

MCW SCHOOL OF MEDICINE
POLICY AND PROCEDURE
GUIDEBOOK
AY2026-2027



Table of Contents

<i>MCW CORPORATE POLICIES AND PROCEDURES LINKS</i>	4
<i>LEGAL POLICIES AND PROCEDURES</i>	5
Conflict of Interest Policy	5
Policy for Impaired Medical Students	6
For Cause Alcohol and Drug Testing	7
Substance Abuse Self-Identification	9
Notification of Arrests/Convictions	10
<i>STUDENT AFFAIRS POLICIES AND PROCEDURES</i>	11
Professional Behavior Policy	11
Medical Student Mistreatment Policy	12
MCW USMLE Policy	15
USMLE Step 1 Registration Procedure	15
USMLE Step 1 Registration	15
USMLE Step Attempts Policy	16
USMLE Step 1 Examination	16
USMLE Step 2 CK Examination	18
Temporary Withdrawal or Leave of Absence Policy	20
Permanent Withdrawal	25
Family Leave Policy	25
MD Program Term Limit Policy	27
MCW Enrichment Year Policy	29
<i>ACADEMIC STANDING AND PROFESSIONAL CONDUCT COMMITTEE (ASPC) RELATED POLICIES AND PROCEDURES</i>	31
Academic Probation	31
Academic Probation Review	31
Academic Dismissal Hearing Procedure	32

Procedure Relating to Medical Student Report of Professional Misconduct	36
Non-Academic Disciplinary Sanctions	38
Non-Academic Disciplinary Probation Procedure	38
Non-Academic Probation Review	39
MCW Appeal Policies for Medical Students	42
Grade Appeal Policy	42
Procedures for Appeal of Decisions by the Academic Standing and Professional Conduct Committee	42
Process to Appeal Non-Academic Suspension	45
Procedures for Appeals of Dismissal Decision of the Academic Standing and Professional Conduct Committee or AD HOC Non-Academic Hearing Committee	48
Non-Academic Dismissal Hearing Procedure:	52
<i>CURRICULUM POLICIES AND PROCEDURES</i>	56
Absence Policies	56
Process for Requesting Absences	56
Phase I MCWfusion-Milwaukee, Central Wisconsin (CW), and Green Bay (GB) Excused Absence Guidelines	57
Phase 2 MCWfusion-Milwaukee Absence Request Guidelines	60
Examinations (OSCEs, CCSE, CRE, and AMBOSS)	60
Phase 3 MCWfusion-Milwaukee Absence Request Guidelines	62
Acting Internships	63
Exams	63
Preparing for Residency & Spiral Weeks	63
Regional Campus Clinical Rotation Absence Guidelines	64
Religious Accommodations Policy	65
Process for Requesting Absences	68
Medical Student Dual Role Policy	70
Uniform Professional Conduct Policy for Clinical Rotations	73
Medical Student Immunization Requirements	76
Medical Student Exposure Policy	78
Environmental Exposure Policy	83
Medical Student Policy on Management of Allergies	84

Guidelines for Medical Student Dress	85
Rules for Administration of Medical School Examinations at MCW	86
Phase I Remote Examinations	91
Policy for Students Arriving Late to Take an Examination	95
Medical School Exam Review and Appeal Procedure for remote Phase I Exams	96
Medical School Lab Practical Examinations	97
Medical School Weather Policy for Exam Administration	98
Procedures for Evacuation during ExamSoft and NBME Assessments	98
Procedure for Loss of Power or Wi-Fi Connection during Examinations	100
Medical Student Travel – Organ Procurement	101
Medical Student Record Access Policy	106
Policy and procedure for a member of the faculty/administration to gain access to a medical student’s educational records.	108
Annual FERPA Notice	108
Inspecting Education Records	113
Campus Reassignment Policy	116
Full-Time Student Status	116
Term Limit	117
Academic Progress	119
Add/Drop Courses	119
Add drop exception request procedure	120
MCW School of Medicine Extramural Electives Policy	120

MCW CORPORATE POLICIES AND PROCEDURES LINKS

Legal

[Conflict of Interest](#)

[Freedom of Expression](#)

[Social Media policy](#)

[Alcohol in MCW Space Policy](#)

Registrar

[FERPA](#)

Student Affairs

[Technical Standards](#)

[Medical School term limit policy](#)

[Student Event Policy](#)

[Graduation Requirement \(MCW Requirements for MD Degree\)](#)

Curriculum

[Duty Hours Policy](#)

LEGAL POLICIES AND PROCEDURES

Conflict of Interest Policy

All students of the Medical College of Wisconsin are expected to abide by the institution's Code of Conduct at all times: [MCW Professional Code of Conduct Policy](#) This includes a responsibility for all members of MCW to conduct themselves in an ethical manner and demonstrate transparency and integrity in all dealings.

Avoidance of conflict of interest or the appearance of conflict of interest is central to maintaining our integrity as individuals and as a community of health education learners and professionals. It is expected that the primary commitment of time and intellectual energy of students enrolled full-time at MCW shall be to the pursuit of their health science education.

Students must avoid involvement in any outside activities where self-interest or opportunity for personal financial or economic gain may directly influence (or appear to influence) their performance or any decision by MCW officials with whom students may interact as part of their education at MCW. Students may not use the institution's name, logo, or their enrollment status with MCW to advertise for or promote any outside activity, employment, or venture of any kind. This includes business ventures of the student or those of their immediate family. MCW does not automatically endorse or approve outside activities. Students engaged in outside employment or other business activities are responsible for ensuring that their activities do not interfere with their education, and to clearly communicate to any parties involved in outside activities that relate to MCW's missions of patient care, research, or education, that such activities have no connection or nexus to MCW.

Collaborations with industry have resulted in expansion of resources and opportunities for research and development advancing health science knowledge and education. However,

maintaining integrity of academic medicine and health sciences and legitimacy of our institution requires vigilant attention to situations that may create perceptions of conflict of interest, or otherwise have the potential to diminish public trust in MCW. Therefore, students must disclose in writing to the Associate Dean of Student Affairs for their School any financial interest that they may have in pharmaceutical, biotechnology, medical instrument/device company, or other business which owns or has a contractual relationship to any subject matter being reported on or discussed in the educational setting, including any research projects, paper, or other assignment. MCW will use such information when planning research projects and assignments to ensure that they are in compliance with the MCW Code of Conduct. This includes, but is not limited to, any employment by any student with organizations or entities involved in the health science industries.

MCW students may not accept any gifts from pharmaceutical, medical device or medical supply companies, and these companies may not provide meals or refreshments for any MCW approved student function on campus.

Policy for Impaired Medical Students

Medical College of Wisconsin (MCW) is committed to providing a safe and healthy learning and work environment for our medical students. Additionally, the Medical School must also ensure the safety, health, and welfare of the patients with whom we serve.

MCW prohibits the abuse, unlawful possession, distribution, and illegal use of drugs and/or alcohol by students. This policy is intended to delineate disciplinary sanctions that the Medical School may impose on students who are suspected, or accused of, being under the influence of alcohol or illicit/ illegal substances.

We recognize that medical students may have a history of, or develop, alcohol and other drug use disorders. The Medical School is committed to a program that will assist impaired students in regaining their health while protecting the well-being of patients as well as classmates, residents/fellows, faculty, and staff.

Routine Alcohol and Drug Testing at Clinical affiliates Many affiliate hospitals and health care facilities have policies requiring routine drug testing and/or criminal background checks for employees, students, and volunteers. The cost for testing is variously paid for by the affiliate, medical school (mandatory rotations), students (elective rotations, particularly away rotations). Students who test positive on a routine drug test will be referred to the Associate Dean, Student Affairs (ADSA). If a student refuses evaluation or consents to share the results of this evaluation, they may be subject to disciplinary procedures including eligibility of recommendation for dismissal.

For Cause Alcohol and Drug Testing

The Medical School may require students to submit to drug and/or alcohol testing “for cause” based upon reasonable suspicion of substance abuse. Reasonable suspicion of substance abuse may be based upon, but is not limited to, the following criteria:

- a. Direct observation of drugs or alcohol use or possession.
- b. Possession of drug paraphernalia.
- c. Demonstration of physical symptoms of alcohol/drug intoxication or withdrawal.
- d. A pattern of abnormal or erratic behavior, consistent with alcohol or drug abuse.
- e. Arrest or conviction for a drug or alcohol related offense.
- f. Identification as the focus of a criminal investigation into illicit drug use, possession, or trafficking
- g. Evidence that a student has tampered with a previous drug or alcohol test.

If in the judgment of the ADSA the student is a danger to self or to others, the ADSA may take immediate steps to temporarily withdraw the student. The ADSA may also take

additional steps that may be necessary to minimize hazards to the student or to others, including securing emergency professional assistance.

When determination to test for cause has been made, the student will be given instructions on how to proceed. Testing will be done according to standard procedure for the specific settings. The cost of the test will be paid for by the SOM.

The drug testing results will be sent to ADSA. Prior to making a final decision to confirm a positive test, the student will have the opportunity to discuss the test results and provide any documentation for a legitimate medical explanation for the positive test result.

Positive tests may be appealed by submitting a written request to the ADSA within three (3) business days after being informed of the positive test results. The student has the right to have a second test performed on the original specimen for qualitative presence only at a certified laboratory of their choice and all expenses of such retest will be the responsibility of the student. The specimen transfer between laboratories will follow standard protocol.

Students with a positive drug test result will be subject to disciplinary sanctions. These sanctions could result in dismissal. An individual's participation in, and successful completion of, an approved drug or alcohol counseling program coupled with their consent to random testing may be considered in the disciplinary process but does not ensure that dismissal will not occur. Any student who is given the option to participate in a rehabilitation program⁴ will comply with the treatment and rehab requirements set forth below:

1. Satisfactorily participate in a substance abuse assistance program or rehabilitation program approved by the ADSA for this purpose.
2. Provide evidence satisfactory to the ADSA of continued outpatient therapy in an approved program appropriate to the treatment recommendation.

3. Remain substance free after completing a rehabilitation program for chemical dependency and participating in random drug screening during rehabilitation and for the duration of their medical education at the Medical School.

