MILLMANN AWARD.** This award is given to the senior student who, through thoughtful care of patients and enthusiastic acquisition of skills and knowledge, best exemplifies the characteristics of the ideal physician. These qualities prevailed throughout the short career of William H. Millmann, M.D. a 1943 graduate of the Marquette University School of Medicine who died in World War II. The recipient of the award is selected by the members of the graduating class and is considered to be the outstanding candidate for the degree of Doctor of Medicine.

**DR. MARVIN WAGNER CLINICAL MENTORSHIP AWARD.** The Junior class gives this award to honor senior students who have served as exemplary role models and clinical mentors to their Junior colleagues.

*The following awards are presented to graduating seniors in recognition of community service:*

**OFFICE OF ACADEMIC AFFAIRS AWARD FOR OUTSTANDING COMMUNITY SERVICE.** This award is presented to a student who has performed laudable service to the community. The award is presented upon completion of the second year of medical school.

**FRIENDS OF THE MEDICAL COLLEGE OF WISCONSIN SERVICE AWARD** The Friends of the Medical College of Wisconsin, established in 1969, is a dynamic, philanthropic organization that supports the educational, scientific and charitable activities of the Medical College. Its members recognize that a sacrifice of time, a personal commitment and a selfless dedication are components necessary to enhance the lives of others. This award is presented by the Friends to senior students in appreciation for outstanding service to the Medical College community. Senior students vote for the recipients.

**THE WALTER ZEIT FELLOWS LEADERSHIP AWARD.** This award is presented to a senior student who has consistently displayed superior qualities of leadership, loyalty, selfless service, initiative and compassion toward his or her peers and to MCW. These criteria are exemplified by members of the Walter Zeit Fellowship, the College's premier donor society. Begun in 1980 by the late Derward Lepley, M.D. ('49), the Fellowship has grown to more than 550 members. The Fellowship is named in honor of the late Walter Zeit, Ph.D. ('39), an anatomy professor who became a part of the College's heritage during his fifty-year teaching career. This group promotes and acknowledges substantial individual philanthropy. Support by the Walter Zeit Fellows underpins the Medical College's four-fold mission of medical education, biomedical research, patient care and community service. The following awards are determined by the Academic Standing Committee:

**AMWA GLASGOW MEMORIAL SCHOLARSHIP ACHIEVEMENT CITATION.** Citations are awarded by the American Medical Women's Association to women of the class in recognition of outstanding academic achievement.

**THE FRANKOW AWARD.** This award is presented to a member of the senior class in recognition of outstanding scholarship. The award is given by Dr. and Mrs. Raymond Frankow of West Bend, Wisconsin.

**HOUGHTON AWARD.** The recipient of this award shows high promise of successfully blending the art and science of medicine, an accomplishment necessary to become a "complete physician". The award is given by the Wisconsin State Medical Society and was established by John H. Houghton, M.D., a physician in general practice and a past president of the state medical society, and by William J. Houghton, M.D., a surgeon and counselor to the society, both deceased.

**THE LEONARD TOW HUMANISM IN MEDICINE AWARD.** This award, given by the Arnold P. Gold Foundation, is awarded to a graduating senior who has consistently demonstrated the attitudes and behaviors predictive of an individual destined to become an outstanding clinician. These include compassion, empathy, selflessness, respect, sensitivity, cooperation and professionalism.

**THE MERCK MANUAL AWARDS.** Presented in recognition of scholastic achievement.

**RICK WARTGOW MEMORIAL AWARD.** Rick Wartgow, M.D., was a 1983 graduate of MCW. Throughout his life, Dr. Wartgow demonstrated a sincere dedication to medicine. With his medical competence and indomitable spirit, he quickly earned the respect of both patients and professionals. The award is presented to a member of the senior class who possesses that rare combination of selfless dedication, sensitivity and skill exemplified by the late Dr. Wartgow.

**THE MORRIS AND LEE ZUCKERMAN CLINICAL PROFICIENCY AWARD.** This award is presented to a senior student whose present level of clinical judgment is indicative of future performance as a clinician. The award is given by Janet R. and Joseph D. Zuckerman, M.D. ('78), in honor of his parents.

*Seniors are nominated for the following awards by individual departments.*

**THE HIRAM B. BENJAMIN AWARD IN ANATOMY.** This award is given annually by the faculty members of the Department of Cell Biology, Neurobiology and Anatomy to a medical student who achieves a high level of scholarship in anatomy. It honors the late Hiram B. Benjamin, M.D., scientist, surgeon, anatomy department faculty member and alumnus. For many years, he shared his enthusiasm for applied anatomy and scientific investigation with students of this institution.

**THE BEN AND ELLA WAGNER MEMORIAL AWARD IN ANATOMY.** Given in memory of Ben and Ella Wagner by Marvin Wagner, M.D. Adjunct Professor of Cell Biology, Neurobiology and Anatomy, Clinical Professor of Surgery and alumnus. This award is given to the senior student whose participation in the senior elective in Advanced Clinical Human Anatomy reflects an exceptional understanding of anatomy and its importance to clinical medicine.

**THE QUICK AWARD IN BIOCHEMISTRY.** This award honors the memory of Armand J. Quick, M.D., Ph.D., Chairman of the Department of Biochemistry from 1944 to 1964. Dr. Quick was an internationally recognized contributor to knowledge concerning basic mechanisms of blood clotting and to techniques involving the diagnosis and treatment of hemorrhagic disorders. The Quick Award is given to honor the senior student who, in the opinion of the faculty of the Department of Biochemistry, has demonstrated outstanding scholarship in biochemistry and has carried on the tradition of research of Dr. Quick.

**THE PASTEUR AWARD IN MICROBIOLOGY.** Donated by Abbott Laboratories, this award is presented to a medical student by the faculty of the Department of Microbiology and Molecular Genetics in recognition of high scholarship in microbiology.

**AMERICAN SOCIETY OF CLINICAL PATHOLOGISTS AWARD.** Given to a student who has demonstrated outstanding academic performance in the sophomore pathology course. This award is presented to one student at each United States medical school upon completion of the second-year course.

**THE WISCONSIN SOCIETY OF PATHOLOGISTS ANNUAL AWARD FOR EXCELLENCE IN PATHOLOGY.** This award is given to a senior student who has demonstrated excellence in pathology.

**THE BROOKER AWARD IN PHARMACOLOGY.** Given in memory of the late William Douglas Brooker, M.D., Ph.D., by his wife, Doris C. Brooker, M.D., and their friends. This award is given to a student who has demonstrated exceptional skill and scholarship in pharmacology. Dr. William Brooker received both his Ph.D. degree in Pharmacology and his M.D. degree from The Medical College of Wisconsin.

**J.J. SMITH MEMORIAL AWARD IN PHYSIOLOGY.** James J. Smith, M.D., Chairman of the Department of Physiology from 1952 to 1980, through his academic and administrative skills, significantly enhanced the level of scholarship in physiology that continues to be maintained at MCW. This award is given in Dr. Smith's honor to the senior medical student who has best exemplified scholarship in physiology through both academic and research achievements during his or her undergraduate medical training.

**THE RESEARCH AWARD.** This award, established by the Research Affairs Committee, is given annually to a student(s) who has prepared an outstanding poster presentation describing his/her summer research project.

**SOCIETY FOR ACADEMIC EMERGENCY MEDICINE ANNUAL AWARD FOR EXCELLENCE IN EMERGENCY MEDICINE** This award is given to the senior medical student who, through academic and personal pursuits, has demonstrated excellence in emergency medicine.

**ENDOCRINE SOCIETY MEDICAL STUDENT ACHIEVEMENT AWARD.** This award is presented to a member of the senior class who exhibits excellence in the acquisition of knowledge in the discipline of endocrinology.

**THE RALPH G. BURNETT MEMORIAL AWARD.** This award is presented to a member of the senior class who has been accepted into an MCW Family Medicine Residency Program and whose academic

excellence and commitment best exemplify Dr. Burnett's personal dedication to family medicine. This award honors the memory of Ralph G. Burnett, M.D., an alumnus of MCW, who founded the Family Practice Residency Program formerly based at St. Catherine's Hospital in Kenosha and now located at All Saints Healthcare System in Racine. The award is supported by an endowed fund created by St. Catherine's Hospital and many colleagues and friends in Southeastern Wisconsin.

**THE FOUNDERS AWARD OF THE WISCONSIN ACADEMY OF FAMILY PHYSICIANS.** This award is given by the faculty of the Department of Family and Community Medicine to the senior student who has demonstrated outstanding performance in forwarding the concepts of family medicine.

**THE DONALD J. WELTER MEMORIAL AWARD.** This award is given in recognition of a senior student's commitment to family medicine as evidenced by academic performance and service. This award honors the memory of Donald J. Welter, M.D., founding Chairman of the Department of Family and Community Medicine at MCW.

**THE DR. VICTORIA A. VOLLRATH AWARD IN FAMILY MEDICINE.** Established by her parents, Walter and June Vollrath, this award is presented to an outstanding senior student pursuing a Family Medicine residency in one of the Medical College's affiliated programs and who intends to practice in Wisconsin. Dr. Vollrath, a 1977 graduate of MCW is a Family Medicine practitioner in Madison, Wisconsin.

**THE HANUS FAMILY PRACTICE AWARD.** This award is presented annually to a member of the senior class planning to pursue a career in family medicine in the State of Wisconsin. Commitment to the principles of family medicine, academic standing, community service and leadership potential are considered in making this award. The award is supported by an endowment established by Mr. Jack F. Hanus, a major benefactor of MCW.

**THE KEELAN-TRESCH AWARD FOR SCHOLARSHIP IN CARDIOVASCULAR MEDICINE.** This award, endowed by former cardiology fellows of the Medical College of Wisconsin, is given to a senior student who has embraced the humanitarian ideals of the profession and has demonstrated an exceptional interest and expertise in cardiovascular medicine.

**THE ENGSTROM AWARD IN INTERNAL MEDICINE.** This award honors the memory of William W. Engstrom, M.D., the first full-time Professor and Chairman of the Department of Medicine. The award is presented by the faculty of the Department of Medicine to a senior student who has displayed exceptional proficiency and scholarship in internal medicine.

**THE DYKE AWARD IN NEUROLOGY.** Cornelius G. Dyke, M.D., was a pioneer neuroradiologist whose family resides in Milwaukee. The Dyke Book Collection, a gift of the family, is housed in the Department of Neurology at MCW. The award is given in memory of Dr. Dyke by the faculty of the Department of Neurology to a senior student who has best exemplified thoroughness, excellence and concern in caring for patients with neurological disease.

**THE DR. JOHN J. AND JOAN M. BRENNAN ENDOWED AWARD IN OBSTETRICS/GYNECOLOGY.** This award is presented to a fourth-year medical student who has demonstrated a high degree of proficiency in medical school and is planning to pursue a career in obstetrics/gynecology. The award is given by Anna D. and Michael J. Brennan, M.D. ('79), in honor of his parents.

**THE DR. AND MRS. JACK A. KLIEGER ENDOWED AWARD IN OBSTETRICS AND GYNECOLOGY.** Jack A. Klieger, M.D., was a Clinical Professor of Obstetrics and Gynecology, and a

distinguished member of the MCW faculty for more than fifty uninterrupted years. Established by the late Dr. Klieger and his wife, Elaine, this award is given to a senior student who, in the opinion of the faculty of the Department of Obstetrics and Gynecology, has demonstrated superior proficiency in this discipline.

**THE WALTER P. BLOUNT AWARD IN ORTHOPAEDIC SURGERY.** This award is given in honor of the late Dr. Blount to the senior student who has demonstrated unusual interest and superior comprehension of musculoskeletal disease and injury during the senior orthopaedic surgery rotation.

**THE BRUCE J. BREWER, M.D. ENDOWED STUDENT AWARD IN ORTHOPAEDIC SURGERY.** Established by Kathryn Brewer in memory of her late husband and former Chairman of the MCW Department of Orthopaedic Surgery, this award honors outstanding achievement by a graduating senior who is pursuing a career in orthopedics.

**THE THOMAS W. GROSSMAN AWARD IN OTOLARYNGOLOGY** As a student, resident, and for over 30 years a faculty member at our institutions, Thomas W. Grossman, M.D., had a deep understanding of the needs of medical students. This award, given in honor of the image and spirit of Dr. Grossman, is presented to a senior student who has demonstrated an exceptional eagerness to learn, excellent knowledge of otolaryngology, and concern for quality patient care during a rotation in otolaryngology.

**THE J.C. PETERSON PEDIATRIC AWARD.** Presented by the faculty of the Department of Pediatrics, this award recognizes the senior student whose knowledge and skill in the treatment of infants and children is exceptional.

**PHYSICAL MEDICINE AND REHABILITATION STUDENT-OF-THE-YEAR AWARD.** The senior student who receives this award demonstrates unique understanding of and compassion for individuals with disabilities and exceptional skill in the diagnosis and management of their functional limitations.

**PSYCHIATRY STUDENT-OF-THE-YEAR AWARD.** Presented by the faculty of the Department of Psychiatry and Behavioral Medicine, this award recognizes a senior student who has demonstrated academic and clinical excellence in Psychiatry.

**THE MAURICE GREENBERG MEMORIAL AWARD.** This award is given to the medical student who has shown the most promise in clinical oncology and has demonstrated exemplary compassion and sensitivity in the care of cancer patients, as well as dedication to research. This award is presented by the Department of Radiation Oncology in honor of Maurice Greenberg, M.D. ('41) whose professional career has been characterized by these qualities. Dr. Greenberg, the first radiation oncologist in the State of Wisconsin, was an active member of the department for over 40 years.

**THE DEPARTMENT OF SURGERY ACHIEVEMENT AWARD.** This award is given by the faculty of the Department of Surgery to a senior student for outstanding performance and achievement in surgery.

# ACADEMIC POLICY

## ***RULES FOR ADMINISTRATION OF EXAMINATIONS IN THE BASIC SCIENCE DEPARTMENTS***

These rules governing the taking of computer based examinations and paper/pencil examinations generally follow the rules that are utilized by the National Board of Medical Examiners for the administration of tests.

General Conditions No students will be admitted to the examination after more than 15 minutes following the time set for the examination to begin, unless waived by the examination director.

All books, briefcases, knapsacks, purses, papers, and other personal belongings (including but not limited to hats, jackets, coats, pagers, cell phones, cameras, and personal digital assistants) cannot be brought into the examination room. Whiteboards and calculators will be made available at the discretion of the chief proctor.

A photographic ID is required for all examinations.

Examination Conduct Every examination will be proctored.