4. Failure to comply with these requirements may result in recommendation for dismissal.

Any student who refuses to consent to an alcohol or drug test for cause or fails to provide an adequate specimen will be subject to discipline (as per c. above), up to and including recommendation for dismissal.

Every effort will be made to keep the results of alcohol and drug testing confidential. Students should be aware that test results may be used for administrative hearings and court cases and may be sent to state and /or federal agencies as required by applicable law.

Substance Abuse Self-Identification

The Medical School encourages students who have developed substance abuse problems to voluntarily identify themselves and to seek immediate treatment.

1. A student who voluntarily self-identifies as an abuser may be permitted to continue their current course of study without suspension, provided:

a. This self-identification occurs PRIOR to any incident that is grounds for suspension or dismissal under institutional policy.

b. The student immediately enters an approved treatment program⁸ for drug or alcohol abuse. c. The student's conduct and academic performance remain consistent with the demands of the curriculum. and profession.

2. A student who voluntarily identifies as an abuser and who, by their own admission, by the testimony of approved abuse counselors, or by the determination of institutional authority, is no longer capable of acceptable academic and professional conduct will be required to take a medical leave of absence from the Medical School. Nothing in this

paragraph will preclude the Medical School from suspending, dismissing, or taking other appropriate action against the student for unacceptable academic performance or lack of professional conduct.

Notification of Arrests/Convictions

Students must notify the Medical School of any drug or alcohol related arrests or convictions within ten (10) working days after charge of an offense. Failure to do so and subsequent notification during a required background check may result in disciplinary action including dismissal.

STUDENT AFFAIRS POLICIES 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 upon all members of the academic community to uphold exacting standards, to monitor these standards and to bring to appropriate Medical 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, staff, and faculty.

Allegations of dishonest, unethical, or irresponsible behavior by medical students should be brought to the attention of either the Senior Associate Dean for Medical Education or the Associate Dean of Students, School of Medicine 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.

Medical Student Mistreatment Policy

MCW SOM is committed to providing a learning, training, and research environment that optimizes students' acquisition of the knowledge, skills, and attitudes necessary for the competent and compassionate practice of medicine. Mistreatment is antithetical to such an environment. As such, mistreatment is not condoned at MCW.

Definitions

The American Association of Medical Colleges (AAMC) defines/categorizes mistreatment in eight domains:

- Public belittlement or humiliation
- Threats of physical harm or actual physical punishment
- Requirements to perform personal services, such as shopping
- Being subjected to unwanted sexual advances
- Being asked for sexual favors in exchange for grades
- Being denied opportunities for training because of gender, race, ethnicity, or sexual orientation
- Being subjected to offensive remarks/name based on gender, race, ethnicity, or sexual orientation
- Receiving lower grades or evaluations based on gender, race, ethnicity, or sexual orientation.

Options for Reporting

If a student feels they have been mistreated or they have witnessed mistreatment of another medical student and need assistance resolving the issue, they are encouraged to report this concern. Regardless of the educational/training setting the incident occurred, students may report any concern of mistreatment or harassment to any of the following as appropriate:

- Course Instructor
- Course Director/Coordinator
- Assistant Dean for Basic Science Curriculum

- Assistant Dean for Clinical Curriculum
- Associate Dean for Curriculum, School of Medicine
- Academic Enrichment Counselors
- Assistant Provost for Student Services Program Manager for Student Affairs
- Associate Dean for Student Affairs, School of Medicine
- Assistant Dean for Student Affairs
- Senior Associate Dean for Academic Affairs
- Office of Compliance
- Title IX Office
- Written end-of-course evaluations

All concerns reported in good faith will be registered and investigated. Every effort will be made to protect the identity of a student, reporting a concern of mistreatment. No person shall be subject to retaliation for using or participating in an informal or formal complaint resolution process.

To submit an anonymous report please call: (844) 703-8171.

- Medical students found to be in violation of the mistreatment policy will be referred to ASPC for review and sanctions up to and including dismissal.
- GME trainees found to be in violation of the mistreatment policy will be referred to the GME office for review and disciplinary action.
- Staff and faculty found to be in violation of the mistreatment policy will be reported to the appropriate body (for example, HR, Department Chair, Faculty Affairs) at their sponsoring institution for review and disciplinary action pursuant to the rules and policies of their institution.

The mistreatment policy will be followed at all educational and clinical training sites. All students, GME trainees, staff, faculty, and health care providers who participate in the education of medical students are subject to this policy. Each health system may have additional

policies on mistreatment that complement this policy. Students at each health system will comply with the policies of that system in addition to this policy.

Medical students will be notified of the mistreatment policy at matriculation to MCW annually thereafter.

MCW USMLE Policy

USMLE Step 1 Registration Procedure

All medical students at MCW are required to pass the USMLE Step 1 exam by **Phase 3, Term 1**, in order to remain eligible for continued promotion within the Phase 3 curriculum. Students are allowed three attempts to pass the exam.

At the end of your Phase 1 coursework, students will be scheduled for a 4-week Individual Professional Development (IPD) period to help prepare for the Step 1 exam. Most students take the exam after completing Phase 1, when the basic science material is still fresh and before starting their clerkships.

USMLE Step 1 Registration

1. Register for Step 1: Click the link to begin registration on the [MyUSMLESM Portal](#).
2. If you have a MyNBME Examinee Portal account, login with the same email address and password; if you do not have an account, create an account using your name exactly as it appears on a valid government-issued ID, which will be required for exam entry. **This ID cannot be expired!**
3. The exam fee information is available at [Exam Fees](#).
4. Submit an application for USMLE Step 1 through the MyUSMLESM Portal and select a 3-month eligibility period in which you plan to take your exam.
5. Complete your identity verification through the MyUSMLESM Portal. The MyUSMLESM Portal uses [ID.me](#), a secure login that allows examinees to easily prove their identities while protecting their data.
6. Your name will be added to the school's roster for verification of your enrollment status to confirm your eligibility to take the USMLE exam.
7. The registration form is valid for 5 years (MSTP students should note this).

Note: The portal includes instructions and resources for each step of the process. If you have any questions, contact USMLE by using the [Contact Us page on the USMLE website](#).

After Your Application is Processed

Once all registration requirements are met, you will receive a “scheduling permit,” allowing you to schedule your exam at a Prometric Test Center. You may not schedule more than six months in advance of your eligibility period.

View more details on Prometric sites and scheduling on the [Prometric website](#). Be sure to read all information on what you can bring to the exam and what to avoid.

For further details, review the **Bulletin of Information** and **Common Questions** on the [USMLE website](#).

USMLE Step Attempts Policy

USMLE Step 1 Examination

Students enrolled at the Medical College of Wisconsin are required to report a passing score on the United States Medical Licensing Examination (USMLE) Step 1 to graduate with an MD degree.

Students are required to report a passing score on the USMLE Step 1 and all required Phase 1 and Phase 2 courses before enrolling in any acting internships or away rotations in Phase 3.

Students must report a passing score on USMLE Step 1 before the beginning of their second semester of Phase 3. Failure to do so will result in a mandatory leave of absence for one semester (a leave of absence during any portion of a semester is considered one semester).

Any extension of this leave of absence is only allowable with the permission of the Associate Dean of Student Affairs or the Academic Standing and Professional Conduct Committee (ASPC), and such extensions (on an individual basis) will only be granted due to extenuating

circumstances, such as verified medical conditions, documented unforeseen family obligations, and military service, etc. Extensions will only be granted in rare situations.

Any student wishing to take a voluntary leave of absence to prepare for the Step 1 examination may do so after consultation with, and with the permission of, the Associate or the Assistant Dean for Student Affairs. The student's academic progress in the curriculum will be taken into consideration when this approval is provided. The maximum allowable leave of absence to post a passing score on the USMLE Step 1 is 12 months.

During a leave of absence to prepare for the USMLE Step 1 examination, the student must meet with the Assistant or Associate Dean for Student Affairs at the commencement of the leave of absence and every two months thereafter and demonstrate adequate progress in preparing to take the USMLE Step 1 examination. Failure to meet and demonstrate adequate progress will result in a referral to the ASPC for review and consideration for dismissal from the School of Medicine.

Failure to post a passing score on USMLE Step 1 following the maximum leave of absence period will result in a referral to the ASPC for review and consideration for dismissal from the School of Medicine.

Students will be allowed a maximum of three opportunities to pass the USMLE Step 1 examination, but subject to the prescribed time limits. The student must meet with the Assistant or Associate Dean for Student Affairs after failure of Step 1 for the first time. After a failure in their second attempt, the student must meet with the Assistant or the Associate Dean for Student Affairs, as well as the ASPC, and will be placed on academic probation.

Students who fail the USMLE Step 1 for the third time are automatically considered to have made unsatisfactory academic progress in the MD Program and will be presented with the

following choices: (1) voluntarily withdraw from the School of Medicine; or (2) be scheduled for an academic dismissal hearing. These students will be considered for the Master of Medical Sciences degree from the Medical College of Wisconsin, provided they have fulfilled the requirements for the master's degree.

USMLE Step 2 CK Examination

Students enrolled at MCW are required to take and report a passing score on the USMLE Step 2 CK to graduate.

Students planning to graduate in May of their senior year must report a passing score to the Medical College no later than March 1 of the senior year to be certified to participate in the National Resident Matching Program (NRMP) and/or the Supplemental Offer and Acceptance Program (SOAP). This deadline may vary slightly depending on the date set for certification by the Medical School Registrar and the NRMP each year.

Students must post a passing score on the USMLE Step 2 CK examination by the first Wednesday of May in their senior year if they wish to participate in the May Hooding and Commencement graduation ceremonies.

Students who fail to post a passing USMLE Step 2 CK score by the last day of enrollment must post a passing Step 2 CK score by no later than 6 months subsequent to the last day of enrollment in medical school courses to maintain a degree candidate status for receipt of the Doctor of Medicine degree. Failure to meet this timeline will result in the student losing degree candidate status and denial of the M.D. degree by MCW unless an extension is preemptively granted by the ASPC. Such extensions (on an individual basis) will only be granted due to extenuating circumstances, such as verified medical conditions, documented unforeseen family obligations, and military service, etc. Extensions will only be granted in rare situations.

Students will be allowed a maximum of three opportunities to pass the USMLE Step 2 CK examination, but subject to the prescribed time limits. The student must meet with the Assistant or Associate Dean for Student Affairs after failure of USMLE Step 2 CK for the first time. After a failure in their second attempt, the student must meet with the Assistant or the Associate Dean for Student Affairs, as well as the ASPC, and will be placed on academic probation.

Students who fail the USMLE Step 2 CK for the third time are automatically considered to have made unsatisfactory academic progress in the MD Program and will be presented with the following choices: (1) voluntarily withdraw from the School of Medicine, or (2) be scheduled for an academic dismissal hearing. These students will be considered for the Master of Medical Sciences degree from the Medical College of Wisconsin, provided they have fulfilled the requirements for the master's degree.

Temporary Withdrawal or Leave of Absence Policy

Students may request a temporary withdrawal for several reasons. All requests for leave of absence must be approved by the Associate Dean of Students, School of Medicine, or their designee.

Students may take a temporary withdrawal for family or other personal reasons with the approval of the Associate Dean for Student Affairs. The duration of the leave is subject to the conditions outlined below.

Students may take a temporary withdrawal to pursue additional research if they are in good academic standing with the approval of the Associate Dean for Student Affairs. The duration of the leave is subject to the conditions outlined below. Passing USMLE Step 1 is a requirement for approval of a leave of absence to take a year off for research.

Students requiring more than twelve months of leave will be regarded as making unsatisfactory academic progress.

Family Leave: The Medical College of Wisconsin recognizes the need for students to assume family or other personal duties, which sometimes require time away from the curriculum. In the interest of providing both a solid medical education and time for family or other personal responsibilities to students, the Medical College administrators will utilize all possible curriculum flexibility when family or other personal needs arise. Students who need family or other personal leave must plan their schedules individually and as far in advance as possible with the Associate Dean for Student Affairs, School of Medicine. Requests for alternatives other than those allowed by the usual curriculum flexibility will be brought to the Academic Standing and Professional Conduct Committee (ASPC). 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.

MCW-Milwaukee: A student seeking a temporary withdrawal must submit a written request (the Request for Temporary/Permanent Withdrawal Form), including the reason for the request and the proposed duration, and meet with the Associate Dean for Student Affairs, School of Medicine.

MCW-Green Bay and MCW-Central Wisconsin: A student seeking a temporary withdrawal must submit a written request (the Request for Temporary/Permanent Withdrawal Form), including the reason for the temporary withdrawal and the proposed duration, and meet with the Campus Dean. The Campus Dean will communicate their recommendations to the Associate Dean for Student Affairs, School of Medicine.

All Campuses: The request for the leave of absence may be granted or denied at the discretion of the Associate Dean for Student Affairs.

If the request is approved, the student will receive written approval from the Associate Dean for Student Affairs, School of Medicine. This approval will summarize any conditions pertinent to the individual student's leave and will set a date by which the student must notify the Registrar of their intent to return as scheduled. The temporary withdrawal status will become official when the completed temporary withdrawal form for the student has been returned to the Office of the Registrar.

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 MCW.

A student may not complete any clinicals or coursework that directly led to an MD degree while on leave. Furthermore, a student who temporarily withdraws from MCW will be withdrawn from current courses and dropped from future courses for which they are registered. There is no guarantee the exact same courses will be available on the student's return.

The Associate Dean for Student Affairs, School of Medicine, may place a student on temporary withdrawal for administrative purposes, e.g., a hiatus in scheduling a student for required or elective courses; pending a decision from the Academic Standing and Professional Conduct Committee; or other administrative reasons.

Administrative temporary withdrawals are brief and are not considered disciplinary in nature.

The Associate Dean for Student Affairs, School of Medicine, may place a student on temporary withdrawal for disciplinary reasons, such as academic misconduct. This will be held in place until the ASPC meets to decide on the issue.

In general, temporary withdrawals for medical students will not be granted for more than one year.

Furthermore, after the start of the final year, temporary withdrawals for medical students will be granted for only exigent reasons, academic or personal, as determined by the Associate Dean for Student Affairs, School of Medicine.

Students who meet all graduation requirements except for the Capstone component of Preparing for Residency Course may take a temporary withdrawal of no longer than three months. Renewals of temporary withdrawals may be approved by the Associate

Dean of Student Affairs on a yearly basis for students enrolled in other degree programs.

Insurance considerations during a leave of absence

A student who is on a temporary withdrawal from the Medical College of Wisconsin is considered an enrolled but unregistered student. MCW will not assume responsibility for any student who is not registered in courses and cannot officially be involved in any effort by the student to obtain credit towards the M.D. degree granted by MCW. In addition, a student on a temporary withdrawal is not covered by MCW's malpractice insurance umbrella provided for matriculated, registered, tuition-paying students and does not qualify for the other insurance programs offered to registered students.

Students who have dental or health insurance through MCW and are withdrawn may be able to continue dental and health coverage under COBRA. It is recommended that students contact the Health and Wellness Coordinator.

The following conditions apply during a leave of absence:

1. Financial aid will be suspended. Students considering taking a leave of absence must meet with the MCW Student Financial Services to understand their specific situation.
2. Medical Insurance that is obtained through MCW will be suspended. Students may be allowed to use COBRA to continue their health and dental insurance coverage. If they get their medical insurance outside MCW, they should check if they have coverage where they will reside during their absence from MCW.
3. Medical malpractice insurance coverage will be suspended. Any patient-related activity within the United States, during the leave of absence, must have malpractice insurance coverage. The malpractice insurance coverage may be

provided by an outside entity, such as a student clinical fellowship program, hospital, or academic institution.

4. MCW-affiliated institutional student electronic medical record access will be suspended. Since the student is not registered in the School of Medicine, any access to medical records during a leave of absence must be arranged independently by the outside entity engaging the student during the leave of absence.

5. The medical student is not permitted to take any courses or clerkships during the leave of absence that will apply towards graduation requirements for the MD degree.

6. Students on leave of absence will continue to have access to the following:

- a. MCW email
- b. MCW Badge access
- c. Access to the MCW Academic Support and Enrichment program
- d. Access to MCW advisors such as the Learning Community Navigator, Academic Remediation and Resource team, Career Services, and the Deans.
- e. Access to the MCW Wellness program
- f. Access to MCW Financial Services, MCW Tuition, and the Office of Student Accessibility
- g. Access to the Office of the Registrar
 - i. May apply for Visiting Student Learning Opportunities (VSLO) if they fulfill other requirements (see USMLE Step examination policy)
 - ii. May apply to take the USMLE examinations during the leave of absence.

7. Students must complete and obtain approval to return from the Associate Dean for Student Affairs by completing the “Return from Temporary Withdrawal Form” at least 60 days before their planned return. Failure to submit this form may result in the inability to register for future courses upon return, automatic extension of the leave of absence, or consideration of permanent withdrawal from the School of Medicine.

Permanent Withdrawal

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

MCW-Green Bay and MCW-Central Wisconsin students should meet with their Campus Dean before meeting with the Associate Dean for Student Affairs

Family Leave Policy

The Medical College of Wisconsin recognizes the need for students to assume family duties, which sometimes requires 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, School of Medicine. Requests for alternatives other than those allowed by the usual curriculum flexibility will be brought to the Academic Standing and Professionalism 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.

MD Program Term Limit Policy

The graduation requirements for the MD program set limits on the amount of time the student may take to complete an MD degree. The following principles govern the mandated term limits.

1. Students must satisfactorily complete the curriculum of any given academic year in no more than two calendar years.
2. The entire Phase 2 of the MD curriculum must be completed in consecutive months. Any exceptions to this rule will require the advance permission of the Associate Dean for Student Affairs and will depend on the curriculum schedule as dictated by the Associate Dean for Curriculum and the Office of the Registrar.
3. The student must demonstrate satisfactory ongoing academic progress to be eligible to extend their enrollment past 6 years for the MD program and 9 years for the MSTP program.
4. The student must meet with the Associate Dean for Student Affairs at least 6 months before either the completion of 6 years in the MD program or 9 years in the MSTP program. They should present a clear and viable plan acceptable to the Associate Dean for Student Affairs that will demonstrate the ability to graduate within the allotted time. Students who fail to provide an acceptable plan to the Associate Dean for Student Affairs will be required to meet with the Academic Standing and Professional Conduct Committee (ASPC) before the applicable 6 or 9-year term limit to seek permission to continue their education beyond the allotted time.
5. All students on Academic or Disciplinary Probation will be reviewed automatically by the ASPC for permission to continue their education, if needed, past the sixth year for the MD program or ninth year for the MSTP program. ASPC reviews will be scheduled approximately 6 months before the end of the program.

6. The student who is not approved by the ASPC to continue past their sixth year in the MD program or the ninth year in the MSTP program will be administratively withdrawn from the MD program by the Associate Dean for Student Affairs.
7. No extension of enrollment past 6 years for the MD program and 9 years for the MSTP program will be allowed unless approved by the ASPC.
8. Students who are ineligible to continue in the MD program based on the above term limits may apply for the Master of Science in Medical Sciences degree, provided they have fulfilled the criteria for that degree.
9. These students may appeal their withdrawal from enrollment by notifying the Associate Dean for Student Affairs within 7 days of the withdrawal notice. If a student timely appeals that decision, the student will be provided with an academic dismissal hearing from the School of Medicine per the Academic Dismissal Hearing Policy.
10. Extensions to these time limits, granted by the ASPC, will be on an individual basis and limited to extenuating circumstances, such as verified medical conditions, documented unforeseen family obligations, and military service etc. Extensions will only be granted in rare situations.
11. Students on Phase 1 deceleration and those mandated by the School of Medicine to repeat a year or take a leave of absence for one or more semesters are only allowed the maximum term limit (6 years – MD; 9 years – MSTP) to complete graduation requirements, absent an extension by the ASPC.

MCW Enrichment Year Policy

Purpose:

To best prepare unmatched MCW graduates to secure a residency position, a non-degree-granting, postgraduate enrichment program is offered.