Proctors will be assigned to the examination rooms. At least one of the proctors will be a member of the faculty of the department conducting the examination. Proctors are responsible for the administration of the examination. For paper/pencil examinations, the proctor is also responsible for the distribution, collection and security of all test materials. For all examinations, the chief proctor is responsible for ensuring that students are monitored throughout the examination so that students are viewing only their computer screen and neither exchanging any information nor engaging in any other behavior that might be construed as professional misconduct. Should such behavior be observed, the proctor shall identify the student(s) involved and report the incident to the examination director immediately following the examination.

Students must obtain permission from the proctor to leave the examination room during the course of the examination. No more than one student at a time will be permitted to leave any room.

No questions concerning examination content will be answered during the examination. Students are not to communicate with one another for any reason during the examination.

At appropriate times, the proctor will announce how much time is remaining in the examination (e.g., for a two hour examination, at the 30, 15 and 05 minutes). At the end of the examination, the proctor(s) will announce that the examination is over. Students will immediately refrain from entering answers on the computer or their worksheet. Any student who is observed to continue working on the examination after the proctor(s) announces the cessation of the examination will be considered to have violated these rules governing the administration of examinations.

In order to prevent disruption to those students still working on the examination, students finishing within 15 minutes of the scheduled end of the examination will not be permitted to leave the room except at the discretion of the proctor.

Students are to refrain from talking until they have been dismissed.

**Students must not discuss the examination with anyone outside of the examination room until all administrations of the examination have been completed.**

**Failure to follow any of these rules or any of the additional rules that follow will be considered a violation of the MCW Student Professional Misconduct Policy.**

Paper and Pencil Examinations Only pencils for completing answer sheets may be brought to your examination seat.

In all examinations, students will use alternate seats, which will require that more than one room be employed to conduct the examination. In the Kerrigan Auditorium, a minimum of one empty seat will be left between students. In the Alumni Center, M2050 or MUTS, no more than two students will be seated at any table.

For each examination, two or more different forms of each examination will be provided. The examinations will be distributed in a manner that ensures no two adjacent students in a row will receive the same examination.

For examinations lasting 3-4 hours, the department may permit a short break for the whole class. In these instances, two examination books will be used in alternate formats. The first book will be collected at the break and the second will be distributed at the start of the second session.

For written examinations, students will turn in their examination books and answer sheets as directed by the proctors in the Kerrigan Auditorium, the Alumni Center, the MUTS or room M2050, where they will be collected by the proctors.

### ***ADDITIONAL RULES FOR THE ADMINISTRATION FOR COMPUTERIZED EXAMINATIONS***

Students are responsible for understanding the mechanics of examination navigation and submission. A sample examination will be available for student practice prior to the first examination.

Students are responsible for bringing log-on and password information to the examination. Students who fail to bring this information may be penalized at the discretion of the chief proctor (this is to prevent a delay in the log-on process). If too many students need to check their log-on information, the start of the examination is delayed. As the examination is timed, unnecessary delay must be avoided.

All students, by taking the examination, acknowledge and consent to the following, which will appear on the computer screen at the beginning of each examination administration:

**All of the test items used are owned by the department administering the examination. Any reproduction of the materials or any part of them through means including, but not limited to, photocopy, dictation, photography or reconstruction through memorization and/or dissemination (oral or written) in any form to any individual and/or party, is prohibited and a violation of the MCW Student Professional Misconduct Policy.**

Premature closure of the examination window or premature submission of the examination will not merit additional examination time, except at the discretion of the proctor.

At the discretion of the proctor, the format of the examination (computer v. non-computer) may be changed or the examination may be rescheduled even when an examination is in progress.

At appropriate times, the proctor will announce how much time is remaining for examination. At the end of the examination, students must immediately submit their answers.

## ***RULES FOR THE ADMINISTRATION OF LAB PRACTICAL EXAMINATIONS***

At the beginning of the course, students will be assigned to a group before testing. Throughout the course of the semester, group assignments to testing sessions will be rotated. For timed examinations, students may not begin the examination until instructed by the proctor. For a non-computerized laboratory practical examination, if the examination is timed, students must remain at a given station during the allotted time (i.e., students will not be allowed to return or advance to a given question during or after the examination unless permitted by the proctor). At the end of an examination, students must immediately turn in their answer sheets to a proctor.

## ***ACADEMIC STANDARDS OF PROGRESS FOR STUDENTS ENROLLED IN THE M.D. PROGRAM AT THE MEDICAL COLLEGE OF WISCONSIN***

### **I. Introduction**

This policy has been developed to ensure that students pursuing the M.D. degree maintain an acceptable rate of academic progress toward the completion of that degree and meet the expected academic standards of the College. This policy will also ensure that the student financial aid program meets or exceeds requirements set forth by federal regulations governing academic standards for financial aid eligibility.

### **II. Scope**

This policy applies to all students enrolled in the M.D. program.

### **III. General Requirements**

#### **a. Definitions**

**Grading System:** the Medical College of Wisconsin employs a five-point grading system, using the designations of Honors, High Pass, Pass, Low Pass and Fail. The Medical College does not calculate a cumulative grade point average. The grade of Incomplete can be used only when a student has not been able to complete course requirements for some acute and unexpected circumstances beyond the student's control.

**Fully Satisfactory Performance:** "fully satisfactory performance" means that the student earns a grade of at least Pass in any course or clerkship. A grade of Low Pass is not considered to be fully satisfactory performance.

Full-time student status: to be considered enrolled as a full-time student, a student must complete a minimum of three courses during any given academic year.

Academic year: "academic year" means a period of time during which most students complete a standard course of study, such as the freshman year, sophomore year, etc. The duration and term of an academic year varies with the year of study. For M-1 students, it is normally August through May; for M-2 students it is normally August through June; for M-3 students it is normally July through June; and for M-4 students, it is normally July through May. Summer course enrollment, if required, is considered part of the preceding academic year for purposes of this definition.

b. Time Limits

Students are expected to complete the requirements for the M.D. degree within the following time limits:

Definition of Terms	Standard	Maximum
Doctor of Medicine	4 years	6 years
Doctor of Medicine/ Doctor of Philosophy	7 years	9 years

IV. Requirements for Satisfactory Academic Progress

a. Academic Probation

Students pursuing the M.D. degree at the Medical College of Wisconsin are expected to demonstrate an acceptable rate of academic progress toward earning their degree by maintaining enrollment as a full-time student and by achieving an expected level of academic performance. Students who do not maintain adequate academic progress may be placed on academic probation. Exceptional circumstances will be considered by the Committee. Students may be placed on academic probation in the following circumstances:

- two or more grades of Low Pass in any academic year
- any grade of Fail in an academic year
- failure to maintain full-time status by failing to complete three courses in any academic year
- other patterns of academic difficulty deemed to be of significant concern by the Academic Standing Committee

Once placed on academic probation, a student will remain on probation for the subsequent six-month academic period. The duration of academic probation may be modified by the Academic Standing Committee, given extenuating circumstances, continuing academic risk, or other factors that may affect a student's progress. Students will be notified in writing when placed on or removed from probationary status. Academic probation will not be recorded on the student's transcript.

Students who are on academic probation must maintain acceptable academic progress in all subsequent coursework. If a student who is currently on academic probation or who has previously been on academic probation meets any of the following conditions, he or she will be considered for dismissal. Those conditions include:

- a grade of Fail in any course
- any grade of Low Pass in a repeated course
- any two grades of Low Pass in subsequent courses

b. Financial Aid Eligibility

Students must maintain acceptable academic progress to be eligible for Title IV financial aid programs, as set forth by federal regulations. Students who fail to maintain acceptable academic progress will lose financial aid eligibility.

Students on academic probation may receive financial aid for one academic year. At the conclusion of that academic year, the student must have achieved compliance with expected academic standards or will lose financial aid eligibility.

c. Time to Complete Degree

Students must successfully complete the curriculum of any given academic year in no more than two calendar years. Students must complete all requirements for the M.D. degree in no more than six years (9 years for MSTP students).

d. Leaves-of-Absence

Students may request leaves-of-absence for a number of reasons. All requests for leaves-of-absence must be approved by the Associate Dean for Student Affairs or her/his designee (see Leave of Absence Policy). Students may take a leave-of-absence to pursue additional work (such as research or work toward an advanced degree) if they are in good academic standing. Such leaves-of-absence do not count against the time for degree completion, except for students in M.D./Ph.D. programs. Students may take a personal leave-of-absence in accordance with the Leave of Absence policy. Students will be granted no more than twelve months of leave (including leaves mandated by the Academic Standing Committee or school policy, as a result of academic difficulty) from scheduled academic time during the entire duration of their enrollment at the College. Students who take more than twelve months of leave will no longer be considered to be making acceptable academic progress.

e. Satisfactory Academic Progress

Students who fail to maintain the expected and acceptable rate of academic progress for any reason, whether because they encounter academic difficulties while on academic probation, or because of excessive leaves-of-absence, or because they do not complete all requisite coursework of any academic year in two calendar years, or because they fail to complete degree requirements within the requisite time limits, will be considered for dismissal from the Medical College of Wisconsin.

*Adopted by Academic Standing Committee, August 1992*

*Revised and Adopted by the Academic Standing Committee, July 1993*

*Revised and Adopted by the Academic Standing Committee, November, 1994*

## ***GUIDELINES ACADEMIC STANDING COMMITTEE MEDICAL COLLEGE OF WISCONSIN EVALUATION AND PROMOTION SYSTEM***

The Academic Standing Committee has attempted to formulate clear guidelines in regard to academic status and advancement. These guidelines are intended to present to all faculty and students the alternatives facing the academically deficient student. It should be re-emphasized that the departments set the standards and determine if and when the standards have been met by the students. The Academic Standing Committee will not recommend any alternative that requires less remediation than that required by the department. It may, however, require more. This should not be viewed by the faculty or the student as being punitive but as serving the interest of the students.

Professional ethics and appropriate personal and professional conduct are as essential to the practice of medicine as academic excellence. Unethical and/or inappropriate behavior will be considered by the Committee in its advancement and academic standing deliberations.

1. The Medical College's evaluation system consists of six categories:

Honors ("H"), High Pass ("HP"), Pass ("P"),  
Low Pass ("LP"), Fail ("F"), and Incomplete ("I").

2. Promotion from one year to another is contingent upon completion of the required work of each year and the demonstration of appropriate professional conduct.
3. A student who is judged unsuited to enter the profession of medicine for reasons of conduct, behavior, ethics, or quality of work may be dismissed from the College.
4. All final course evaluations are due in the Registrar's office within one month of the completion of the course. All final evaluation forms become part of the student's permanent record which is maintained in the Registrar's Office. Each student receives a copy of the evaluation upon posting by the Registrar.

5. Any student who encounters academic difficulties (including professional conduct related to academic performance) will be brought to the attention of the Committee. All options available to the Committee (listed below) may include placing a student on academic probation.
6. In reaching its decisions, the Academic Standing Committee utilizes all information available to it. All evaluations by departments, individual faculty members, the Associate Dean for Student Affairs, etc., are utilized to assess intellectual ability, motivation, and personality factors. Any student who encounters difficulties with academic and/or other professional development may be asked to meet with the Committee.
7. The Academic Standing Committee considers a course evaluation of "Low Pass" to be a permanent grade which cannot be changed or removed from the transcript. If a student has only one "Low Pass", the academic status may not be significantly influenced. Two or more "Low Pass" evaluations may result in a requirement by the Committee for additional work up to and including repetition of the entire academic year. Further, several such evaluations or a combination of a "Low Pass" evaluation with any "Fail" evaluation may result in repetition of the academic year or dismissal from the College.
8. A student failing to meet the standards set by a department for a course will be given a "Fail" evaluation. "Fail" evaluations must be accompanied by a statement from the department giving the requirements (repeat examination, repetition of the course, etc.) necessary to correct the deficiency.
9. One "Fail" in a first or second-year course may be resolved by re-examination after further study or by repeating the course in a summer school program listed by the Association of American Medical Colleges. This decision must be with the approval of the Academic Standing Committee after consultation by the Committee with the department involved. If the department concerned gives the student an evaluation of "Pass" for such work, the Committee on Academic Standing will concur. The grade of a Fail remains on the transcript; a new grade is added.
10. When two "Fails" are posted in the either first or second year, the Academic Standing Committee will consider the requirements of the departments to correct the "Fails". A student usually cannot accomplish two course repetitions during a summer. Therefore, repetition of the year may be necessary. The Committee has the option to require the student to repeat the year if it believes a stronger base for subsequent work is needed.
11. Repetition of the year, assuming space and equipment are available, is limited to students believed to have sufficient ability to do medical school work but who are slow to adapt to such work, were inadequately prepared, have personal or health problems affecting performance, etc. Students repeating the year will usually take all courses. Exceptions may be made in circumstances where both the department and the Academic Standing Committee agree the student has demonstrated adequate knowledge of the course material.
12. A student who does not obtain a grade of "Pass" or better when repeating a course or courses will be considered for dismissal from the College.
13. An evaluation of "Incomplete" is used to identify a student who, at the time a course has ended, has not yet completed the usual course requirements, but has been temporarily excused (e.g., because of illness) from doing so by the department. *The grade of "Incomplete" can be used only when a student has not been able to complete course requirements for some acute and unexpected circumstance beyond the student's control.* The Academic Standing Committee expects that the

"Incomplete" grade will be converted as soon as possible. If a supplementary evaluation is not received by the Registrar by August 1 following the academic year in which it was received, each "Incomplete" will be converted to a "Fail". Both the "Incomplete" ("I") and the "Fail" ("F") will remain on the student's permanent record regardless of when the final evaluation is received after August 1.

14. Students who have had academic difficulties or who have taken a leave-of-absence because of illness may be permitted alterations in the curriculum so they may be eligible to begin a residency program as close to the regular schedule as possible. Each case will be considered individually.
15. Students who have serious emergencies, (e.g., extended illness), may request that the Academic Standing Committee waive one month of senior elective work. Students who fail the United States Medical Licensing Examination, Step 1 (administered by the National Board of Medical Examiners) will not be allowed routinely to waive one month of senior elective work. Each case will be considered individually.
16. For students with less than "Pass" evaluations, the Committee may restrict the number of courses taken away from the college in the clinical years.
17. Students wishing reconsideration of decisions involving their record, with or without a personal appearance before the Committee, should send a written request that includes their reasons for reconsideration to the Associate Dean for Student Affairs for consideration by the Committee.
18. The Academic Standing Committee may request that the Associate Dean for Student Affairs communicate with course and clerkship directors regarding individual students.
19. Policy and Procedures for Examinations administered by the National Board of Medical Examiners

- a) *Students enrolled at MCW are required to report a passing score on the United States Medical Licensing Exam (USMLE), Step 1 before beginning their senior year.*
- b) Students enrolled at MCW shall have three opportunities to pass the USMLE, Step 1. Failure to pass the examination on the third attempt will be considered grounds for dismissal from MCW. Only in exceptional extenuating circumstances, and with the permission of the Academic Standing Committee, will any student be permitted to take the examination a fourth time.
- c) Students enrolled at MCW are required to take and report a passing score on the USMLE, Step 2 – CK in order to graduate. Students planning to graduate in May or June of the senior year must report a passing score to the College by no later than March 31 of the fourth year.