Criteria for acceptance:

Medical students must:

1. Have an academic deficit (low grades in transcript, low Step scores, failed to match through NRMP, etc.) to correct.
2. Not having any record of unprofessional conduct
3. Have completed the entire process of ERAS application for residency, including MSPE letter, participated in Mock interviews and fully engaged in the SOAP process (if the student was certified to go for the Match).
4. Followed faculty counsel during the SOAP process
5. Was not offered any residency position in any specialty in the SOAP or initial match process.
6. Have at least 1 year left to complete the process of earning a medical degree within the stipulated time limit (6 years for MD, 7 years for MD/Master's, 9 years for MD-PhD)
7. Be a US citizen

Program description:

Students will apply to the Associate Dean for Student Affairs by April 15. A decision regarding their admissibility will be made by April 30. The program begins in June after graduation and continues until either March of the following year or when a residency position is secured, whichever comes first. Tuition will be charged at a substantially reduced rate of \$3,500 per year (subject to change annually). No tuition waiver will be

considered. Students will need to meet with their Clinical Advisor, the Academic Support and Career Counseling Services, the Associate Registrar of the School of Medicine, Student Financial Services, and Tuition Accounts Office.

Components of the program:

Job acquisition skills:

- Meet in June with the Career Counselor to update CV, Personal Statement, and improve interview skills.
- Develop a financial plan.
- Check job boards.
- Engage and work with an employment agency (head-hunter) if needed.
- Be ready to move out of town at short notice if a job offer is available.
- Network, including MCW faculty.

Clinical Program:

Complete acting Internships (both away and home), electives focused on career choice, which, with permission, may be done as away electives, and vacation months to interview.

ACADEMIC STANDING AND PROFESSIONAL CONDUCT COMMITTEE

(ASPC) RELATED POLICIES AND PROCEDURES

Academic Probation

Students pursuing an 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. The Academic Standing and Professional Conduct Committee will consider exceptional circumstances.

Students may be placed on academic probation due to the following circumstances:

- Any grade of Fail or Unsatisfactory in an academic year.
- A second failure in any USMLE Step examination.
- Failure to successfully complete enrolled courses in any academic year from which they have not withdrawn without penalty.
- Other patterns of academic difficulty deemed to be of significant concern by the Academic Standing and Professionalism Committee.

Academic Probation Review

Once placed on academic probation, a student will remain on probation for a twelve-month academic period, although this may be appealed at 6 months. At least six months of courses in which the student was not previously enrolled must be completed before the committee considers early removal from academic probation. In addition, all students applying for the Match under academic probation will be reviewed by the Academic Standing and Professional Conduct Committee prior to the drafting of their Medical Student Performance Evaluation

(MSPE) letter. The duration of academic probation may be modified by the Academic Standing and Professional Conduct 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. While academic and non-academic probation do not appear on MCW transcripts, such references do appear on Medical Student Performance Evaluations. Academic Dismissals and Disciplinary Dismissals do appear on MCW transcripts. Students who are on academic probation must maintain acceptable academic progress in all subsequent coursework. A student currently on academic probation or who has been on academic probation will be considered for dismissal if they receive a Fail or Unsatisfactory grade.

Academic Dismissal Hearing Procedure

Regarding the Dismissal of Students

1. Whenever the Academic Standing and Professional Conduct Committee determines, based on available information, that a student's performance might warrant dismissal from the Medical College, it should initiate a hearing by mailing (confidential email, registered or certified mail, read / 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 decisive 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 is accompanied or

represented by legal counsel, the student should notify the Academic Standing and Professional Conduct 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 Academic Standing and Professional Conduct Committee should conduct the hearing subject to the following:

a. Hearings should be held not less than five, but no more than fifteen (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 academic record 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 Academic Standing and Professional Conduct Committee and should have the right to confront witnesses, if any. If the student wishes to present any information that is not contained in their 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 Academic Standing and Professional Conduct 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 Chair 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 anyone other than members of the Academic Standing and Professionalism Committee, the student being reviewed, appropriate advisors for each (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 Academic Standing and Professional Conduct 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 Academic Standing and Professional Conduct Committee should privately consider the evidence and reach a decision. A majority vote of the Committee members is present, and voting should be required for a binding decision.

3. The Academic Standing and Professional Conduct Committee will decide which will be effective immediately.

a. Should the Committee find that dismissal of the student is warranted, the student should be promptly 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 summary of the facts found.

ii. A finding that the facts found demonstrated that the student failed to meet the academic and/or professional standards of the Medical 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 Academic Standing and Professionalism Committee's report should be delivered to the student personally or by registered or certified mail.

5. The decision of the Academic Standing and Professional Conduct Committee will be treated as conclusive and binding unless appealed by the student. *All correspondence with the Academic Standing and Professional Conduct Committee should be directed to the Associate Dean of Students, School of Medicine, who serves as its corresponding secretary.

Procedure Relating to Medical Student Report of Professional Misconduct

Preliminary Investigation

1. When an allegation of professional misconduct (dishonest, unethical, or irresponsible behavior) is made, the Associate Dean of Students, School of Medicine, shall provide notice to the student concerning the grounds raised which may constitute a violation of the rules of professional conduct. The Associate Dean of Students, School of Medicine, may rely upon or consult with other MCW institutional offices, as appropriate, to conduct the investigation and fact finding of reports or allegations of misconduct. This includes, but is not limited to the Title IX office, Public Safety and Human Resources, as appropriate to the circumstances of the inquiry. The investigation, at a minimum, shall include an interview with the student by the Associate Dean of Students, School of Medicine or another appropriate institutional official assisting the Associate Dean of Students, School of Medicine. If, after investigation, the Associate Dean of Students, School of Medicine 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.
2. If, after the investigation, the Associate Dean of Students, School of Medicine determines that there are sufficient grounds to believe that the student has violated the rules of professional conduct, the Associate Dean of Students, School of Medicine 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 of Students, School of Medicine 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.
3. Members of the Academic Standing and Professional Conduct Committee will recuse themselves if they are the accuser of professionalism/disciplinary action

or the Committee member feels there is a conflict of interest which would make it difficult to be impartial for voting. The Academic Standing and Professionalism members will consult with the Committee Chair or the Associate Dean for Students, School of Medicine, for guidance on if they should consider whether to recuse themselves in such circumstances.

Non-Academic Disciplinary Sanctions

The following disciplinary sanctions have been established:

1. **Reprimand:** A 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.
2. **Disciplinary Probation:** A formal action that establishes 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.
3. **Suspension** (mandatory temporary withdrawal): A formal action that defines a specific period 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.
4. **Dismissal:** A 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.

Non-Academic Disciplinary Probation Procedure

Disciplinary Probation is a consequence that may be imposed for non-academic misconduct, including failure to meet expectations of professionalism, by the Associate Dean of Students, School of Medicine or the Academic Standing and Professional Conduct Committee following an

investigation conducted by or at the direction of the Associate Dean of Students, School of Medicine.

Disciplinary Probation status offers a student an opportunity to demonstrate significant and sustained improvement in the student's demonstration of professional standards of conduct and rebuild trust in the Medical College community while continuing the student's medical education without interruption of academic progression.

Disciplinary probation may be accompanied by an improvement plan specifying required correction action or conditions of probation, at the discretion of the Associate Dean of Students, School of Medicine, and/or the Committee. Participation in certain activities and privileges associated with enrollment in the Medical School may be restricted during periods of Disciplinary Probation.

The Associate Dean of Students, School of Medicine is responsible for informing students of the sanction of Disciplinary Probation by letter(s), including any conditions and restrictions associated with the Disciplinary Probation. The decision to impose Disciplinary Probation is not subject to appeal by the student.

Suspension or dismissal from the Medical School is possible if an infraction is sufficiently serious or if any misconduct occurs while a student is on Disciplinary Probation. The Associate Dean of Students, School of Medicine, will lead an inquiry and investigation into the matter and present information to the Academic Standing and Professionalism Committee. The Committee may elect to suspend the student for a maximum of one year at its discretion.

Non-Academic Probation Review

The Academic Standing and Professional Conduct Committee will meet in person with the student during the Disciplinary Probation period. This allows the student to reflect upon

experience and share with the Committee any information pertaining to the student's growth in professionalism, behavioral change, and engagement with the MCW community.

Students may also present supporting references from members of the MCW community who have direct knowledge of and experience with the student during the relevant time period. Thereafter, the Associate Dean of Students, School of Medicine, will provide at a minimum frequency of annual updates to the Committee concerning the experience of each student on active Disciplinary Probation, on a schedule to be determined at the discretion of the Committee which may be extended as needed by the Committee. Re-evaluation of Disciplinary Probation status considers the presence or absence of further professionalism lapses and instances of exemplary conduct.

This process of Probation Review is not a guarantee that Disciplinary Probation will be ended, but an opportunity for continued growth and reflection. The Committee, in its discretion, may elect to continue Disciplinary Probation, modify the terms or conditions of Disciplinary Probation, or remove the student from Disciplinary Probation following Probation Review.

Like academic probation, disciplinary probation is coded on a student's record but does not appear on the student's transcript. Dismissal does appear on the transcript. The Associate Dean of Students, School of Medicine will forward disciplinary probation letters to the Office of the Registrar for addition to the student's academic record. MCW may also share this information in the Medical Student Performance Evaluation letters as well as in response to behavioral/disciplinary/probation questions on licensure forms, as required. Probation Review resulting in termination of Disciplinary Probation does not result in the revocation, rescission, or nullification of the previously imposed Disciplinary Probation, and prior sanctions remain in the student's record.

Probation Review is not available for students found responsible for sexual harassment, sexual assault, dating/domestic violence, or stalking or any other conduct that violates MCW's policies prohibiting sexual misconduct. Probation Review is also not available prior to completion of at least six months probationary status.

MCW Appeal Policies for Medical Students

Grade Appeal Policy

If a student has concerns regarding a grade in a course or clerkship, they must first address the matter with the course or clerkship director no later than 30 days after receipt of the grade. The course or clerkship director and the student should make every attempt to resolve the matter. If, however, the matter remains unresolved, the student may appeal to the Senior Associate Dean of Education in writing within 5 days of the course or clerkship director's decision. If the matter is not resolved, the student may appeal to the Dean of the Medical School in writing within 5 days of the Senior Associate Dean's decision. The decision of the Dean is final.