USMLE Step 2 – CS must be taken and a score reported to the College by no later than March 31 of the student's senior year for students planning to graduate in May or June.

The scores earned on both parts of the Step 2 examination may be considered by the Academic Standing Committee on making graduation decisions.

- d) Students admitted with advanced standing into the second-year class will be required to follow these guidelines. Students admitted with advanced standing into the third-year class must have reported a passing score on the USMLE, Step 1 examination prior to admission, as dictated by the Admissions Committee. They will be required to follow paragraph "C" regarding USMLE Step 2.
  
- 20. Family Leave Policy. The Medical College of Wisconsin recognizes the need of students to assume family duties, which sometimes require time away from the curriculum. In the interest of providing both a solid medical education and time for family responsibilities to students, the Medical College administrators will utilize all possible curriculum flexibility when family needs arise. Students who need family leave must plan their schedules individually and as far in advance as possible with the Associate Dean for Student Affairs. Requests for alternatives other than those allowed by the usual curriculum flexibility will be brought to the Academic Standing Committee. Students who require a leave-of-absence for several months should be aware that their graduation date may be delayed as a result. Each case will be considered on an individual basis.
  
- 21. Policy Regarding Vacation in the M-3 and M-4 Years. Students are entitled to a total of three months of vacation time during the M-3 and M-4 years. This vacation time may be taken by the student at any time during this two-year period.

Students may elect to cluster their vacation time to accommodate personal needs, allow time to review and prepare for the United States Medical Licensing Examinations, or some other purpose. Students should discuss an atypical schedule with their clinical advisors and the Associate Dean for Student Affairs.

*Revised and Adopted by the Academic Standing Committee on January 5, 1994, July 20, 1994, November, 1994, April 11, 2000, October 8, 2002 and November 17, 2004.*

## ***PROCEDURES FOR THE ACADEMIC STANDING COMMITTEE REGARDING THE DISMISSAL OF STUDENTS***

1. Whenever the Academic Standing Committee \* determines, on the basis of the information available to it, that a student's performance might warrant dismissal from the Medical College, it should initiate a hearing by mailing (registered or certified mail, return receipt requested) or personally delivering a written notice to a student which:
  - a) Indicates that the possibility of dismissal is under consideration;
  - b) Describes the basis upon which dismissal is under consideration;
  - c) Notifies the student that a hearing is to be conducted by the Committee before final action is taken;
  - d) Notifies the student of the date, time and place of the hearing;
  - e) Encloses a copy of these procedures or notifies the student of the office where a copy may be obtained without charge;
  - f) Notifies the student that legal and/or academic counsel may accompany or represent the student at the hearing. If the student will be accompanied or represented by legal counsel, the student should notify the Academic Standing Committee of this fact no less than three (3) business days prior to the hearing. The student may choose not to be present;
  - g) Notifies the student that he/she may withdraw at any time prior to the beginning of the dismissal hearing. Once the hearing begins, withdrawal is no longer an option.
2. The Committee should conduct the hearing subject to the following:
  - a) Hearings should be held not less than five nor more than 15 business days after the date the notice is sent to the student. Extensions of time for hearings should be authorized only for good and compelling reasons, and should be submitted in writing not less than three (3) business days in advance to the hearing;
  - b) The file pertaining to the student's case should be made available to the student or the student's advisor in advance of the hearing;
  - c) The student should be able to present any witnesses, data or evidence deemed appropriate by the Committee and should have the right to confront witnesses, if any. If the student wishes to present any information that is not contained in his or her permanent record, this information should be provided to the Committee two business days prior to the hearing. If the new data or evidence is not provided in advance, the Committee may choose not to consider it. The student should provide the Committee with a list of witnesses. This information should likewise be provided two business days in advance; if not, the Committee may choose not to hear those witnesses. The student and/or counsel, advocates and witnesses will have no more than 90 minutes to present evidence or testimony to the Committee;
  - d) If the student does not appear (personally or through counsel) without any satisfactory explanation for the absence having been made, or leaves the hearing before its conclusion, the hearing should proceed and a decision should be rendered based on the available evidence just as though the student had been present throughout the hearing;
  - e) The Committee should maintain an orderly hearing and permit no person to be subjected to abusive treatment. The Committee should also be able to question witnesses. The Chairperson of the Committee is the presiding officer of the

- hearing and should rule on all questions of procedure or admissibility of evidence and this ruling should be conclusive;
- f) The hearing is not public and should be closed to everyone other than members of the Committee, the student being reviewed, appropriate advisors for each of them (legal Counsel, faculty advisor, student's family and friends), the person designated to record the hearing, and witnesses while they are presenting evidence. The student may have a total of two (2) advisers (counsel, witnesses, family members) present at any time. Additional witnesses, if any, will be called one at a time and shall leave the hearing and may not return after presenting testimony except upon request of the Committee
  - g) The Committee should make a summary of the hearing. Tape recordings of the conduct of the hearing should be permitted and may be requested by the student;
  - h) following presentation of evidence, all other participants should be asked to withdraw and the Committee should privately consider the evidence and reach a decision. A majority vote of the Committee members present and voting should be required for a binding decision;
3. The Academic Standing Committee will make a decision, which will be effective immediately.
- a) Should the Committee find that dismissal of the student is warranted, the student should promptly be so notified.
  - b) Should the Committee find that dismissal from the Medical College is warranted, the Committee should promptly prepare a written report, which should contain:
    - i. A brief summary of the facts found;
    - ii. A finding that the facts found demonstrate that the student failed to meet the academic and/or the professional standards of the College;
    - iii. A statement of the action that the Committee has decided to take and the effective date of the action.
4. A copy of the Committee's report should be delivered to the student, personally or by registered or certified mail.
5. The decision of the Committee will be treated as conclusive and binding unless appealed by the student.

\* All correspondence with the Academic Standing Committee should be directed to the Associate Dean for Student Affairs, who serves as its corresponding secretary.

*Developed by Ad Hoc Committee of the Executive Committee of the Faculty and Committee on Academic Standing (1976-78). Approved by Executive Committee of the Faculty - May 9, 1978 Revised and Adopted by the Academic Standing Committee, April 11, 2000.*

## ***PROCEDURES FOR APPEALS OF DISMISSAL***

1. A student may appeal a decision of the Academic Standing Committee or an Ad Hoc Hearing Committee to dismiss him/her from the Medical College by giving notice, in writing, of his/her intention to do so, to the Senior Associate Dean for Academic Affairs within ten (10) days of the date on which the decision was mailed or delivered to the student. A student who does not give such notice within ten (10) days shall be deemed to have waived his or her right to appeal.
2. The Senior Associate Dean for Academic Affairs shall inform the Dean of the student's appeal. The Dean shall appoint an Appeals Committee of three senior faculty members to consider the appeal and shall appoint the Appeals Committee Chair. At least one of these faculty members shall have previously served on the Academic Standing Committee. The Appeals Committee is advisory to the Dean; that is, the Appeals Committee will make a recommendation to the Dean. The Dean may accept or reject the recommendation of the Appeals Committee.
3. The Appeals Committee shall set a date for hearing the appeal, which date shall be not more than thirty (30) days after its creation, and shall give written notice of the date, time, and place of the hearing to the student by personal delivery or by certified or registered mail.
4. At least three days prior to the appeal hearing, a written report giving the decision of the Academic Standing Committee or an Ad Hoc Hearing Committee and the summary of the hearing conducted by that Committee shall be delivered to the Appeals Committee Chair.
5. At least three days prior to the appeal hearing, the student, or his/her representative, shall submit to the chairman of the Appeals Committee a written statement detailing the grounds on which the appeal is based.
6. The chairman of the committee shall distribute a copy of both these documents to members of the Appeals Committee at least two days prior to the appeal hearing.
7. The Appeals Committee shall conduct its review according to the following:
  - a) The Appeals Committee will confine its consideration to the written report submitted by the Academic Standing Committee and the written statement submitted by the student. No new information and no new witnesses or advocates will be considered. The student, his/her faculty advisor and/or legal counsel may appear and present a statement. A representative of the Academic Standing Committee or Ad Hoc Hearing Committee may appear and explain the context of the committee's decision, make statements, ask questions and interact with all persons present at the hearing. Members of the Appeals Committee may question those present on pertinent matters, but these matters must relate to the grounds for the appeal or the basis for the committee's findings.
  - b) The Appeals Committee must determine whether the substantial rights of the student have been violated by virtue of the fact that:
    - i. the decision of the Academic Standing Committee is arbitrary and capricious;
    - ii. the decision reflects an unfair or incorrect application of college policies.

- c) No irregularity in the procedure or deliberations of the Academic Standing Committee or Ad Hoc Hearing Committee shall be a ground for rejection of the Committee's decision so long as it has conformed substantially to suggested guidelines, unless the substantial rights of the student have been prejudiced by any such irregularity.
  - d) The Appeals Committee shall recommend to the Dean that the decision by the Academic Standing Committee or Ad Hoc hearing Committee to dismiss the student be confirmed or reversed.
  - e) Hearing before the Appeals Committee are not public. Members of the Appeals Committee, the student, his or her faculty advisor and/or his or her legal counsel, a representative of the Academic Standing Committee, or Ad Hoc Hearing Committee, legal counsel for the College, and a person designated to record the hearing may be present. All hearings may be recorded.
  - f) Following the presentations and questioning, the Appeals Committee shall consider the matter privately. A majority vote of the three member committee will determine its recommendation. The legal counsel for the Medical College may stay for the deliberations of the committee, if the committee members so request.
  - g) The Appeals Committee will inform the Dean of its recommendation in writing and also in person, if the Dean so desires. In the written statement, the Appeals Committee shall state its recommendation and rationale.
8. The Dean shall consider the recommendation of the Appeals Committee and shall render his decision regarding the student appeal within seven (7) days. The Dean may investigate further, clarify issues, and communicate with all persons involved in the case. The Dean may re-convene the Appeals Committee, if necessary. If the Dean requires additional time, he/she will notify the student when the final decision will be made. The Dean shall:
- a. accept the decision of the Academic Standing Committee to dismiss the student;
  - b. reverse the decision to dismiss the student.

If the Dean reverses the decision, the case may be returned to the Academic Standing Committee for further consideration.

9. A written copy of the Dean's decision shall be delivered with reasonable promptness to each of the following:
- a) the Senior Associate Dean for Academic Affairs
  - b) the student, in person or by certified mail, return receipt requested;
  - c) the Chair of the Academic Standing Committee or Ad Hoc Hearing Committee.

10. The decision by the Dean shall be final.

*Approved by the Executive Committee of the Faculty, July 11, 1995*

# ***UNIFORM PROFESSIONAL CONDUCT POLICY FOR CLINICAL ROTATIONS***

During Clinical Rotations medical students will adhere to the following standards of professional conduct:

1. Professional Appearance
  - a. Identification: While on clinical rotations, students at all time must wear MCW Name Tag/ID Badge and appropriate identification at all times as outlined by the facility at which they are rotating.
  - b. Clothing and Accessories: Clothing, including white coats, must be clean and professional looking. Any clothing or personal accessories (e.g., jewelry, tattoos, or piercings) that interfere with the provision of patient care, is not acceptable. This includes clothing or personal accessories that limit a student's ability to effectively communicate with patients, families, staff and/or their ability to perform a physical examination or procedure.
2. Communication
  - a. Introduction to Patient: Students will introduce and identify themselves to the patient and their families as "medical students". The student will advise the patient that he/she has been directed to evaluate the patient and share the findings with the staff physician who is responsible for the patient's care.
  - b. Cultural Differences: Students must acknowledge and respect the cultural differences of patients, families, and staff.
  - c. Respect: Students will demonstrate respect in all interactions with patients, families, supervisors, peers and members of the healthcare team.
3. Patient Care Responsibility
  - a. Responsibility: Patient care is the responsibility of the supervising physicians.
  - b. Supervision: Students must be supervised in their interactions with patients. Student/patient interactions must be within the confines of resident/faculty teaching.
  - c. Patient Access: Student interaction with patients is limited to only those patients of the supervising physician or service to which they have been assigned. Student should limit and qualify discussions of any findings (e.g., H and P, laboratory findings, prognosis, treatment) with the patient.
  - d. On Call: When the student is on call, he/she may interact with patients seen in consultation by the service to which they are assigned or with those patients in need of emergent/urgent problems that require evaluation/treatment.
  - e. Confidentiality: All aspects of patient care (e.g. conversations re: H & P, diagnosis, test results, treatment, prognosis, and written medical record) will remain confidential. Discussions should occur in appropriate venues with treating physicians for the purposes of patient care or education.
  - f. Medical Records: Students may make notations in the actual or electronic chart consistent with the protocol of the facility to which they are assigned and at the direction of the supervising physician.
4. Professional Responsibility

- a. Responsibility to the Profession: The student will report any witnessed violations of this policy or other forms of unprofessional behavior to his/her immediate supervisor and/or clerkship director.
- b. Attendance: The student will participate in clinical care activities as assigned by the supervising physician. In case of a personal emergency, the student must contact the supervising physician and the clerkship coordinator to discuss absence from the assigned service.
- c. Sick Leave/Time Off: A written request to the Clerkship Director must be submitted at least one month before the start of the rotation. The Clerkship Director, per the attached policy, will evaluate requests individually.

## ***REQUESTS FOR TIME AWAY FROM M3 CLERKSHIP ROTATIONS***

The knowledge and experience acquired on clinical clerkships must be the top priority for the rotating medical student on a clinical service; attendance on a rotation is required for all assigned activities. There are, however, occasions when time away may be necessary. A serious illness or death in the family, or other circumstances judged by the Clerkship Director as compelling, are examples of reasons to allow time away. In cases requiring substantial time away from the school, the student must contact the Associate Dean for Student Affairs to arrange for a formal leave of absence.

**Each clerkship director will evaluate the time-away request associated with his/her clerkship and has the final approval.**

Process for Time Away Request:

**The process, as outlined below, must be followed and gives no assurance that a student's request will be granted:**

1. Submit a written request to the Clerkship Director at least one month before the start of the rotation. Exceptions to this time requirement can be made for extenuating circumstances or dire emergencies, as judged by the Clerkship Director.
2. Written requests should include the following:
  - a. **Student information**  
Name:  
Address:  
Phone Number:  
Pager Number:  
E-mail Address:
  - b. **Clerkship information**  
Name of Clerkship:  
Dates of Clerkship:  
Dates of requested time off:
  - c. **Explanation of reason for requesting scheduled time off**

- d. With the request for time away, the student must submit a plan that specifies how the time missed will be addressed.**
3. After approval of the clerkship director, the student is required to notify the attending physician and chief resident on the service. Any student granted time off a clinical clerkship must arrange coverage for night call, care of his/her patients, and all clinical responsibilities during the time off. The plan for addressing missed time, once approved by the clerkship director, must be implemented with oversight by the clerkship director and/or his/her designee.

### ***PROFESSIONAL ATTRIBUTES AND ASSOCIATED OBSERVABLE BEHAVIORS***

In order to be aware of any problems in professional conduct or behavior, the Committee on Academic Standing has instituted an “early warning system” for use by faculty and selected staff, including the Registrar, Director of Student Financial Services and Director of Admissions; also, key staff such as Course Administrators and Clerkship Coordinators, and other key personnel in Academic Affairs. This orange card system is a way for the Associate Dean for Student Affairs to be aware of any problems in a timely fashion so that an early monitoring and prevention strategy may be implemented. We are interested in knowing about behaviors that may result from stress, problems in judgment, chemical dependency, and other issues of professional conduct. Our goal is to prevent situations that may result in academic standing problems. If the Associate Dean for Student Affairs receives a card from a faculty or staff member regarding professional attributes and associated behaviors, he or she may wish to speak with you or to the Academic Standing Committee, depending on the severity of the problem. If two orange cards are received by the Associate Dean, you will be required to meet with the Associate Dean for Student Affairs and/or the Academic Standing Committee to review your professional conduct with the members. Based on the review of the Academic Standing Committee, a process may be initiated in accordance with existing policies on professional conduct.

**MCW Duty Hours Policy**  
**Approved MCW's M3-4 Curriculum & Evaluation Committee**

- 1. To be compliant with LCME ED-38, clinical time for medical students can not exceed the 80/30 rule with 1 day off per week averaged over 4 weeks. (Approved - April 18, 2005)**
  - Clarifications – per CEC provided by M3 Clerkship Directors (from OASIS Duty Hour Evaluation)
    - 30 hours = work more than 30 hours consecutively in clinical or educational activities
    - 80 hours per week (averaged over a four-week period) during a clerkship in clinical or educational activities.
    - Hours refers to time spend in hospitals, clinics, or attending required didactic sessions. It does NOT refer to time spend studying or working on other clerkship-self-study projects.
- 2. M4 students on any MCW rotation must not be placed on call the last night of the rotation. (Approved - May 19, 2008)**

# PROFESSIONAL BEHAVIOR POLICY AND PROCEDURES

## **Professional Behavior Policy**

Honest, ethical, and responsible behavior is as essential to the medical and scientific professions as academic excellence and scholarship. It is incumbent on all members of the academic community to uphold high standards, to monitor these standards, and to bring to appropriate College administrators concerns regarding dishonest, unethical, or irresponsible behavior.

Professional behavior is necessary in all areas of education including, but not limited to relationships with patients, handling of patient information, academic coursework, scientific research, ethical use of information, and relationships with peers.

Allegations of dishonest, unethical, or irresponsible behavior by medical students should be brought to the attention of either the Senior Associate Dean for Education or the Associate Dean for Student Affairs in the medical school. These responsible administrative officers will, at their discretion and with consultation as deemed necessary, attempt to determine the merit and validity of the allegations. Based on this preliminary analysis, the matter may be dismissed for lack of substantive data, investigated further over time, or forwarded to an Ad Hoc Hearing Committee in the medical school. All decisions regarding action based on established professional misconduct will be made by the appropriate individual or committee and will be documented in the student's academic file. Unsubstantiated or dismissed allegations will not be recorded in the academic file.

## **Procedure Relating to Medical Students**

### 1. Preliminary Investigation

a. When an allegation of professional misconduct (dishonest, unethical, or irresponsible behavior) is made, the Associate Dean for Student Affairs shall provide notice to the student of the grounds raised which may constitute a violation of the rules of professional conduct. The Associate Dean for Student Affairs, or his/her designee, will, at his or her discretion and with consultation as deemed necessary, investigate the allegations and attempt to determine the merit and validity of the allegations. The investigation, at a minimum shall include an interview with student. If, after investigation, the Associate Dean for Student Affairs determines that there are insufficient grounds to believe that a student has violated the rules of professional conduct, the complaint will be dismissed and will not be recorded in the academic file.

b. If, after the investigation, the Associate Dean for Student Affairs determines that there are sufficient grounds to believe that the student has violated the rules of professional conduct, the Associate Dean for Student Affairs may impose an appropriate disciplinary sanction other than dismissal, including disciplinary probation, reprimand, or suspension, as described in Section 2 below. If the Associate Dean for Student Affairs believes that dismissal may be an appropriate sanction, the case will be referred to an Ad Hoc Hearing Committee as described in sections 3 and 4 below.

### 2. Disciplinary Sanctions

The following disciplinary sanctions have been established:

- a. Reprimand: formal action censuring a student for failure to meet the Professional Behavior Policy of the Medical College. Reprimands are made in writing and will become part of the student's academic file. A reprimand will include the statement that continuation or repetition of misconduct will normally result in a more serious disciplinary action.
- b. Disciplinary Probation: formal action that established conditions upon a student's continued attendance in school, after failure to comply with the Professional Behavior Policy. The student will be notified, in writing, of the probation and conditions thereof. Disciplinary probation warns the student that any further misconduct will automatically raise the possibility of dismissal. Probation may be imposed for a specified length of time or until graduation.
- c. Suspension (mandatory leave of absence): formal action that defines a specific period of time during which the student may not attend any classes or clerkships, consequent to a breach of the Professional Behavior Policy. The student will accrue no academic credit for any coursework in progress when the suspension becomes effective. Students will be notified, in writing, of the suspension and conditions thereof.
- d. Dismissal: formal action that results in a student's permanent separation from the Medical College. Dismissal will only occur following a formal hearing by the Ad Hoc Hearing Committee, following the guidelines and procedures specified in Section 4 below.

### 3. Formation of the Ad Hoc Hearing Committee

The committee shall consist of five members of the senior faculty, drawn from a panel consisting of the members of the Academic Standing Committee and the chairs of the Faculty Council standing committees. Associate or Assistant Deans shall not serve as committee members. The committee will be jointly appointed by the Dean and the President of the Faculty Council, who shall together designate the committee chairman.

### 4. Hearing Procedure

- a. The Associate Dean for Student Affairs shall give the student written notice of the charges and the grounds upon which, if proven, would justify expulsion. The notice shall also specify the time and place of the hearing, a list of the hearing committee members, a list of witnesses, and copies of any documentary or other evidence that will be presented at the hearing. The notice may be amended at any time prior to the hearing, but if the amendment is prejudicial to the student's case, the hearing shall be rescheduled to a later date.
- b. The hearings shall be scheduled no earlier than ten business days after notice is delivered to the student. Every attempt should be made to begin the hearing within fifteen business days after notice is delivered.
- c. No hearing committee member shall participate in any case in which that member is a complainant or witness, in which the member has a direct or personal interest, or in

which the member has acted previously in an advisory capacity to the student. A committee member's eligibility to participate in cases may be challenged by the Associate Dean for Student Affairs, the student, or other committee members. All challenges must be exercised at least five business days before the hearing and will be ruled upon by the chair. Replacement committee members will be named from the remaining panel members in the manner described in Section 3 above.

d. Five members are necessary to conduct a hearing or take a vote. The chair shall preside over the hearing, decide any evidentiary and procedural questions that arise, and inform the student in writing of the action taken by the hearing committee. The College's Office of the General Counsel shall advise the Chair of the Committee on any evidentiary or procedural questions that may arise.

e. The Associate Dean for Student Affairs or his/her designee will be responsible for presenting the charges and the evidence to the Ad Hoc Hearing Committee. The individual who thus presents the case may question witnesses for both sides, will pursue other data or evidence requested by the committee, and may make summary statements to the committee. This individual will be present throughout the hearing, but will not be present once the Ad Hoc Hearing Committee begins its closed deliberations.

f. The student may present evidence and witnesses, question any of the witnesses, and make statements to the committee. The student shall provide the chair of the hearing committee with a list of witnesses who will appear at the hearing on behalf of the student, counsel and/or advisors who will be present and copies of any documentary or other evidence that will be presented, at least two days prior to the hearing.

g. The committee may question the witnesses and make whatever other inquiries it deems appropriate. The hearing need not be conducted according to the rules of law or evidence, and the committee may admit any evidence that is of probative value in determining the issues.

h. No one will be required to give self-incriminating evidence.

i. The student may be represented by legal counsel and/or accompanied by a faculty advisor of the student's choice, and the Associate Dean and the Ad Hoc Hearing Committee may be represented by legal counsel, but legal counsel and the advisor may not question witnesses and may not make statements to the committee.

j. The hearing shall be closed except for members of the committee, the student being reviewed, the Associate Dean or designee and his/her staff, appropriate advisors for each of them, the person designated to record the hearing, and witnesses while they are testifying.

k. The Associate Dean or his/her designee shall have the burden to prove, by a preponderance of the evidence, that the student violated the rules of professional conduct. Only those matters presented at the hearing will be considered in determining whether the student violated the rules of professional conduct, but the student's past record or conduct may be taken into account in determining disciplinary action.

l. If the student does not appear (personally or through counsel) without any satisfactory explanation for the absence having been made, or leaves the hearing before

its conclusion, the hearing shall proceed and a decision should be rendered based on the available evidence just as though the student had been present throughout the hearing.

m. The committee will make a record of the hearing, which may be a tape recording. The committee shall have sole discretion to determine the medium for recording the hearing. A copy of the recording will be provided to the student at the student's request and expense.

n. Following the presentation of evidence, all other participants except the committee and its legal counsel will withdraw and the committee will privately consider the evidence and reach a decision. A majority vote of the committee members present shall be required for a binding decision. The committee shall determine the appropriate sanction, which may range from reprimand to dismissal, as defined in Section 2 above.

o. The student shall be notified of the committee's decision in writing by the chair of the hearing committee, including a description of any sanction imposed, if applicable. If the student is sanctioned, a copy of the chair's letter shall be placed in the student's academic file. If no sanctions are imposed, no record will be placed in the permanent academic file.

p. Should the committee find that dismissal from the Medical College is warranted, the committee will promptly prepare a written report that shall contain:

- 1) A brief summary of the facts found;
- 2) A finding that the facts found demonstrate that the student fails to meet the professional conduct standards of the College;
- 3) A statement of the action that the committee has decided to take and the effective date of the action.

A copy of this report will be delivered promptly to the student, personally or by certified mail, return receipt requested.

q. The decision of the committee will be treated as conclusive and binding, without right of appeal, unless the committee decides that dismissal from the Medical College of Wisconsin is warranted. In that instance, the student may appeal the dismissal to the Dean of the Medical College of Wisconsin, in accordance with the standard appeals mechanism.

*Approved by Faculty Council, November 16, 2005*

## ***MCW POLICY ON STUDENT ABUSE***

The learning environment at the Medical College of Wisconsin is expected to facilitate students' acquisition of the professional and collegial attitudes necessary for effective, caring, and compassionate health care. The development and nurturing of these attitudes are enhanced by and, indeed based on the presence of, mutual respect between teacher and learner. Characteristic of this respect is the expectation that all participants in the educational program assume their responsibilities in a manner that enriches the quality of the learning process.

While these goals are primary to our educational mission, it must be acknowledged that the social and behavioral diversity of students, faculty, residents and staff, combined with the intensity of the interactions between them, may, from time to time, lead to alleged, perceived or real incidents of inappropriate behavior or mistreatment of individuals. Noting that constructive criticism is appropriate and necessary to promote learning, the following are examples of mistreatment: sexual harassment; discrimination or harassment based on race, religion, ethnicity, gender, sexual orientation, physical handicap or age; purposeful humiliation; psychological or physical punishment, and the use of grading or other forms of assessment in a punitive manner. The occurrence of such incidents may result in a disruption of the spirit of learning and a breach in the integrity and trust between teacher and learner; and should be addressed in a fair and professional manner.

Any alleged violation of the standards of appropriate behavior described above should be handled in the following manner:

- a) First, every attempt should be made to resolve the matter directly with the alleged offender.
- b) If further action is required, the aggrieved party may file a formal report with the Associate Dean for Student Affairs. Students may also file the Professionalism Incident Report form located in ANGEL under Student Assembly. This form may be printed and submitted to the Office of Academic Affairs-Administration or submitted electronically.

The Associate Dean for Student Affairs will investigate the situation leading to any of the following actions:

- a) the matter maybe dismissed as groundless;
- b) a verbal or written reprimand may issued;
- c) a professional misconduct hearing maybe convened if warranted [see policy on "Hearing Charges of Professional Misconduct;];
- d) the matter may be referred to another administrative authority; e.g., Medical College Office of Human Resources, Office of Faculty Affairs or the personnel office of an affiliate of the Medical College.

Upon satisfactory resolution of a claim of abuse, the Associate Dean for Student Affairs will provide a summary letter to the aggrieved party and the alleged offender. If the subject of a grievance is the Associate Dean for Student Affairs, the matter may be handled by the Senior Associate Dean for Education using the process described above.

## ***MICROSCOPE OR MAILBOX KEY REPLACEMENT POLICY***

The microscope and mailbox keys are for your use during the M-1 and M-2 years. You will be required to turn in the microscope and mailbox keys to Teaching Facilities at the conclusion of your M-2 year by no later than June 30 of that year.

- The fee for a replacement mailbox key that is lost or not turned in at the end of the M-2 year is \$10.00.
- The replacement cost of a lost or missing microscope not turned in at the end of the M-2 year is \$1,000.00.

You will not be permitted to begin your third-year clerkships until the items are returned and/or financial restitution is made. Failure to return or financial restitution made, could possibly delay your graduation date from the Medical College of Wisconsin.

## ***MCW STUDENT EMAIL POLICY***

MCW provides email service for all of its students. We rely on email increasingly as a primary tool for communicating with our student body. As this is the official delivery system of information to students, MCW has given each student an MCW address as the official address to be used for MCW business. Your MCW issued e-mail address is used for official communication with you. Please monitor your MCW e-mail account for important notices from MCW. The Office of Academic Affairs highly recommends that you use the Outlook web based client found at <http://owamail.mcw.edu>. You can also setup your email on a smartphone, if applicable.