Procedures for Appeal of Decisions by the Academic Standing and Professional Conduct Committee

1. A student may appeal a decision of the Academic Standing and Professional Conduct Committee by giving notice, in writing, of their intention to do so, to the Senior Associate Dean for Education within three (3) business days of the date on which the decision was communicated to the student. A student who does not give such notice within three (3) business days shall be deemed to have waived their right to appeal. The decision by the Academic Standing and Professional Conduct Committee to refer the student for dismissal cannot be appealed.
2. The Senior Associate Dean for Education shall refer the appeal to the Appeals Committee appointed by the Dean of the School of Medicine. The Standing Appeals Committee will consist of five senior faculty members, one of whom will be the Appeals Committee Chair, appointed by the Dean of the School of Medicine on a 3-year rotation. Any member of the Medical School Faculty is eligible to be a member of this committee except Deans and faculty who lead a mandatory course or clerkship. A quorum of three (3) of the Appeals Committee members will convene on an ad hoc basis for any appeal hearing. In the case of appeal of a decision to dismiss a student pursuant to Section (C)

below, at least one of the Appeals Committee members shall have previously served on the Academic Standing and Professionalism Committee.

3. The Appeals Committee shall set a date for hearing the appeal, which shall not be more than thirty (30) days after notification of the appeal, and shall give written notice of the date, time, and place of the hearing to the student by personal delivery, by email to the student's Medical College of Wisconsin email address or by certified or registered mail.

4. At least three days prior to the appeal hearing, a written report stating the decision of the Academic Standing and Professional Conduct 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 and/or their representative shall submit to the chair of the Appeals Committee a written statement detailing the grounds on which the appeal is based.

6. The Chair of the Appeals 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 in the following manner:

a. The Appeals Committee will confine its consideration to the written report submitted by the Academic Standing and Professional Conduct Committee and the written statement submitted by the student. No new information and no new witnesses or advocates will be considered. The student, their faculty advisor and/or legal counsel may appear and present a statement. A representative of the Academic Standing and Professional Conduct Committee may appear with legal counsel for the Medical College of Wisconsin 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.

Notwithstanding the presence of counsel, the hearing will not include direct or cross-examination of any witnesses, and the Chair of the Appeals Committee shall have power to determine and direct the process, procedure, and conduct of the hearing. All hearings may be recorded.

b. The Appeals Committee must determine whether the substantial rights of the student have been violated by virtue of the fact:

i. The decision of the Academic Standing and Professional Conduct Committee is arbitrary and capricious.

ii. The decision reflects an unfair or incorrect application of college policies.

8. No irregularity in the procedure or deliberations of the Academic Standing and Professional Conduct Committee shall be ground for rejection of the Appeals 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.

9. The Appeals Committee shall recommend to the Dean of the Medical College that the decision by the Academic Standing and Professional Conduct Committee be confirmed or reversed.

10. Hearings before the Appeals Committee are not public. Members of the Appeals Committee, the student, their faculty advisor and/or their legal counsel, a representative of the Academic Standing and Professionalism Committee, legal counsel for the Medical College, and a person designated to record the hearing may be present.

11. Following the presentations and questioning, the Appeals Committee shall consider the matter privately. A majority vote of the appeals committee will determine its recommendation. The legal counsel for the Medical College may remain for the deliberations of the Committee if the Committee members so request.

12. The Appeals Committee will inform the Dean of the Medical College of its recommendation in writing and in person if the Dean so desires. In its written statement, the Appeals Committee shall state its recommendation and rationale.

13. The Dean of the Medical College shall consider the recommendation of the Appeals Committee and shall render their 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 reconvene the Appeals Committee, if necessary. If the Dean requires additional time, they will notify the student when the final decision will be made. The Dean shall either:

- a. Accept the decision of the Academic Standing and Professionalism Committee.
- b. Reverse the decision. If the Dean reverses the decision, the case may be returned to the Academic Standing and Professional Conduct Committee for further consideration.

14. A written copy of the Dean's decision shall be delivered with reasonable promptness to each of the following:

- a. Senior Associate Dean for Medical Education.
- b. The student, in person, to the student's Medical College of Wisconsin email address, or by certified mail, return receipt requested.
- c. The Chair of the Academic Standing and Professional Conduct Committee

15. The decision by the Dean of the Medical College shall be final.

Process to Appeal Non-Academic Suspension

1. A student may appeal a decision of the Academic Standing and Professional Conduct Committee to suspend them from Medical College of Wisconsin by giving notice, in writing, of their intention to do so, to the Senior Associate Dean for Education within three (3 business days) of the date on which the decision was mailed or delivered to the

student. A student who does not give such notice within three (3) business days shall be deemed to have waived their right to appeal.

2. The Senior Associate Dean for Education shall appoint three senior faculty members to consider the appeal and shall appoint the Appeals Committee Chair.

3. The Appeals Committee shall set a date for hearing the appeal which shall not be 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 stating the decision of the Academic Standing and Professional Conduct 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, their representative, shall submit to the chair of the Appeals Committee a written statement detailing the grounds on which the appeal is based.

6. The Chair of the Appeals 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 in the following manner: The Appeals Committee will confine its consideration to the written report submitted by the Academic Standing and Professional Conduct Committee and the written statement submitted by the student. No new information and no new witnesses or advocates will be considered. The student, their faculty advisor and/or legal counsel may appear and present a statement. A representative of the Academic Standing and Professional Conduct 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. The Appeals Committee must determine whether the substantial rights of the student have been violated by virtue of the fact:

- i. The decision of the Academic Standing and Professional Conduct Committee is arbitrary and capricious.
- ii. The decision reflects an unfair or incorrect application of college policies.
 - a. No irregularity in the procedure or deliberations of the Academic Standing and Professional Conduct Committee or Ad Hoc Hearing Committee shall be ground for rejection of the Appeals 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.
 - b. The Appeals Committee shall recommend to the Dean of the Medical College that the decision by the Academic Standing and Professional Conduct Committee or Ad Hoc Hearing Committee to dismiss the student be confirmed or reversed.
 - c. Hearings before the Appeals Committee are not public. Members of the Appeals Committee, the student, their faculty advisor and/or their legal counsel, a representative of the Academic Standing and Professionalism Committee, or Ad Hoc Hearing Committee, legal counsel for the Medical College, and a person designated to record the hearing may be present. All hearings may be recorded.
 - d. 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 remain for the deliberations of the Committee if the Committee members so request.
 - e. The Appeals Committee will inform the Dean of the Medical College of its recommendation in writing and in person if the Dean so desires. In its written statement, the Appeals Committee shall state its recommendation and rationale.

8. The Dean of the Medical College shall consider the recommendation of the Appeals Committee and shall render their 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 reconvene the Appeals Committee, if necessary. If the Dean requires additional time, they will notify the student when the final decision will be made. The Dean shall either:

- a. Accept the decision of the Academic Standing and Professional Conduct 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 and Professional Conduct 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. Senior Associate Dean for Medical Education.
- b. The student, in person or by certified mail, return receipt requested.
- c. The Chair of the Academic Standing and Professional Conduct Committee or Ad Hoc Hearing Committee.

10. The decision by the Dean of the Medical College shall be final.

Procedures for Appeals of Dismissal Decision of the Academic Standing and Professional Conduct Committee or AD HOC Non-Academic Hearing Committee

1. A student may appeal a decision of the Academic Dismissal Hearing Committee or Ad Hoc Non-Academic Hearing Committee by giving notice, in writing, of their intention to do so, to the Senior Associate Dean for Medical Education within three (3) business days of the date the decision was communicated to the student. A student who does not give such notice within three (3) business days shall be deemed to have waived their right to appeal.

2. The Senior Associate Dean for Medical Education shall inform the Dean of the Medical College of the student's appeal and refer the appeal to the Appeals Committee appointed by the Dean of the School of Medicine. The Standing Appeals Committee will consist of the individuals specified in Section B (2) above. 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 shall be no more than thirty (30) days after it is notified of the appeal of dismissal, and shall give written notice of the date, time, and place of the hearing to the student by personal delivery, by email to the student's Medical College of Wisconsin email address, or by certified or registered mail.
4. At least three days prior to the appeal hearing, a written report stating the decision of the Academic Dismissal Hearing Committee or Ad Hoc Non-Academic 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 their representative, shall submit to the Chair of the Appeals Committee a written statement detailing the grounds on which the appeal is based.
6. The Chair of the Appeals 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 in the following manner:
 - a. The Appeals Committee will confine its consideration to the written report submitted by Academic Dismissal Hearing Committee or Ad Hoc Non-Academic Hearing Committee and the written statement submitted by the student. No new information and no new witnesses or advocates will be considered. The student, their faculty advisor and/or legal counsel may appear and present a statement. A

representative of the Academic Dismissal Hearing Committee or Ad Hoc Non-Academic Hearing Committee may appear with legal counsel for the Medical College of Wisconsin and explain the context of the committee's decision, make statements, ask questions, and interact with all people 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. Notwithstanding the presence of counsel, the hearing will not include direct or cross-examination of any witnesses, and the Chair of the Appeals Committee shall have power to determine and direct the process, procedure, and conduct of the hearing.

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 Dismissal Hearing Committee or Ad Hoc Non-Academic Hearing Committee is arbitrary and capricious.
- ii. The decision reflects an unfair or incorrect application of college policies.

8. No irregularity in the procedure or deliberations of the Academic Dismissal Hearing Committee or Ad Hoc Non-Academic Hearing Committee shall be ground for rejection of the Appeals 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.

9. The Appeals Committee shall recommend to the Dean of the Medical College that the decision by the Academic Dismissal Hearing Committee or Ad Hoc Non-Academic Hearing Committee to dismiss the student be confirmed or reversed.

10. Hearings 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 Dismissal Hearing Committee or Ad Hoc Non-Academic

Hearing Committee, legal counsel for the Medical College, and a person designated to record the hearing may be present. All hearings may be recorded.