Each student is responsible for the content of what is sent to his or her MCW email account in accordance with college policy IT.IS.040, which can be found at <http://infoscope.mcw.edu/is/policies/itis040.htm>.

Your MCW email account will be active until graduation. Three months post-graduation, student email accounts will be disabled. The Medical College of Wisconsin/Marquette Medical Alumni Association, offers an Alumni email account to students who are not staying at MCW for their residency. Communication regarding an Alumni email account will be distributed before graduation.

## ***MCW COURSE AND CLERKSHIP DIRECTOR POLICY ON STUDENT USE, ACCESS AND/OR DISTRIBUTION OF EDUCATIONAL MATERIALS***

### **Background**

Faculty members create educational materials with the aim of providing an excellent education for MCW's medical students. However, the transition of educational materials<sup>1</sup> to digital format heightened concerns about ownership, use, and liability for unapproved uses of educational materials. More specifically, with the digital nature of the educational materials (e.g., audio files, PDFs, on-line examinations), students can easily

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<sup>1</sup> Educational materials are defined as exams, lecture notes, outlines, homework assignments, Power Points, study guides, audio, video and/or digital files and/or any material prepared by MCW faculty for use in their courses/clerkships.

download and export, edit/revise and circulate files beyond the intended use for MCW students.

### **Policy**

The following policy applies to all educational materials created by MCW faculty spanning all medical student courses and clerkships as well as other educational venues (e.g., M3 Benchmark-OSCE; PDA applications and simulations; presentations to student interest groups).

- i. All educational materials and their associated digital files are exclusively for the use of enrolled students in MCW for their personal use.
- ii. The files are not to be shared /exchanged and/or distributed without the written permission of the course/clerkship director and the authoring faculty member(s).
- iii. The material is copyrighted by MCW and is not to be altered, used for purposes other than that intended by the author, and/or sold without the permission of the course/clerkship director and the authoring faculty member(s).

Failure to comply with these use standards will be addressed under MCW's existing policy on Professional Misconduct (MCW Medical Student Handbook) and may result in a disciplinary sanction up to and including dismissal.

Approved by the Executive Committee, June, 2007

## ***GUIDELINES FOR LEAVE-OF-ABSENCE OR WITHDRAWAL***

### **Leave-of-Absence:**

#### **A. Procedure for Requesting**

A student wishing a leave-of-absence must meet with the Associate Dean for Student Affairs and must submit a written request. The written request should include the reason for the leave-of-absence, and the proposed duration of the leave. The request may be granted or denied, at the discretion of the Associate Dean. If the request is approved, the student will receive approval in writing from the Associate Dean for Student Affairs. This approval will summarize any conditions pertinent to the individual student's leave and will set a date by which time the student must notify the Registrar of his or her intent to return as scheduled. Failure to provide the required notice of intent to return and/or failure to return as scheduled will be deemed to constitute a decision to withdraw from the Medical College. The leave-of-absence status will become official when the completed leave-of-absence form for the student has been returned to the Registrar. The Associate Dean for Student Affairs may place a student on leave-of-absence for administrative purpose; e.g., a hiatus in scheduling a student for required or elective courses; pending a decision from the Academic Standing Committee; or other administrative reasons. Administrative leaves-of-absence are brief in duration and are not considered disciplinary in nature. The Associate Dean for Student Affairs may place a student on leave-of-absence for disciplinary reasons, such as academic misconduct.

In general, leaves-of-absence for medical students will not be granted for a period in excess of one year. Renewals of leaves-of-absence may be approved on a yearly basis for students enrolled in other degree programs. An exception to this policy pertains to students in the Medical Scientist Training Program, where a three-year leave-of-absence can be granted for the Ph.D. component of the program.

## B. Insurance Considerations for Students on Leaves-of-Absence

A student who is on leave-of-absence from the Medical College of Wisconsin is not considered a matriculated student. The Medical College of Wisconsin will not assume any responsibility for anyone who is not matriculated and cannot officially be involved in any effort by the student to obtain credit towards the M.D. degree granted by the Medical College of Wisconsin. In addition, a student on leave-of-absence is not covered by the Medical College's malpractice insurance umbrella provided for matriculated, tuition-paying students.

### **Withdrawal:**

A student wishing to withdraw from the Medical School must meet with the Associate Dean for Student Affairs and sign a written withdrawal form. The student will receive acknowledgment in writing from the Associate Dean for Student Affairs. Formal withdrawal from the Medical College is not complete until the withdrawal form has been returned to the Registrar. Upon withdrawal, an individual ceases to be a student at the Medical College. If for any purpose an individual wishes to continue his or her medical education at the Medical College of Wisconsin following withdrawal, he or she will need to reapply by formal application process through the Office of Admissions.

*Approved by Academic Council - May 1987*

## **Student Support Services**

### *Office of Academic Affairs*

<u>Administration</u>		
Senior Associate Dean for Education	Karen Marcdante, M.D. Philip Allen Administrative Assistant III	Rm M3297 955-8279
	Tina Drinka Business Manager II	Rm. M3299 955-8279
	Karen Johnson Financial Analyst I	Rm. M3220 955-4866
	Kay Harbach IS Manager I	Rm M3306 955-8737
	Patty Confer Systems Specialist II	955-8206
	Angela Gill Program Coordinator II	955-8739
	Terry Poquette IS Manager	955-8209

	Jan Nelson Programmer Analyst-Lead	955-8074
	Christopher Nelson Program Analyst	955-8067
	Seema Sernovitz Associate Coordinator-LCME	Rm. M3307 955-8865
<u>Student Affairs</u>		
Associate Dean for Student Affairs	Richard L. Holloway, Ph.D. Rosie Schwantes Administrative Assistant III	Rm. M3333 955-8256
Academic Support Services Academic Advising, USMLE Preparation, Career Counseling, Residency Application, Clinical Advisor Program	Karen Shanahan Program Manager I	Rm. M3308 955-8583
Student Support Services Student Organizations, Publications, Sports Programs, Social Events, Career Advising	Sue A. Haldemann, Ph.D. Program Coordinator II	Rm. M3309 955-8361
<u>Student Affairs/Diversity</u>		
Associate Dean for Student Affairs/Diversity Assistant Director – Education Services	Dawn Bragg, Ph.D. Yvette Williams Administrative Assistant III	Rm. M3335 955-8734
	Trenace Cole Program Coordinator III	955-8735
<u>Office of Curriculum</u>		
Associate Dean for Curriculum	Philip Redlich, M.D. Denise Denzin Program Coordinator II	Rm. M3250 456-8880
<u>Admissions</u>		
	Jennifer Haluzak M. Ed Director	Rm. M3365 955-8246
	Stephanie Birkenheier Admissions Coordinator	955-4863
	Vickie Matusek Administrative Assistant II	955-8246
	Kendra Casey Administrative Assistant III	955-8247
<u>Registrar</u>		

Academic Calendar, Student Records, Grades, Transcripts, Alumni Records, Address Changes, Deferment Forms, Enrollment Verification, USMLE Step 1 and Step 2 Registration	Lesley A. Mack Registrar	Rm. M3340 955-8733
	Patti Sindberg Program Coordinator II	955-8733
	Betsy Flood Academic Records Coordinator	955-8732
	Jana McDonell Administrative Assistant III	955-8873
<u>Student Financial Services</u>		
Financial Aid Counseling, Debt Management, Loan Repayment, Long-term Financial Planning, etc.	Linda Paschal Director	Rm. M3382 955-8208
	Laurel Halstead, M.ED. Sr. Financial Aid Advisor	RM. M3386 955-8208
	Scott Ziegert Financial Aid Counselor	Rm. M3384 955-8208
	Linda DiCesare Loan Originator	Rm. M3380 955-8491
	Sara Gascoigne Administrative Assistant II	Rm. M3380 955-8208
<u>Educational Services</u>		
Director of the Office of Education Services & Associate Dean for Educational Support and Evaluation	Deborah E. Simpson, Ph.D. Director of the Office of Education Services & Associate Dean for Educational Support and Evaluation	Rm. M3295 955-8278
	Dawn Bragg, Ph.D. Assistant Director Educational Services & Associate Dean for Student Affairs/Diversity, Senior Evaluation Specialist	Rm. M3335 955-8278
	Kathy Bahneman Administrative Assistant III	955-8278
	Robert Treat, Ph.D. Sr. Educational Evaluator/Psychometrician	Rm. M3296 955-4867
	Judi Rehm Project Manager	Rm. M3235 955-4353
	Barbara Beiswenger, Administrative Assistant II	955-8604
	Sharon Galewski Standardized Patient Program Coordinator II	Rm. M3275 955-8655

	Debra Amos Administrative Assistant III	955-4587
	Margaret Mulligan Medical Education Specialist	Rm 3240 955-8846
	Kimberly Poindexter Project Manager-Instructional Technology	Rm. M3270 955-4276
	Robert James Test/Evaluation Program Coordinator	Rm. M3225 955-8216
	Jason Crowley Data Analyst Evaluation and Assessment	Rm 3280 955-8693
	Diane Brown Program Coordinator II	Rm. M3265 955-8693
	Joanne Walters Medical Education Specialist	Rm. M3240 955-4278

## ***OFFICE OF STUDENT AFFAIRS***

The Office of Student Affairs offers academic and student support services for all medical students. These services have been developed to enhance medical students' academic achievement and quality of life. The programs offered by the Office of Academic Support Services are designed to facilitate learning, United States Medical Licensing Exam preparation, and specialty selection and the residency application process. The Office of Student Support Services is dedicated to improving the quality of student life. An overview of the programs and services offered by each office is presented below.

The Office of Student Affairs is open Monday through Friday from 8:00 am to 5:00 pm. During the summer months of June and July our office hours are Monday through Friday from 8:00 am to 4:30 pm.

## ***ACADEMIC SUPPORT SERVICES***

The Office of Academic Support Services is dedicated to enhancing students' academic performance and well-being, promoting student excellence, and advancing medical students' career goals. The Coordinator of Academic Support Services serves as a student advocate; working with individual students to identify and resolve academic or personal issues and problems that may be negatively affecting a student's academic performance, personal health, and/or quality of life. The Coordinator advises students on matters of academic standing, and may make referrals to appropriate professionals.

### Academic Support Programs

**Academic Advising:** The Office of Academic Support Services provides individualized and small group academic advising to students on matters such as the adjustment to medical school, learning strategies, knowledge organization, note-taking, exam preparation, test-taking skills, test anxiety, problem-solving, time management, stress management, course scheduling, and conflict resolution.

**Small Group Tutoring Program:** Small group tutoring is available to those students experiencing academic difficulty or those at-risk for academic difficulty. Tutoring sessions in the basic sciences are led

by graduate and upper-level medical students in the course content area. Small group formats are used to review course content knowledge, prepare for course examinations, sharpen problem-solving skills, and develop efficient learning strategies.

**MCW Peer Advising Program:** The mission of the MCW Peer Advising Program is to serve as a liaison between students and the Office of Student Affairs. Trained peer advisors aid medical students by providing individualized, confidential one-on-one advising on matters such as the adjustment to medical school life, referral to appropriate MCW resources for specific problems, effective studying approaches, time management, and recommendations for helpful reference materials for coursework and USMLE preparation.

**Non-Traditional Student Support Group:** The Non-Traditional Student Support Group provides a forum for nontraditional students to meet one another and to discuss issues that are unique to non-traditional students. Nontraditional students are those who have returned to school after pursuing other interests and careers, have a spouse or a significant other, are a parent, are "older", and/or have been away from an academic setting for a number of years

### USMLE Preparation

**Academic Support Services Resource Center** A Variety of resource books are available for check out to assist students in USMLE Steps 1 and 2 board preparation.

**Sponsorship of Board Prep Programs :** The Office of Academic Support Services may arrange for MCW to serve as a host school for a commercial board prep program.

**USMLE Prep Resources:** The Office of Academic Support Services collaborates with MCW Libraries and Matthews MCW Bookstore on the identification, purchase and circulation of the most current and popular board prep resources including computer-based resources.

### Career Counseling, Specialty Selection and Residency Application

**Clinical Advisor Program:** The Office of Academic Support Services coordinates the medical student-faculty Clinical Advisor Program. All third-year medical students select a clinical faculty advisor who assists them in developing their senior schedule of medical electives. Clinical advisors also assist students in identifying suitable residency programs, write letters of recommendation in support of a student's residency applications, and help students establish a network of contacts at MCW and at other medical institutions.

**Glaxo Pathway Evaluation Program:** The Glaxo Pathway Evaluation Program is a decision support system model designed to guide medical students through the process of specialty selection. The three-hour workshop for second, third and fourth-year students is offered on a monthly basis.

**Soon-to-be-MD:** The goal of Soon-to-be-MD is to secure a residency position for those students who remain unmatched following the National Residency Matching Program. Students are provided with faculty, professional and administrative assistance in a confidential, supportive environment.

**Residency Resources Files:** Files containing information on residency programs throughout the United States are housed in the Todd Wehr Library. Resources include catalogs, brochures, info sheets, CD's, maps and videotapes describing residency programs' facilities and resources, curricula, training schedules, fringe benefits, services, and life in the surrounding community.

**Individual Career Counseling:** The Coordinator provides individualized career counseling to students on matters such as clinical advisor selection, self-assessment, specialty selection, residency programs, the residency application process, preparation of a curriculum vitae and personal statement, effective interviewing techniques, and alternative career choices.

## ***STUDENT SUPPORT SERVICES***

The Office of Student Support Services is dedicated to improving the quality of student life through:

- addressing student concerns via Student Assembly, the staff and the administration;
- improving communication among all members of campus through publishing Heartbeat and the Student Directory;
- enhancing leadership skills and opportunities by advising student groups and helping students organize new groups;
- promoting student development through designing leadership programs and personal advising;
- providing a safe haven for discussing confidential issues;
- assisting with the delivery of career advising services;
- designing and delivering programs which provide recreational and social opportunities;
- distributing housing information;
- publishing a class yearbook;
- designing orientation programs which prepare students for life at MCW.

For more information regarding orientation, student government, student organizations, Heartbeat, the yearbook, activities, intramurals, or other support services, please contact the Coordinator for Student Support Services at 456-8361.

## ***STUDENT HEALTH SERVICES***

The Medical College of Wisconsin wishes to ensure that all students have access to excellent, high quality health care and that they understand the health services available to them. Most of the information is applicable to all students, whether enrolled in programs leading to the M.D. degree or in graduate programs leading to the Master's or Ph.D. degrees. Where differences exist, they will be explicitly mentioned.

### **MEDICAL SERVICES**

Students are able to directly access MCW primary care and specialty physicians. Ready accessibility to primary care services is a priority concern of MCW. In order to assure this access, MCW has made arrangements with the Division of General Internal Medicine to provide physician and nurse practitioner coverage. To make an appointment for primary care services, call 805-6644, the college's scheduling service. To access specialty care services, call 805-3666.

All required immunizations and necessary testing (vaccine, titers, PPD, etc.) will continue to be provided and immunization records will continue to be maintained in the Occupation Health, currently located in Room 1996 in the Froedtert East Clinic Building. Student Health Services staff will continue to provide information to students regarding health issues and will continue to meet with all classes on a yearly basis.

## ***STUDENT MENTAL HEALTH SERVICES***

The college recognizes that students may encounter psychological or psychiatric problems while at MCW. The college, therefore, provides access to confidential mental health services 24 hours a day, seven days a week. Under the supervision of a medical director, students will be evaluated by faculty psychiatrists, senior residents in psychiatry, or a senior psychologist. Students receive 8 free hours of MCW mental health services. Most major medical insurance policies should cover some cost of services after these initial 8 hours.

Appointments can be made by calling 456-8933.

#### ADDITIONAL NOTES ABOUT STUDENT HEALTH SERVICES

The health services described above are available to all students who are enrolled full-time as degree candidates at the Medical College of Wisconsin, whether enrolled in a graduate program or in the MD program. Medical students in special academic programs at MCW who are not actively enrolled full-time in the medical curriculum (for example, students doing a year of research, student in a MD/PhD program, or students taking a fellowship in Pathology between the second and third year of medical education), may use the MCW physician service and the Student Mental Health Services. Students who are on a Leave-of-Absence from all academic programs of the college do not have access to these services. Major medical insurance, which is usually purchased on an annual basis, may continue. Any student who has questions about his or her coverage should contact the appropriate insurance representative for clarification.

### ***HEALTH INSURANCE***

It is the policy of the Medical College of Wisconsin, as well as a requirement made by the national accrediting agency of medical schools (LCME), that all students have insurance coverage. The Medical College of Wisconsin has contacted with an insurance company that provides coverage for all of our medical students. There are three components of this policy: 1) major medical coverage, 2) disability insurance, and 3) term life insurance. All students are required to take the disability and term life insurance, as well as the medical insurance coverage that is provided through MCW. The only time the student can waive the major medical insurance is if the student has health insurance coverage under a spouse or parent. All students receive a brochure and complete policy manual.

### ***MEDICAL STUDENT IMMUNIZATION REQUIREMENTS***

All medical students will be required to show evidence of having completed the following immunizations before having patient contact. Student Health will announce times when vaccinations will be available to all students.

- A. Polio - all students must have completed the 3 dose series of Sabin-type Trivalent Oral Polio Vaccine (TOPV) or 4 doses of Salk-type Inactivated Polio Vaccine (IPV).
- B. Tetanus/Diphtheria - must have had initial series of 3 TD immunizations, plus a TD booster within the past 10 years.
- C. Rubella - MUST have:
  - 1. a positive rubella screening test (rubiscan, rubicell, etc.)
  - or
  - 2. been immunized after 1969 with live, attenuated rubella vaccine.

- D. Rubeola (common measles) - individuals born after 1957 must have been vaccinated with two doses of live, attenuated measles vaccine.
- E. Mumps - those individuals with a negative disease history must be immunized.
- F. PPD (tine or mantoux) TB skin test must have been done within one year prior to entering school. If PPD is positive, must have chest x-ray.
- G. Varicella - students who have a negative or uncertain history of chicken pox are candidates for receiving the varivax vaccine. Dosages are two 0.5ml doses administered subcutaneously four to eight weeks apart.  
1, and 6 months from the Student Health Clinic.
- I. Influenza - all students are encouraged to consider vaccination for influenza before the December-April season.

\*There may be exceptions to this policy which can be discussed on a case to case basis. The main exception would be a history of allergy to a vaccine or one of its components, especially eggs.

### ***BLOOD OR BODY FLUID EXPOSURE: REPORTING***

Any MCW student receiving an exposure to blood or body fluids should seek immediate medical/nursing care.

On weekdays (M-F), 8:00 a.m. - 4:30 p.m. students should immediately report the exposure by calling Occupational Health at 805-6699. Do not go to the emergency room.

Any student receiving an exposure when the clinic is closed (evenings, nights, weekends) should report immediately to the emergency room of the hospital where the incident occurred. In addition, the student must report the exposure to Occupational Health immediately after the office opens.

For students doing rotations at hospitals or clinics outside Milwaukee, an exposure should be reported to the hospital employee health clinic or immediate supervisor. Notify MCW Occupational Health of the exposure within one week at 805-6699.

Students who do not report needle sticks within one week will be required to pay the costs for laboratory testing. We can not perform appropriate follow-up if we don't know the needle sticks occurred.

### ***MEDICAL STUDENT POLICY REGARDING HIV INFECTION***

The Medical College of Wisconsin implements this policy to help assure expert and safe care to all patients while protecting the rights of HIV infected medical students. This policy also reaffirms the mission of the College to educate and inform medical students of the risks of HIV infection and provide a safe work environment. The Medical College proclaims its dedication to equal, high quality, non-judgmental care to all patients regardless of HIV status. Medical students are individually bound to provide safe health care to their patients. With this policy, MCW endeavors to limit the risk to medical students and retains the right to monitor or modify the clinical activities of its students. MCW commits itself to strict adherence to confidentiality and anti-discrimination regarding all health matters of its students, including HIV infection.

#### Goals of Policy:

1. Prevention: Medical students must use "standard precautions" and understand how to minimize risk of acquiring or transmitting infection.
2. Screening: Medical students at risk should seek confidential HIV screening.
3. Management: HIV infected medical students should have easy access to comprehensive medical care.
4. Counseling: Provide psychological and career counseling to HIV infected medical students.

#### Infection Control

1. Patient to medical student transmission
  - a) Educate all students (graduate and medical on high risk HIV behaviors and methods to avoid HIV infection in and outside the workplace.
  - b) The risk of HIV transmission and other blood born pathogens will be minimized by strict adherence to "Standard Precautions" (Appendix 1) and continuing education regarding potential risks.
  - c) Insure that all MCW students receive sufficient training in the performance of invasive procedures that could expose them to blood born pathogens.
  - d) Educate students on the procedures to follow after an exposure to potentially infectious agents. MCW will provide medical students with a history of significant exposure occurring during clinical activities, medical care and treatment according to standard guidelines.
2. Medical student to patient transmission
  - a) Provide confidential HIV testing upon request to all medical students and strongly encourage testing of medical students who are at high risk of HIV infection. Testing can be performed at the Student Health Clinic (SHC). Pre and post test counseling will be provided.
  - b) Medical students who participate in activities known to pose a high risk of HIV infection are strongly encouraged to avail themselves of this service. Student Health Clinic will provide a list of anonymous state run HIV testing centers in the community to all medical students who may prefer off-site HIV testing.
  - c) All medical students who test positive for HIV are encouraged to report to the Director of Student Health Services. He/she will act as advocate, advisor and initial counselor. He/she will assist the student in obtaining a physician with expertise in HIV treatment. Strict confidentiality will be adhered to per MCW and State of Wisconsin statutes. A separate confidential medical record containing HIV test results and recommendations will be maintained at the Student Health Clinic. It will be accessible to the physician and the student only.
  - d) The Director of Student Health will maintain regular contact with the HIV infected student and his/her personal physician. If the student should become impaired or require modification of his/her duties, the Director of Student Health would strongly encourage the student to discuss his/her situation with the Associate Dean for Student Affairs. The student's academic schedule or course load may then be modified.
  - e) If the student is felt to be physically or mentally impaired and does not notify the Associate Dean of Student Affairs, the Director of Student Health will notify in person, the Physician AIDS Specialist, who is the Chairman of the MCW Medical Student HIV Review Board, to convene a meeting, within 4 weeks, at a time that is convenient to all participants. The Board will serve as an advisory panel to the medical student and MCW.
  - f) The MCW Medical Student HIV Review Board will consist of:
    - Physician AIDS Specialist

- The student's attorney (if desired)
  - The student's personal physician
  - A MCW third year student elected by the entire student body.
  - The Director of Student Health - not a member of the board. He/she would serve as advocate and advisor to the student and liaison to the Associate Dean for Student Affairs when necessary.
- g) Since a student on the board could violate an HIV infected student's rights to confidentiality, the HIV infected student has several options.
1. He/she could request that his/her case be presented anonymously (without using a name).
  2. He/she could request that the student representative not be present at the meeting where he/she reveals him or herself or when his/her case is presented.
  3. Waive his/her right to confidentiality to all members of the board.
- h) The Board will evaluate the student's activities, his or her technical expertise, the risk posed by HIV infection, attendant functional disabilities and the transmissibility of simultaneously carried infectious agents (i.e. TB, hepatitis B). Input will be received from the medical student and his/her legal counsel and the student's personal physician.
- i) If alterations in the student's clinical rotation or academic schedule are required due to deteriorating health or risk to patients, the Board will notify the Associate Dean for Student Affairs who will notify the appropriate course director in a confidential manner. Under no circumstances will the student be dismissed solely due to HIV status. Recommendations by the Board to monitor further or modify the activities of the medical student will be made to maximize and balance patient safety and student confidentiality. Failure to comply may result in further review and action by the MCW Review Board.
- j) All HIV infected medical students will be instructed by the Director of Student Health or their personal physician on measures to limit the risk of acquiring opportunistic infections.

#### Career Counseling

1. Career counseling is necessary for HIV infected medical students. The Director of Student Health will serve as the initial counselor and will then refer the student to a list of resources for career, psychological and financial counseling. It would be the student's choice to whom he/she discloses his/her status for counseling. Possible resources include an HIV-positive physician, Student Mental Health staff, Student Affairs staff, and a Physician AIDS Specialist.
2. Career counseling should include information on non-invasive career choice options, information on residencies and matching and guidelines for the safe performance of invasive procedures and patient care.

### ***THE MCW LIBRARIES***

Library staff are here to assist you. Please ask if you need assistance in using the Library or in finding information. The MCW Libraries consist of the central Todd Wehr Library located in the Health Research Center Building and two branch libraries. All of the libraries are located on campus. The branches are: The Community Health Resource Center Library at Froedtert Memorial Lutheran Hospital and the

Children's Hospital of Wisconsin (CHW) Library. The MCW Libraries serve as the primary provider of information services for MCW faculty, students, staff and hospital employees located in the Medical Center. As a designated "Resource Library" within the Regional Medical Library Program (a 10-state library network operating under the auspices of the National Library of Medicine), the MCW Libraries are also responsible for providing medical information services to the 4.9 million people of Wisconsin.

The Todd Wehr Library is a modern, open-stack facility with approximately 48,000 net square feet, 429 seating positions, and five small-group study rooms. The Library currently contains over 250,000 printed volumes/items in the collection. Journals account for over 60% of the collection. The Library subscribes to over 1,400 print journal titles and has over 200 electronic journal subscriptions and 129 electronic book titles. Network jacks and electrical outlets are provided throughout the Library so our users have quick, easy access to the MCW computer network. A Microcomputer Center is housed in the Todd Wehr Library and has 32 computer stations, 30 of which have audio/video capabilities in addition to the network/internet connection.

The Children's Hospital Library is located on the first floor of Children's Hospital. It has approximately 4,000 volumes and subscriptions to 80 journal titles. The focus of CHW Library is pediatrics and information support of the staff of Children's Hospital as well as the faculty, staff and students of MCW.

The Community Health Resource Center/Medical College Library at Froedtert is located on the second floor of the Froedtert East clinics. This library has approximately 800 book titles and 100 current journal subscriptions. The focus is on current information resources in clinical medicine and consumer health. The Froedtert Library serves the staff of Froedtert hospital, faculty, staff and students of MCW and health care consumers, particularly patients or family members of patients at Froedtert.

During a typical academic year over 300,000 people enter and use the resources of the Library systems. Library staff answers over 50,000 information/reference questions a year. **We are happy to help you.** More information and current updates about the Library are available on the Library home page at: [www.lib.mcw.edu](http://www.lib.mcw.edu)

## HOW TO FIND INFORMATION

The Library's Medical Information Network (MIN) provides access to a wide range of medical databases and other computer-based information resources. Users can access the MIN through the campus Ethernet or with a modem. MIN workstations are available in each of the MCW Libraries and classes are available from Library staff on use of the resources available through the MIN.

The MIN consists of several components:

**MCWCAT – Integrated Library System.** The Library's online catalog lists books, journals, government documents, and audiovisuals in the Library collection. MCWCAT includes modules for the online public access catalog, circulation, serials, and systems management in order to provide comprehensive, remote access to the Library collections. No password is needed to use MCWCAT and access is open to the public. Users can access over 300 electronic journals.

**OVID Information Network.** Bibliographies, Indexes and Abstracts are normally the best guide for accessing information on a particular subject or person. Most printed indexes are now being replaced by electronic bibliographic databases. The OVID System supports the full MEDLINE database, Cancerlit, HealthSTAR, PsycINFO, Aidsline, Bioethicsline, Current Contents, Cumulative Index to Nursing & Allied Health Literature, and a collection of full-text journals. Users must obtain a special password from

the Library Systems Office in order to access the OVID network. For more information please call the Library Systems Office at 456-4290.

The Library also provides access to other electronic resources such as:

**Stat!-Ref.** Full text of 30 primary care medical textbooks

**MD Consult.** Full text of 35 leading medical texts, over 45 full-text clinical journals, practice guidelines, drug information, and customizable patient handouts

**Micromedex.** A comprehensive drug information system  
...and more! Visit [www.lib.mcw.edu](http://www.lib.mcw.edu).

## **CIRCULATION POLICY**

All Library users must present a valid Medical College of Wisconsin Libraries borrower's card (for students, your ID card is your library card) in order to borrow material from any MCW Library. Eligible borrowers include all faculty, staff and students at MCW, employees of Froedtert Memorial Lutheran Hospital, Children's Hospital of Wisconsin, and Private health care professionals. Limited reciprocal borrowing privileges exist between MCW Libraries and UW-Milwaukee and Marquette Libraries – see the CAP (Cooperative Access Program) brochure in the Library or ask at Circulation.

**Books.** Books circulate for four weeks to all users. Books on loan may be renewed on or before the due date and may be renewed five times.