11. 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 remain for the deliberations of the Committee if the Committee members so request.

12. The Appeals Committee will inform the Dean of the Medical College of its recommendation in writing and in person if the Dean so desires. In its written statement, the Appeals Committee shall state its recommendation and rationale.

13. The Dean of the Medical College shall consider the recommendation of the Appeals Committee and shall render his/her 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 reconvene 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 either: a. Accept the decision of the Academic Dismissal Hearing Committee or Ad Hoc Non-Academic Hearing 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 and Professional Conduct Committee for further consideration.

14. A written copy of the Dean's decision shall be delivered with reasonable promptness to each of the following:

- a. Senior Associate Dean for Medical Education.
- b. The student, in person, by email to the student's Medical College of Wisconsin email address or by certified mail, return receipt requested.
- c. The Chair of the Academic Dismissal Hearing Committee or Ad Hoc Non-Academic Hearing Committee.

15. The decision by the Dean of the Medical College shall be final.

Non-Academic Dismissal Hearing Procedure:

The Ad Hoc Hearing 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 Ad Hoc Hearing Committee will be jointly appointed by the Dean and the President of the Faculty Council, who shall together designate the Committee Chair.

Procedure:

1. The Associate Dean of Students, School of Medicine, 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 Ad Hoc 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.
2. 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 the notice is delivered.
3. No Ad Hoc 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 of Students, School of Medicine, 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.

4. 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 Ad Hoc Hearing Committee. The Medical College's Office of the General Counsel shall advise the Chair of the Committee on any evidentiary or procedural questions that may arise.

5. The Associate Dean of Students, School of Medicine, their 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 on 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 Committee begins its closed deliberations.

6. The student may present evidence and witnesses, question any of the witnesses, and make statements to the Ad Hoc Hearing Committee. The student shall provide the Chair of the 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 thirty documentary or other evidence that will be presented, at least two days prior to the hearing.

7. The Ad Hoc Hearing 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.

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

9. 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. Legal counsel and the advisor, however, may not question witnesses and may not make statements to the Committee.

10. The hearing shall be closed except for members of the Ad Hoc Hearing Committee, the student being reviewed, the Associate Dean or designee and their staff, appropriate advisors for each of them, the person designated to record the hearing, and witnesses while they are testifying.

11. The Associate Dean or their 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 considered in determining disciplinary action.

12. 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.

13. The Ad Hoc Hearing 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.

14. Following the presentation of evidence, all other participants except the Ad Hoc Hearing 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.

15. The student shall be notified of the Ad Hoc Hearing Committee's decision in writing by the Committee Chair, 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.

16. Should the Ad Hoc Hearing Committee find that dismissal from the Medical College is warranted, the Committee will promptly prepare a written report that shall contain:

- a. A summary of the facts found.
- b. A finding that the facts found demonstrated that the student failed to meet the professional conduct standards of the College.
- c. A statement of the action that the Committee has decided to take and the effective date of the action.

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

18. The decision of the Ad Hoc Hearing 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.

CURRICULUM POLICIES AND PROCEDURES

Absence Policies

The knowledge and experience acquired during required classroom sessions or while in the clinical setting cannot easily be replicated by independent study alone. There are, however, occasions when time away may be necessary. For short-term absences, please review the policy below. In cases requiring substantial time away from the school, the student must contact the Associate Dean of Student Affairs, School of Medicine, to arrange for a formal Leave of Absence (LOA). There are two types of short-term absences:

Unplanned Absence: This is an absence outside a student's control.

Planned Absence: This is an absence for a future event that will overlap with required course content. Except in rare instances, students will not be excused from required course content/events. A student is expected to be present for all scheduled days of course work, exams, class meetings, clinical duties, and mandatory meetings.

Each class will be expected to follow the academic calendar, which also identifies observed holidays. Every reasonable effort is made to avoid scheduled conflicts with religious holidays; however, not all requests for excused absences can be accommodated. These will be evaluated on a case-by-case basis by the Associate Dean of Student Affairs, School of Medicine.

See phase sections below for allowable planned absences for each type of course event.

Process for Requesting Absences

Students should: refer to posted course syllabi and schedules to confirm dates and times of exams, quizzes, mandatory sessions, etc. prior to making plans that occur during the academic year, e-mail

course coordinators and directors with questions, and then submit an absence request form to start the absence process.

A student must submit a request via the [Absence Request Form](#). The request should be submitted within 2 weeks of the course schedule being posted for a given course. Students should monitor and follow deadlines for submissions laid out during each Clerkship or clinical rotation. Students should notify the Course or Clerkship coordinator and/or Director before a session or rotation is missed (and no later than 24 hours after the missed event), unless there are extenuating circumstances, to be considered for an excused absence. Students must submit an absence request for each day they are ill. Extended absences will be referred to leadership to approve.

Students should be aware that not all requests will result in an excused absence. A student should not make any travel plans until they receive a response to their absence request.

The student is required to notify both the director(s) and coordinator(s) of the Course(s) or Clerkship(s) of the upcoming absence and missed session(s). The student is still responsible for the material and concepts including clinical skills that are taught during these session(s).

Phase I MCWfusion-Milwaukee, Central Wisconsin (CW), and Green Bay (GB)

Excused Absence Guidelines

Students should refer to posted course syllabi and schedules to confirm dates and times of exams, quizzes, mandatory sessions, etc. prior to making plans that occur during the academic year. Courses will communicate when the final schedule is ready for a course electronically. Please email course coordinators and directors with questions.

Scholarly Concentrations is a longitudinal course that requires students to attend all sessions in-person. Regardless of whether absences are excused or unexcused, missing two or more sessions may require formal remediation.

Examinations (Course Exams, Course Quizzes, OSCEs, and CBSE)

Students are allowed to take Integrated Science and The Good Doctor 3 exams remotely but must comply with the remote testing location requirements. OSCEs and CBSE exams must be attended in-person. OSCE exams will only be rescheduled with an excused absence. Makeup exams for all excused absences will be rescheduled for after the scheduled exam date.

a. Excused absences

i. Unplanned

1. Acute student illness or emergency
2. Family illness or emergency
3. Birth of a child

ii. Planned

1. Religious observation
2. Required military duty
3. Court hearing/jury duty
4. Immigration hearing/Citizenship interview for self only
5. Wedding of student or immediate family member
 - a. Immediate family member = sibling, parent, children
 - b. Up to 2 days of travel and day of wedding only

b. Unexcused absences

- i. Conferences
- ii. Travel/vacations
- iii. Family events other than those listed above

Mandatory Sessions

a. **Excused Absences** - All unplanned and planned absences allowed for examinations plus:

1. Conferences -

Students may be granted an excused absence from mandatory sessions for one* conference per academic year

- i. Student is presenting their work
- ii. Student is an MCW delegate

A student may be restricted from attending a conference if not in good academic standing by the Office of Student Affairs.

**In rare cases, requests to attend a second conference as a presenter or delegate must be approved by the Senior Associate Dean for Education or the Associate Dean for Student Affairs.*

2. Weddings - Up to 2 days of travel and day of wedding only

- i. Family – including extended family members
- ii. Friend – if member of wedding party

3. Medical and dental appointments

- i. *Diagnostic, preventive, and therapeutic services should be scheduled during independent study time where possible.*

4. Other family events – major anniversaries, major birthdays, graduations, family reunions, etc. – are considered on case-by-case basis.

b. **Unexcused Absences***

**Each course will dictate how the unexcused absence will factor into successful completion of the course*

1. Presentation/MCW delegate at more than one conferences/year
2. Travel/Vacations/Social Events
3. Weddings except as stated above

Non-Mandatory Sessions

a. Graded Session – Not Mandatory

1. All unplanned and planned absences allowed for examinations and mandatory sessions apply

Phase 2 MCWfusion-Milwaukee Absence Request Guidelines

Students will have an average of at least one day off per week during their clerkship rotations.

A student who wishes to request a particular day or days off from the allowed one day off per week must complete the Absence Request Form **at least 60 days** before the first day of the discipline specific clerkship. Clerkships will make every reasonable attempt to schedule the student to meet the request but are under no obligations to excuse a student's absence request. The clerkship is not required to alter an already created schedule to accommodate the student.

Students requesting more than the allotted average of one day off per week must provide rationale to the clerkship director/coordinator, and it is up to the clerkship director's discretion to excuse any such request.

Students' days off during a clerkship may be different for different clerkships.

Examinations (OSCEs, CCSE, CRE, and AMBOSS)

OSCEs*, CCSE**, and CRE** exams must be completed in-person. The AMBOSS exam is the only assessment that is virtual. OSCE exams will only be rescheduled with an excused absence. Make-up exams for all excused absences will be re-scheduled after the scheduled exam date.

*OSCEs will take place during Phase 2 Blocks.

**CCSE and CRE will take place during the Capstone course.

a. Excused absences

ii. Unplanned

2. Acute student illness or emergency
3. Family illness or emergency
4. Birth of a child

iii. Planned

2. Religious observation
3. Required military duty
4. Court hearing/jury duty Immigration hearing/Citizenship interview for se
If only
5. Wedding of student or immediate family member
 - b. Immediate family member = sibling, parent, or children
 - c. Up to 2 days of travel and day of wedding only

b. Unexcused absences

- ii. Conferences
- iii. Travel/vacations
- iv. Family events other than those listed above

Mandatory Sessions and Clerkships

- a. Excused absences - All unplanned and planned absences allowed for examinations plus:
 1. Conferences – Up to 2 days of travel and day of presenting
 - i. Student is presenting their work
 - ii. A student may be restricted from attending a conference if not in good academic standing by the Office of Student Affairs.
 2. Weddings - Up to 2 days of travel and day of wedding only
 - i. Family – including extended family members
 - ii. Friend – if member of wedding party

3. Medical and dental appointments
 - i. *Diagnostic, preventive, and therapeutic services should be scheduled during independent study time where possible.*
 4. Other family events – major anniversaries, major birthdays, graduations, family reunions, etc. – are considered on case-by-case basis.
- b. Unexcused Absences –Each clerkship will dictate how the unexcused absence will factor into successful completion of the course

Scholarly Concentration Core Sessions

Scholarly Concentrations is a longitudinal course that requires students to attend all sessions in-person. Regardless of whether absences are excused or unexcused, missing two or more sessions may require formal remediation.