**Journals.** Journals circulate for two-hour on-campus photocopying. Journals may not be checked out overnight.

**A/V Materials.** A/V materials do not circulate outside the Library.

**Computer Software.** Computer software of all types does not circulate outside the Library.

**Reserve Books and Materials.** Books and materials are placed on reserve to make them available to the largest possible number of individuals. The following guidelines are followed to increase the effectiveness of the reserve collection:

- 1) Most reserve materials circulate for a maximum of two hours.
- 2) Most reserve materials may be checked out for overnight use one hour before closing time and must be returned within one hour of opening the following day.

## **OVERDUE NOTICES:**

The date slip found in each book is the official notice of the time that a book must be returned. Overdue notices are sent out as a courtesy only and failure to issue or receive a notice does not constitute the basis for altering a fine. All users are subject to overdue fines. Overdue books, which are not returned within 28 days of the due date will be formally billed to the user for collection. Borrowing privileges will be suspended until the books are returned. Users who lose or deface a library-owned book/journal will be charged the full cost of replacement, plus a \$25.00 processing fee and the overdue fine or billing fee (whichever is greater).

**OVERDUE FINES – ALL USERS:**

**Books.** 10 cents per item per day for 4 weeks. If an item is not returned after 4 weeks, the book is assumed to be lost and the user will be billed the cost of replacing the book, a \$25.00 processing fee, and a billing fee of \$5.00 or the overdue fine (up to a maximum of \$10.00) whichever is greater.

**Journals.** \$2.00 per item for the first hour or fraction thereof and 50 cents per item per hour thereafter. After eight (8) days the item is assumed lost and the user will be billed the cost of replacing the journal, a \$25.00 processing fee, and a billing fee of \$5.00 or the overdue fine (up to a maximum of \$35.00) whichever is greater.

**Reserve Materials.** 50 cents per hour per item. Maximum fine is \$35.00 plus the cost of replacing the material in the event that it is lost and a \$25.00 processing fee. A reserve item is considered to be lost if not returned within eight (8) days.

Adjustment of all bills is made in the event that an item is eventually returned. However, the overdue fine and billing fee will remain on the bill.

**OPEN HOURS**

MCW Todd Wehr Library

Day of Week	Open	Close
Monday-Thursday	7:30am	Midnight
Friday	7:30am	8:00pm
Saturday	10:00am	8:00pm
Sunday	10:00am	Midnight

(during summer and holidays shorter hours are maintained) Medical Library at Children’s Hospital

Day of Week	Open	Close
Monday-Friday	8:00am	5:00pm
Saturday and Sunday	Closed	closed

Medical Library at Froedtert Hospital

Day of Week	Open	Close
Monday-Friday	8:00am	5:00pm
Saturday and Sunday	Closed	closed

**TELEPHONE NUMBERS**

Todd Wehr Library

- Library Administration..... 456-8323
- Circulation & Reserve..... 456-8300
- Information Desk/Database Services ..... 456-8302
- Interlibrary Loan Services ..... 456-8310
- Reference Office ..... 456-8326
- Acquisitions – Books & Serials ..... 456-4273
- Cataloging ..... 456-8314
- Library Computer Systems Help Desk..... 456-4290

MCW Libraries Branches

Froedtert Hospital Medical Library .....	805-4311
Children's Hospital Medical Library .....	266-2340

## ***MEDICAL BOOKSTORE***

The Matthews MCW Bookstore provides required and recommended textbooks for your course. In addition, we stock a large selection of reference and review books to help build your knowledge base as well as for board examination review. The bookstore also offers medical equipment, dissection supplies, lab coats, school supplies, cards, gifts, snacks & drinks, as well as a variety of MCW clothing. Also provided are postage stamps (sold by the book) and UPS services.

Refunds are given to customers with sales receipts and in accordance with our return policy. Items must be unmarked and in unused resalable condition.

Reference books may be returned within 5 business days from purchase date.

Course books may be returned within 10 business days from start of class (course books purchased at any other time are returnable within 5 business days from purchase).

Non-book items must be returned within 2 business days.

Multimedia products are non-returnable if opened (includes software, cd-rom, audiocassette and video products)

Review books, used books and general reading books are not returnable.

The bookstore will buy back used books throughout the year. Prices paid are based on wholesale used book price catalog and vary due to condition as well as wholesale supply levels.

The bookstore accepts American Express, Discover, MasterCard and Visa. In addition, personal checks are accepted if accompanied with the following; name, address, phone number, valid state driver's license and made payable to Matthews MCW Bookstore. The bookstore also accepts authorized purchase orders from MCW.

Special orders may be place via phone, fax or in person. Special orders are returnable based on our published return policy. Special order services are free of charge and customers are not obligated to purchase a book that is ordered unless notified at time of order. Shipping is also free of charge unless rush service is requested (i.e. Next day, 2nd day air, etc).

Matthews' knowledgeable staff can assist you in selecting the right products to serve your individual needs. Because our store is designed to support the health science community, we are able to keep pace with rapidly changing health science marketplace.

Bookstore hours are as follows;

Monday -Friday: 8:30a.m. to 5:30p.m.

Saturday 10:00a.m. to 2:00p.m.

Closed Sundays and holidays as posted. Special extended hours will be posted as needed during peak

times.

Matthews MCW Bookstore is here to serve you. Please contact the store manager should you need any special assistance. The bookstore is located on the first level of the newly constructed Health Research Center and may also be accessed via the internet.

## ***RUTH AND REID TONKENS EXERCISE CENTER***

Thanks to a gift from Samuel Tonkens, M.D., Chief and Clinical Professor of Dermatology at Zablocki Veterans Administration Medical Center, MCW was able to establish the Ruth and Reid Tonkens Exercise Center. The Center is located in the north end of the lower level of MCW. A locker room with shower facilities has also been constructed in the same area. The exercise Center is open to all MCW students, faculty, staff and residents during the hours of 6:00 a.m. to midnight.

Because personal courtesy is critical to the success of the facility, persons who use the facilities should observe the following rules:

If others are waiting, use of the bicycles and step machines should not exceed 20 minutes, and use of the weight machines should not exceed one set. Also, showers and lockers are limited.

The center is located near offices that are open to the public. Hallways should remain clear and the noise level in and around the center should be kept reasonably quiet.

Because floor space is limited, please leave all coats, books and other personal belongings in the lockers. Food, drinks and smoking in the center are prohibited.

For safety and consideration of others, standard t-shirts and tennis shoes are required.

All lockers in the lower level of the Multi-Use Wing are for short-term use. Any lock found on these lockers for more than a 24 hour period will be subject to removal without notice.

Membership in the Rex Center of the Wisconsin Lutheran College and the Helfaer Recreation Center at Marquette University are also available. Watch for information.

## ***CAMPUS ESCORT SERVICES***

Public Safety provides safety escorts to those who feel uncomfortable traveling throughout campus by themselves. The campus includes any building located on the main campus (i.e. HRC, MEB, BSB, MFRC, ABMSL and TBRC) and any parking lot associated with the Medical College of Wisconsin.

You may arrange for a safety escort by simply stopping by or calling Public Safety (414.456.8295).

## ***PARKING REGULATIONS***

Parking on the Milwaukee Regional Medical Center (MRMC) grounds is in great demand because of the many users within the area. The Medical College of Wisconsin makes every effort to provide parking for students, faculty and staff located on the main campus. Access to parking facilities is programmed directly on to the identification/access cards issued by Public Safety. All cars parked illegally are subject to ticketing by the Milwaukee County Sheriff's Department.

### **Handicapped Parking**

Persons who possess a state issued handicapped parking placard or license plates may use any designated handicapped parking space. These spaces are located around the HRC building, in the Visitor Lot and the Parking Structure. Permits can be obtained from the State of Wisconsin Department of Motor Vehicles.

### **Overnight Parking**

Overnight parking in a Medical College of Wisconsin parking lot is permitted only with prior approval from the Office of Public Safety. Contact the Public Safety Center, 414.456.8295, for questions regarding overnight parking.

### **Parking Lot Locations**

Medical students are provided parking in either one of two lots dependant on their year in school.

#### Lot C

Lot C is located north of the main campus on 87<sup>th</sup> street, behind the Wisconsin Athletic Club. 1<sup>st</sup> and 2<sup>nd</sup> year medical students are provided access to this lot at no charge.

#### Lot X-70/Parking Structure

Lot X-70/Parking Structure is located east of the HRC building, across 87<sup>th</sup> street. 3<sup>rd</sup> and 4<sup>th</sup> year medical students are provided access to this lot at no charge. The entrance gates to this parking area raise at 4:00pm making it available for those who arrive to campus after that time.

## ***STUDENT RECORDS***

Student academic records are maintained in the Office of the Registrar and are made available upon request for inspection by the student in accordance with the provisions of the Educational Rights and Privacy Act of 1974.

All faculty evaluations are due in the Registrar's office within one month of the completion of a course. These forms become a part of the student's permanent record and copies are given to the student. The information which appears on student transcripts includes the name of the course and the evaluation of Honors, High Pass, Pass, Low Pass, Fail, or Incomplete.

Any deficiencies caused by illness or other extenuating circumstances must be reported in writing to the Registrar by the department or course instructor as soon as possible.

Please note: Grades/Transcripts will be withheld for any outstanding obligation to the College.

## ***MEDICAL STUDENT TUITION AND FEES PAYMENT POLICY***

The Medical College of Wisconsin's Medical Student Tuition Payment Policy requires payment of fifty percent (50%) of the tuition and fees on August 15<sup>th</sup> for M-1, M-3 and M-4 medical students and on the first day of resumption of classes for the M-2 medical students, for each academic year and payment of the remaining fifty percent (50%) in January, on the first day of resumption of classes. **SPECIAL NOTE: THERE WILL BE A \$250.00 LATE REGISTRATION FEE FOR ANYONE NOT REGISTERING ON THE DESIGNATED DATE AND TIME OF REGISTRATION. THERE IS ALSO A \$100.00 LATE PAYMENT FEE FOR ANYONE WHO FAILS TO PAY TUITION WHEN DUE.** Regular tuition is payable the first, second, third and fourth years in enrollment in the Medical College of Wisconsin. Tuition is determined the following way for special situations:

1. After 8 terms of full time tuition is charged, any student who has taken a leave of absence and thus must repeat coursework or a student who has been required to repeat an entire academic year by the Academic Standing Committee will be charged the mandated repeat rate which will be 50% of the current tuition for the applicable academic year.
2. After 8 terms of full time tuition is charged, the M-3 or M-4 student who takes a leave of absence and is not repeating a clerkship or elective is charged the percentage of tuition remaining after the tuition refund policy is applied to equal 100% of tuition charged. For example, if a student takes a leave of absence during the M-3 curriculum and is charged 40% of tuition for that billing period, they will be charged the remaining 60% of tuition to complete the coursework for that billing period after the 8 terms of full time tuition is paid.
3. After 8 terms of full time tuition is charged, the student who is in the extended curriculum or 5 year program will be charged 35% of the current tuition charged for that term.
4. A student who extends into a new academic billing cycle (this would occur if a M-4 graduates in May, however, the student is still required to complete coursework in order to receive an official diploma) will be charged extended curriculum tuition (35% of the current tuition) after they are enrolled for more than two months.
5. Students MUST pay 8 terms of full time tuition in order to be considered for graduation.

A student who has applied for loans through the Medical College of Wisconsin Financial Aid Office in an amount equal to or greater than the tuition and fees due shall not be required to pay an installment until the funds have been made available to him/her. If there is any difference between the amount of the loan application and the installment due, the difference remains payable on the above due dates. If a student will be on rotation out of the city, arrangements to pay tuition and fees due, including the crediting of pending loan funds, must be made with the Office of Student Tuition/Loans prior to departure.

If an installment of tuition and fees, plus the delinquency charge, thereon, is not paid in full within twenty (20) days of the due date of the installment, the Medical College of Wisconsin shall withdraw the non-paying student from the rolls of the College. The student shall receive no academic credit for classes in which the student was enrolled during the period for which tuition was not paid.

Deferral of tuition and fee payment due for students with pending loan funds will continue until notice of receipt of the funds, provided all required paperwork has been completed. Loan funds not received within sixty (60) days will be reviewed. The student will be withdrawn if loan applications are found to be incomplete.

Students receiving loan funds will have ten (10) days from the date of notice of receipt or until the end of the twenty (20) day period, whichever occurs last, to apply the loan funds to tuition. Any student who has not applied loan funds within the above-specified periods will be withdrawn from the College.

Withdrawal decisions may be appealed by contacting the Senior Associate Dean of Academic Affairs within five (5) business days of the date of notice of the intent to withdraw.

All students receiving loan assistance must participate in an entrance interview in order to receive funds and an exit interview as a condition of graduation.

If any student takes a leave of absence, withdraws, or is dismissed during a particular billing period, the tuition refund will be determined by dividing the number of days a student is in attendance by the number of days in the billing period. The percentage that results from this calculation will be used to determine the amount of money the Medical College of Wisconsin can retain and the amount that the college would have to return to either the student or to the loan programs the student borrowed.

For students who borrow from the federal loan programs, the institution is required to return the funds the institution is not eligible to retain to the following loan programs:

- Federal Unsubsidized Stafford Loans
- Federal Subsidized Stafford Loans
- Federal Perkins Loans
- Grad Plus Loans

If a withdrawal or dismissal occurs on or after the 60% point of the billing period, the school will retain 100% of the tuition received.

Medical students who return from an approved leave of absence or who are requested to repeat an academic term or who requested the 5-year or extended curriculum program will be charged the tuition rate based on their revised graduating class reported by the Registrar's office.

## ***EMERGENCY LOAN POLICY***

The Medical College of Wisconsin will grant Emergency Loans to full-time registered students during the academic year. The maximum amount that any student can borrow and can be outstanding at any time under the Emergency Loan Program is \$500.00. This maximum will be granted twice during the academic year, once during each half of the year. If the student has applied for other loans, through the Office of Student Financial Services, the Emergency Loan will come due as soon as these loan funds arrive or after 90 days, whichever is first. If the student has not applied for other loan funds, the loan will come due after 90 days. The loans will be interest free until this point. Beyond this point, interest will accrue at the rate of 12% per annum.

A student who becomes delinquent on an Emergency Loan will not receive evaluations and will not be able to register for the next academic year until the loan is paid. All outstanding Emergency Loans due the Medical College must be paid before graduation, or the diploma will not be presented.

## ***GUIDELINES FOR MEDICAL STUDENT DRESS***

Students are expected to dress in a way that is appropriate for a medical training environment. Students should represent themselves in a way that will reflect positively on their professional achievements, the Medical College of Wisconsin and the profession of medicine.

Anytime students anticipate that there will be contact with patients, they should dress in a way that will enhance their ability to earn the respect of their patients and other healthcare professionals. This includes a clean, short white coat worn over business attire (shirt and tie for men, appropriate business dress for women).