If students are scheduled for clerkship shifts before or after a scholarly concentration session, students are required to attend both the clerkship shift and scholarly concentration session.

Phase 3 MCWfusion-Milwaukee Absence Request Guidelines

Acting Internships, Integrated Science Selectives (ISSs), and Electives

Students should discuss potential absences directly with Phase 3 course directors and/or coordinators prior to submitting their absence request whenever possible.

Submitted absence requests in Phase 3 are reviewed by the course teams. Students will receive an email notifying them about the status of their absence request directly from the course director and/or coordinator.

Each course will dictate how the unexcused absence will factor into successful completion of the course.

Acting Internships

Students will have at least four days off in a four-week rotation.

Students will be allowed no more than two additional flexible days for last-minute interview opportunities.

- MUST be approved by the course director before rotation begins with appropriate documentation provided.
- Cannot occur during scheduled night shifts or required events (i.e., exams, no coverage).
- May be consecutive days or two separate days.
- Arrangements for appropriate coverage or make-up need to be agreed upon before approval.

Exams

Only unplanned absences are excusable. Planned absences during exams are not allowed.

Makeup exams for all excused absences will be rescheduled after the scheduled exam date.

1. Excused absences

a. Unplanned

- i. Acute student illness or emergency
- ii. Family illness or emergency
- iii. Birth of a child

Preparing for Residency & Spiral Weeks

Only absences that will occur during scheduled Spiral Weeks should be submitted for the Preparing for Residency course.

For planned absences due to an away rotation, students should submit an absence request once they receive an acceptance from the host institution.

Refer to Phase 1 & Phase 2 sections above for the list of events qualifying as excused absences.

Regional Campus Clinical Rotation Absence Guidelines

Regional campus students are required to adhere to the applicable MCW attendance guidelines as outlined in the student handbook. For all absences, including unplanned, emergent, or other unexpected absences, students must notify the appropriate MCW course coordinator and their preceptor(s), as soon as feasible. Students are strongly encouraged to contact the appropriate MCW course coordinator first and then submit the [Absence Request Form](#) as soon as they are aware of the need for time away.

Requests for absences made less than 60 days prior to the potential absence may not be granted. All planned absences require completion of the [Absence Request Form](#) and corresponding approval prior to being excused. Requests are not finalized until officially approved. Purchasing non-refundable tickets prior to receiving official approval is at the student's own risk.

Students in their final year will be allowed no more than one day per two-week block, and no more than three days total over a required clerkship/clinical rotation for last minute residency interview opportunities.

All absences from the student's assigned schedule MUST be requested through their MCW course coordinator.

Students may not request absences directly from their preceptors or clinical site schedulers. Failure to adhere to this policy will be addressed as a professionalism concern.

Updated 03.24.2026

Religious Accommodations Policy

PURPOSE:

MCW seeks to create a campus climate that is welcoming and respectful of people from all religious backgrounds and customs. The purpose of this policy is to provide procedures for learners to request accommodation when their religious beliefs, practices, or observances interfere or conflict with MCW academic policies, practices, or requirements.

APPLIES TO:

All medical students at the MCW Central Wisconsin, Green Bay, and Milwaukee campuses.

DEFINITIONS:

Religion: A belief, practice, or observance that includes moral or ethical beliefs as to what is right and wrong, that is sincerely held with the strength of traditional religious views. Social, political, or economic philosophies, as well as mere personal preferences, are not religious beliefs or practices.

Religious Observances: Religious holidays and observances vary among religious traditions and within religious traditions. Religious observances may include attending services and may also require abstaining from work and certain other activities (such as writing, carrying things outside of the home, or the use of electronics) altogether on religious holidays and at other significant times of the year.

Religious Accommodation: Religious accommodation is a minor modification designed to reduce or eliminate conflict between a student's religious beliefs or practices and the program requirements, without causing hardship. Examples may include, but are not limited to, time for prayer during the workday or the ability to attend religious events or observe a religious holiday.

Hardship: Hardship may exist if the accommodation would fundamentally alter academic requirements, reduce or impair, in the opinion of the Dean of Students, the student's learning

opportunities, infringe on the rights of other MCW students or employees, compromise clinical workplace safety, decrease clinical workplace efficiency, or disrupt patient care.

POLICY:

MCW is committed to providing an academic environment that is respectful of the religious practices and observances of its students. MCW's Anti-Harassment and Non-Discrimination Policy (<https://infoscope.mcw.edu/Corporate-Policies/Antiharassment-Nondiscrimination.htm>) prohibits discrimination on the basis of religion, and MCW will make good faith efforts to provide reasonable religious accommodations to those whose sincerely held religious beliefs, practices, or observances may impact a student's schedule of coursework, clinical rotations, and assessments. Such accommodations must not fundamentally alter the integrity of MCW's academic mission and must minimize disruption to the delivery of patient care.

List of Major Religious Observances

To aid in Course/Pathways/Clerkship scheduling and consideration of religious accommodation requests, MCW's Office of Equal Access publishes a list of Interfaith Days observed by individuals from various faith traditions at: <https://infoscope.mcw.edu/Medicine-Intranet/Diversity-Equity--Inclusion.htm>. Course/Clerkship directors should attempt to avoid scheduling high-stakes assessments on religious holidays where religious practices are known to prohibit the performance of work. It is important to note that this list is not all-inclusive and that students may observe and receive accommodation for holidays not on this list.

PROCEDURES FOR SEEKING RELIGIOUS ACCOMMODATIONS

Requests to observe a particular holiday or participate in a date-specific religious practice that conflicts with regularly scheduled educational activities should be made within 2 weeks of the course schedule being posted for a Course or Pathway. Clerkship students should monitor and follow deadlines for submissions laid out during each rotation. A student must submit a request via the **Absence Request Form**. Requests to accommodate a specific religious holiday or ongoing practices and observances should be made as soon as possible in advance of the accommodation needed. MCW does not guarantee that all requests can be accommodated or

that a student will get their preferred accommodation. Accommodation requests will be considered on a case-by-case basis as described below.

Absence Requests

MCW will make reasonable efforts to accommodate timely requests for Accommodations associated with religious observances. Upon receipt of an accommodation request and any supporting materials, the School of Medicine (SOM) Absence Request Team will review the information and discuss the impact, implementation, or feasibility of the accommodation with the Course/Pathway/Clerkship director(s) and coordinator, as necessary. Operationally, the SOM Absence Request Team Phase I coordinator leads will manage Phase I religious accommodation requests in consultation with the appropriate Course/Pathway director(s). The SOM Absence Request Team Phase 2 coordinator lead will manage religious accommodation requests from Phase 2 and 3 students in consultation with the appropriate Course/Clerkship director(s) and coordinator. In the case of a request for long-term accommodation for ongoing religious practices and observances, the SOM Absence Request Team may consult with practitioners of the faith in question to seek to understand practices and accommodation options that may be available.

If the SOM Absence Request Team provides the student notice of approval, it is the student's responsibility to provide the approved accommodation notice to the Course/Pathway/Clerkship director(s) affected. If the accommodation request cannot be approved, the SOM Absence Request Team will provide notice of the reason(s) for denying the request. A student can appeal a denied accommodation to the Associate Dean of Student Affairs and/or the Senior Associate Dean for Education.

Coursework and Assessments.

Having an approved absence does not excuse the student from being responsible for the information shared or expectations set during the missed class(es). Students are responsible for obtaining the materials and information provided during any missed class(es). Additionally, the student must work with the course director(s) and coordinator to arrange for any make-up work

and with the course coordinator and MCW Exam Team to make up any examinations that were missed due to the approved absence. Make-up work or exams must be equivalent to and intrinsically no more difficult than the original examination or assignment.

Clinical Rotations

Phase 2 or 3 students on clinical rotations should work out the details of the absence with their Course/Clerkship director(s) and coordinator following approval of the request by the SOM Absence Request Team. Modifications to schedules (including breaks for prayer), will be supported if these requests do not fundamentally alter the requirements of the clinical rotation, require substantial program modification, or pose safety risks to patients. Non-workdays may need to be used to allow for schedule adjustments or to make up missed time, which results from religious holidays or other religious-related absences.

Policy Against Retaliation

MCW prohibits retaliation against students requesting a religious accommodation in good faith, participating in an approved accommodation, or otherwise engaging in the practice of their religious tradition or custom. Any person who violates this anti-retaliation provision may be subject to disciplinary and/or corrective action.

Non-Discrimination Policy

MCW's Anti-Harassment and Non-Discrimination Policy prohibits discrimination based on religion, among other protected categories. Students who are denied an accommodation and believe that the denial is due to discriminatory animus towards their religion, as opposed to an undue hardship or other legitimate reason, should report their situation to the MCW Medical School Student Affairs Office and/or the Compliance Reporting Hotline via the [Student Reporting Hotline website](#) to pursue a complaint of discrimination.

Process for Requesting Absences

A student must submit a request via the Absence Request Form. The request should be submitted within 2 weeks* of the course schedule being posted for a Course and Pathway.

Clerkship students should monitor and follow deadlines for submissions laid out during each rotation. Exceptions to this time requirement can be made for unplanned absences, as outlined below, where the student should notify the Course, Pathway or Clerkship coordinator or Director before the session is missed, unless there are extenuating circumstances.

Please be aware that requests should not be expected to be granted. A student should not make any travel plans until a request is approved.

After approval of a submitted Absence Request Form, the student is required to notify both the director(s) and coordinator(s) of the Course(s), Pathway(s), or Clerkship(s) of the upcoming absence and missed session(s). The student is still responsible for the material and concepts including clinical skills that are taught during these session(s).