Professional dress is an important decision that students are encouraged to make in a way that will be beneficial for themselves, the school and their profession. Each rotation may have specific guidelines for dress, and students are strongly advised to follow them.

*Endorsed: Executive Committee of the Faculty; August 9, 1983 Revised August, 1997*

## ***FIREARMS AND OTHER DANGEROUS WEAPONS POLICY***

For health, safety and security reasons, firearms, explosives, flammables or other dangerous weapons of any kind are not allowed on College property. This prohibition includes, but is not limited to: rifles, shotguns, pistols, BB guns, pellet guns, bows and arrows, stun guns, knives and martial arts equipment. A dangerous weapon is defined as any firearm, whether loaded or unloaded; any device designed as a weapon and capable of causing great bodily harm; any electrical weapon; or any other instrumentality or device which, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm. A firearm is described as any instrument that ejects any type of projectile. Possession of firearms and other dangerous weapons on College property is cause for disciplinary action up to and including dismissal for professional misconduct.

Possession of a valid concealed weapon permit authorized by the state of Wisconsin does not provide an exemption under this policy. However, firearms may be secured and concealed from view in locked personal vehicles while in MCW owned or leased parking facilities. Flammables, explosives and other dangerous weapons are not permitted on MCW premises.

Signage indicating specific firearms and weapons prohibitions will be located near all entrances and probable access points of MCW buildings, grounds, and parking facilities, AND WILL BE CONSISTENT IN SIZE WITH THE GUIDELINES PROVIDED BY STATE LAW.

## ***MCW POLICY ON NON-DISCRIMINATION***

The Medical College of Wisconsin offers all its educational programs without discrimination, as defined by applicable federal and state laws. The Medical College is committed to the policy that all persons shall have equal access to its programs and facilities without regard to race, color, religion, national origin, sex, handicap, sexual orientation, or age.

## ***CODE OF CONDUCT FOR COMPUTER USE***

User Policies for Instructional Laboratories & Services

### **Section 1: Policies covering use of Medical College Instructional Computing Laboratories facilities and lab or web-delivered instructional programs**

As part of Medical College's commitment to the provision of a wide range of technologies supporting instruction, all of our medical, graduate, MPH, and other students have access to computer-based instruction within Medical College and to educational materials available via the Internet/World Wide Web. In order to ensure compliance with relevant law, and protect Medical College's computer systems from the threat of viruses or hacking, the following is effective immediately:

1. The Medical College of Wisconsin Instructional Computing Laboratories are not public facilities. They are provided to support the education and training of Medical College students, staff and faculty and other individuals participating in training programs sponsored by Medical College departments. Access to the Laboratories is limited to individuals with a valid Medical College ID badge using card readers on each lab door. Identification badges must be worn in the Labs at all times and must be shown to Medical College administration or security staff upon request. Individuals in the labs without proper identification or who are not Medical College students, staff or faculty may be asked to leave. Individuals who access the Labs using an ID that is not theirs will be asked to leave and will be required to surrender the ID used for access to administration or security staff. As all students, staff and faculty are responsible for use of their individual ID's, any appropriate disciplinary action will be taken against those who give their ID badge to others as specified in applicable Medical College conduct codes.
2. It is the policy of the Medical College Instructional Computing Laboratories to limit Internet/Web access to research and class work. The intentional introduction of viruses, attempts to defeat access control systems, modification of system or software configurations, downloading and installation of software, or other tampering with any computer system is expressly prohibited. Any such activity will result in immediate disciplinary action as covered by appropriate Medical College conduct codes and/or any applicable laws.
3. All students will be provided with unique usernames and passwords to access their individual e-mail and library systems accounts. These access codes should not be shared, posted or otherwise distributed to others in any manner. Students are responsible for all activities occurring through their accounts. Students are encouraged to always completely log-off of any computer system they use to prevent others from using their accounts.
4. Students shall not place Medical College or other affiliated institution's material (copyrighted software, internal correspondence, patient information, etc.) on any computer/server or otherwise disseminate such information by e-mail, fax or other means without prior permission.
5. The Internet/Web does not guarantee the privacy and confidentiality of information. Sensitive material transferred over the Internet may be at risk of detection by a third party. Students must exercise caution and care when transferring such material in any form.
6. Medical College computer systems shall not be used to access information or systems for which the user has no legitimate account, privilege or access. Using Medical College systems to access

servers, information, or other resources for which the user is not authorized will result in immediate disciplinary action according to Medical College conduct codes and all applicable laws.

7. Unless otherwise noted, all software on the Internet/Web should be considered copyrighted work. Therefore, students are prohibited from downloading software and/or modifying any such files without permission from the copyright holder.
8. Medical College reserves the right to monitor, suspend, and/or limit a student's access to ensure compliance with Medical College policies and federal, state and local law.
9. Medical College reserves the right to prohibit, remove, and/or block access to any web page, IRC channel, Usenet newsgroup, or other internet/web resource that primarily contains material or hyperlinks to content deemed inappropriate including, but not limited to, sites containing or promoting obscenity or material that promotes or induces illegal activity.
10. Please report any violations of these terms to insthelp@mcw.edu or call (414)456-8546. In the event a complaint is received, Medical College Instructional Programs staff will investigate the complaint and, in its sole discretion, may suspend or terminate the account(s) involved and/or may remove the material from its servers. Students, faculty, staff and/or other administrators with corporate or legal interest in the findings will be notified within three (3) working days of this proceeding. Account holders who believe their activities may have been misclassified may petition the Manager of Instructional Programs, Office of Research, Technology & Informatics, Medical College of Wisconsin, for renewal of their account.
11. Students agree to adhere to all relevant federal, state and local law applicable to their computer use. Medical College reserves the right to release a student's identity to an appropriate authority to comply with an investigation into computer misuse.
12. Other Medical College policy statements may apply including those found in student and employee handbooks and/or those defined by the Office of Academic Affairs, the Graduate School of Biomedical Sciences, the Office of Clinical Informatics, Information Systems, Medical College Libraries, Public Affairs, and web site oversight committees.

**Section 2: Wisconsin Statutes regarding computer tampering Wisconsin Statutes Chapter 943: Crimes - Property, Section 70: Computer Crimes**

943.70 Computer crimes.

943.70(1) Definitions. In this section:

- a) "Computer" means an electronic device that performs logical, arithmetic and memory functions by manipulating electronic or magnetic impulses, and includes all input, output, processing, storage, computer software and communication facilities that are connected or related to a computer in a computer system or computer network.
- b) "Computer network" means the interconnection of communication lines with a computer through remote terminals or a complex consisting of 2 or more interconnected computers.
- c) "Computer program" means an ordered set of instructions or statements that, when executed by a computer, causes the computer to process data.
- d) "Computer software" means a set of computer programs, procedures or associated documentation used in the operation of a computer system. (dm) "Computer supplies" means punch cards, paper tape, magnetic tape, disk packs, diskettes and computer output, including paper and microform.
- e) "Computer system" means a set of related computer equipment, hardware or software.

- f) "Data" means a representation of information, knowledge, facts, concepts or instructions that has been prepared or is being prepared in a formalized manner and has been processed, is being processed or is intended to be processed in a computer system or computer network. Data may be in any form including computer printouts, magnetic storage media, punched cards and as stored in the memory of the computer. Data are property.
- g) "Financial instrument" includes any check, draft, warrant, money order, note, certificate of deposit, letter of credit, bill of exchange, credit or credit card, transaction authorization mechanism, marketable security and any computer representation of them.
- h) "Property" means anything of value, including but not limited to financial instruments, information, electronically produced data, computer software and computer programs.
- i) "Supporting documentation" means all documentation used in the computer system in the construction, clarification, implementation , use or modification of the software or data.

943.70(2): Offenses against computer data and programs.

- a) Whoever willfully, knowingly and without authorization does any of the following may be penalized as provided in par:
  - 1. Modifies data, computer programs or supporting documentation.
  - 2. Destroys data, computer programs or supporting documentation.
  - 3. Accesses data, computer programs or supporting documentation.
  - 4. Takes possession of data, computer programs or supporting documentation.
  - 5. Copies data, computer programs or supporting documentation
  - 6. Discloses restricted access codes or other restricted access information to unauthorized persons.
- b) Whoever violates this subsection is guilty of:
  - 1. A Class A misdemeanor unless subd. 2., 3. or 4. applies.
  - 2. A Class E felony if the offense is committed to defraud or to obtain property.
  - 3. A Class D felony if the damage is greater than \$2,500 or if it causes an interruption or impairment
  - 4. of governmental operations or public communication, of transportation or of a supply of water, gas or other public service.
  - 5. A Class C felony if the offense creates a substantial and unreasonable risk of death or great bodily harm to another.

943.70(3): Offenses against computers, computer equipment or supplies.

- a) Whoever willfully, knowingly and without authorization does any of the following may be penalized as provided in par.:
  - 1. Modifies computer equipment or supplies that are used or intended to be used in a computer, computer system or computer network.
  - 2. Destroys, uses, takes or damages a computer, computer system, computer network or equipment or supplies used or intended to be used in a computer, computer system or computer network.
- b) Whoever violates this subsection is guilty of:
  - 1. A Class A misdemeanor unless subd. 2., 3. or 4.applies.
  - 2. A Class E felony if the offense is committed to defraud or obtain property.
  - 3. A Class D felony if the damage to the computer, computer system, computer network, equipment or supplies is greater than \$2,500.
  - 5. A Class C felony if the offense creates a substantial and unreasonable risk of death or great bodily harm to another.

943.70(4): Computer use restriction. In addition to the other penalties provided for violation of this section, a judge may place restrictions on the offender's use of computers. The duration of any such restrictions may not exceed the maximum period for which the offender could have been imprisoned; except if the offense is punishable by forfeiture, the duration of the restrictions may not exceed 90 days.

943.70(5): Injunctive relief. Any aggrieved party may sue for injunctive relief under ch. 813 to compel compliance with this section. In addition, owners, lessors, users or manufacturers of computers, or associations or organizations representing any of those persons, may sue for injunctive relief to prevent or stop the disclosure of information which may enable another person to gain unauthorized access to data, computer programs or supporting documentation.

943.70 - ANNOT.

History: 1981 c. 293; 1983 a. 438, 541; 1987 a. 399.

943.70 - ANNOT. Judicial Council Note, 1988: [In (2) (b) 4. and (3) (b) 4.] The words "substantial risk" are substituted for "high probability" to avoid any inference that a statistical likelihood greater than 50% was ever intended. [Bill 191-S]

943.70 - ANNOT.

This section is constitutional. Copyright law does not give a programmer a copyright in data entered into the programmer's program, and copyright law does not preempt prosecution of the programmer for destruction of data entered into the program. State v. Corcoran, 186 W (2d) 616, 522 NW (2d) 226 (Ct. App. 1994).

943.70 - ANNOT.

Criminal liability for computer offenses and the new Wisconsin computer crimes act. Levy. WBB March 1983.

**Section 3: Other applicable policies, guidelines & acts**

Economic Espionage Act of 1996

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*Approved: 07/98; Last update: 07/99*

## ***FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)***

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

- **The right to inspect and review the student's education records within 45 days of the day the Medical College of Wisconsin (MCW) receives a request for access.**  
Students should submit to the appropriate MCW official (registrar staff, deans and associate deans for medical, graduate, and graduate medical education programs) written requests that identify the record(s) they wish to inspect. The MCW official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the MCW official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

- **The right to request the amendment of the student's education records that the student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights.**  
A student may ask MCW to amend a record that the student believes is inaccurate, misleading or otherwise in violation of the student's privacy rights. The student should write the MCW official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it is inaccurate, misleading or otherwise in violation of the student's privacy rights. If MCW decides not to amend the record as requested by the student, MCW will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

*The above procedures do not include challenges to academic grades.*

- **The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.**  
One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by MCW in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a member of the Board of Trustees of MCW; a person or company with whom MCW has contracted to perform a special task (such as MCW counsel, auditors, or the National Student Loan Clearinghouse); or a student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the school official needs to review an education record in order to fulfill his or her professional responsibility.

*The authorization by FERPA to a disclosure without consent, however, shall not be deemed by MCW as a requirement to make such a disclosure. MCW, through the Senior Associate Dean for Academic Affairs or the Dean of the Graduate School, as appropriate, shall determine whether a school official has a legitimate educational interest on a case by case basis. Requests for disclosure should be submitted in writing to the Office of the Registrar or the Office of the Graduate School of Biomedical Sciences.*

Upon request, MCW discloses education records, without consent, to officials of another school in which a student seeks or intends to enroll. This statement pertains to colleges or universities with which MCW is formally affiliated; i.e., the University of Wisconsin - Milwaukee, Marquette University, and the Milwaukee School of Engineering.

- **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Medical College of Wisconsin to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:**

**Family Policy Compliance Office  
U.S. Department of Education 400 Maryland Avenue SW  
Washington, D.C. 20202-4605**

PUBLIC NOTICE DESIGNATING DIRECTORY INFORMATION

The Medical College of Wisconsin (MCW) is in compliance with the Family Educational Rights and Privacy Act of 1974, as amended (FERPA), the purpose of which is to let the student know what educational records are kept by MCW, to give the student the right to inspect such records and to ask for correction if necessary, and to control the release of such information to those who are not involved in the educational process. Under FERPA, certain Directory Information may be made available to anyone who requests it unless the student specifically asks, in writing, that this not be done. MCW designates the following as Directory Information:

Category I	Name, address, telephone number, dates of attendance, class, e-mail address.
Category II	Major field of study, awards, honors, degree(s) conferred at MCW (including dates), previous institution(s) attended, degree(s) conferred at previous institution(s) attended, residency match results (for medical students), title and employer (for MPH students).

Currently enrolled students may withhold disclosure of any or all categories of Directory Information under FERPA. Forms requesting the withholding of Directory Information are available in the respective school offices and must be filed each academic year within one week of registration or the earliest orientation during the academic year for an MPH student.

The Medical College of Wisconsin assumes that failure on the part of any student specifically to request the withholding of categories of Directory Information indicates individual approval for disclosure for the academic year.

## ***ACCESS TO STUDENT RECORDS***

Student academic records are maintained in the appropriate academic unit of MCW and are made available to the student for review in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974, as amended (FERPA). Any outstanding commitments to MCW will result in grades and transcripts being withheld.

A student may request official copies of his/her own academic transcripts to be sent to designated individuals or organizations (other than the student) by providing a signed transcript request form or letter with appropriate fee to the respective academic unit office. Students can receive unofficial copies of their own transcripts at any time upon request. If a student or former student has outstanding obligations, financial or otherwise, to MCW, release of the official records will be withheld until the obligations are satisfied.