To submit an absence request please visit: [Absence Request Form](#)

Medical Student Dual Role Policy

Conflict of Interest- Physician/Patient “Dual Relationship” Between MCW Faculty and Students

The purpose of this policy is to establish standards for interactions between MCW faculty and students, to ensure that students receiving treatment as a patient of a caregiver/provider are not evaluated by such provider, whether a faculty member, fellow or resident physician, in an academic setting. A “dual relationship” occurs when a clinician provides professional services to a person with whom the clinician has another relationship such as, but not limited to, relatives, close friends, employees or employers, students, or other supervisees (Adapted from Wisconsin State Statute Psy 1.02). MCW seeks to ensure that integrity of medical student education is not compromised by a provider’s “dual relationship” and to minimize even the appearance of improper influence on academic decision-making. MCW believes that this policy will enhance positive and constructive relationships between faculty and students.

Elimination of conflict of interest is a shared responsibility of both the student and the provider. The following procedures are utilized to ensure that clinical providers do not academically evaluate medical students:

Assignment of Students: Academic Role

M1-2 Lectures

- Primarily lecture-based courses with an evaluative component will not be primarily instructed by faculty whose clinical practice (if any) includes routine treatment of medical students.

- Faculty caregivers may present isolated lectures to the student body, provided that there is no direct evaluation and/or personal contact with a student who is receiving treatment by the faculty caregiver.

M1-2 Small-Group Instruction

- Students are assigned to small group courses by the Administrator for Medical Student Education
- After assignment, should the student or instructor (faculty/fellow/resident) identify a dual relationship, re-assignment should be requested from the Administrator for Medical Student Education; Students requesting reassignment need not disclose PHI or other records of the patient relationship. The Administrator for Medical Student Education will promptly reassign any student upon request under this policy.

M3 Clerkship and M4 Electives

- Students are assigned to a clerkship experience by the Medical Student Education Administrator
- After assignment, should the student or instructor (faculty/fellow/resident) identify a dual relationship, re-assignment should be requested. The Medical Student Education Administrator shall reassign the student, preferably to a different site.

OTHER

- A faculty member serving on the Academic Standing and Professional Conduct Committee (ASPC) will recuse him/herself when academic decision-making is required on a student with whom s/he has a dual relationship.
- A faculty member serving on an awards Committee will recuse him/herself when a student, with whom s/he has a dual relationship, is being evaluated for an academic award.

Assignment of Students: Patient Role

- When being scheduled to a provider for care, students should request re-assignment to another provider if they have had a previous non-clinical relationship with the provider.
- Should an error have occurred in the scheduling process, the provider should seek to transfer the student's care as soon as it is practicable.

Signing Off on Evaluations

- Prior to signing off on an academic evaluation, faculty make an attestation that s/he does not have a conflict of interest.

Retaliation Prohibited:

- MCW strictly prohibits any form of retribution or retaliatory behavior. Students are free to request reassignment without fear of reprisal.
- Likewise, provider requests for patient reassignment such requests should be honored by the student.

Uniform Professional Conduct Policy for Clinical Rotations

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

1. Professional Appearance
 - a. Identification: While on clinical rotations, students at all times must wear a Medical College of Wisconsin Name Tag/ID Badge and appropriate identification 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 between 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. Students 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, they 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 in 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 their immediate supervisor, course director, 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. Students are required to provide their own transportation for all Educational and Clinical Experiences. When students are assigned to a rural rotation, housing will be provided by MCW. Students with personal circumstances that would make a rural rotation a hardship should contact the clerkship coordinator no later than 60 days

before the start of the rotation. Regional campus students should contact their Campus Administrator for further information on the housing and fuel policies.

Medical Student Immunization Requirements

Review and approval of documents demonstrating completion of immunizations (b through i), infra is required for class registration.

Review and approval of documents demonstrating completion of a, infra is required to participate in any clinical activities.

- A. **Hepatitis B:** Completion of primary Hepatitis B series of immunizations and serologic testing of immunity to Hepatitis B (titer). If Hepatitis B Titer is negative, repeat booster and re-do titer in 4 weeks. If there is no response to Booster Dose, completion of second Hepatitis B series and re-do titer in 4 weeks.
- B. **Influenza:** Annual influenza vaccination.
- C. **Mumps:** Either a positive mumps antibody titer or two documented MMR vaccinations.
- D. **PPD (Mantoux or QuantiFERON-TB):** TB test done within one year and 90 days (about 3 months) OR IGRA within 90 days (about 3 months) of start date. If PPD is positive, chest x-ray is completed within six months of starting school and Symptom Survey.
- E. **Polio:** Completed the three-dose series of Sabin-type Trivalent Oral Polio Vaccine (TOPV) or four doses of Salk-type Inactivated Polio Vaccine (IPV).
- F. **Tetanus/Diphtheria:** Initial series of three TD immunizations, plus a TD booster within the past 10 years. Tdap, one adult dose, if given more than 10 years ago, Td within the last 10 years is also required.
- G. **Rubella:** Positive rubella antibody titer or a documented MMR vaccination.
- H. **Rubeola (common measles):** Positive measles antibody titer or two documented MMR vaccinations.
- I. **Varicella:** Positive varicella antibody titer or two documented varicella vaccinations.

See Castlebranch for individual requirements and due dates. [Castlebranch](#)

Medical Student Exposure Policy

Purpose: During their training, medical students will participate in direct patient care and will be at risk for potential exposure to blood and bodily fluid. It is the policy of Medical College of Wisconsin to:

1. Limit exposure to infectious agents by directing and educating students in the practice of universal precautions.
2. Establish a protocol that will allow students to be evaluated and tested following exposure in a timely fashion.
3. Coordinate the testing and follow up of lab results between the preceptor and the Student Health Center by a clearly defined protocol **Universal Precautions**.

The center of Disease Control (CDC) has developed precautions to reduce the risk of spread of infectious diseases due to exposure to blood or bodily fluid. Students will be expected to follow these guidelines while on clinical rotations where applicable.

Hand washing (or using an antiseptic hand rub)

- After touching blood, body fluids, secretions, excretions, and contaminated items
- Immediately after removing gloves
- Following and between patient contact

Gloves

- Use in cases of any anticipated contact with blood, body fluids, secretions, and contaminated items
- For contact with mucous membranes and non-intact skin

Masks, goggles, face masks

- Protect mucous membranes of eyes, nose and mouth when splashes of

blood and body fluids is likely.

Gowns

- Protect skin from blood or body fluid contact.
- Prevent soiling of clothing during procedures that may involve contact with blood or body fluids.

Linen

- Handle soiled linen such that it prevents touching skin or mucous membranes.
- Do not pre-rinse soiled linens in patient care areas.

Patient care Equipment

- Handle soiled equipment in a manner to prevent contact with skin or mucous membranes and to prevent contamination of clothing or the environment.
- Clean reusable equipment prior to reuse with an approved disinfectant

Environmental cleaning

- Routinely care, clean, and disinfect equipment and furnishings in patient care areas with an approved disinfectant.

Sharps

- Recapping used needles is not permitted.
- Self-capping safety needles are to be used if available.
- Removing used needles from disposable syringes is not permitted.
- Bending, breaking, or manipulating used needles by hand is not permitted.
- Used sharps are to be placed in puncture-resistant containers.

Patient resuscitation

- Use mouthpieces, resuscitation bags, or other ventilation devices to avoid mouth-to-mouth resuscitation and direct contact with blood/bodily fluid.
- Medical students shall have appropriate didactic and practical training in universal

precautions in preparation for their clinical rotations. Each program shall determine the training necessary for students within that discipline.

- Training will meet the requirements of the OSHA Bloodborne Pathogen Standard (29 CFR 1910.1030) and will include, but not be limited to:

Management of Hepatitis A

Exposure is fecal/oral. Medical students should seek medical care for possible Basic Chemistry Panel and Acute Hepatitis A Panel.

Management of Blood Borne Pathogens (Hepatitis B, Hepatitis C, and HIV)

- Needle Stick
 - Remove gloves immediately
 - Wash the area with soap and water
 - Avoid squeezing or expressing the wound
 - Avoid caustic agents such as bleach
- Blood Splash to Skin
 - Wash the area with soap and water
- Blood/Body Fluid Splash to Mucous Membranes
 - Irrigate area generously with water or sterile saline for 15 minutes.
- For all blood borne pathogen exposure, medical students should seek medical care as soon as possible –guidelines suggest within two hours of exposure.

Management of Exposure to Aerosol Transmissible Pathogens

If infectious aerosol exposure is anticipated from a risk assessment, or the CDC has put out recommendations for their use in a public health situation, a respirator will be worn to mitigate the risk of exposure.

All medical students who wear respirators as part of their education at a clinical site will be fit tested for an appropriate respirator certified by the National Institute of Occupational Safety and Health (e.g., disposable N95, reusable half-face respirator) and undergo an annual medical clearance by the clinical site.

At clinical sites where Powered Air Purifying Respirators (PAPR) are used, medical students will be trained on their use by the clinical site.

Respirators are personal protective equipment and should be provided by the clinical site.

Information on specific pathogens

Management of Tuberculosis Exposure

Medical students will receive training for preventing the transmission of tuberculosis annually. All medical students exposed to TB infected individuals should seek medical care to be tested for infection.

Management of Meningococcal Exposure

If exposure to a patient with meningococcal infection occurs through the first twenty-four hours of the patient being treated with appropriate drug therapy, medical students should seek medical care and possible prophylactic antibiotic therapy.

Management of COVID-19

- Medical students who experience symptoms consistent with COVID-19 infection, including fever, chills, new onset of cough, shortness of breath, diarrhea or vomiting, loss of taste or smell, fatigue, or myalgias are expected to immediately contact the clinical director/coordinator to be excused from service obligations and obtain testing for COVID-19. During the time prior to testing results, the student should not engage in any additional exposure to the clinical setting, public and should self-monitor at home as appropriate.
- Medical students diagnosed with COVID-19 will seek proper medical attention for management of symptoms. They will report their diagnosis to Assistant Provost, MCW HSU for central documentation. And they will not return to clinical duty until cleared by their physician. Once the student is released back to duty, the student will work directly with their clinical director/coordinator to make up for the missed time.

- Medical students are responsible for maintaining adequate health/infection control standards in and outside the clinical environment. Frequent hand washing (greater than 20 seconds), antiseptic hand sanitizers, prevention of touching face or other mucus membranes, cough/sneeze into a tissue or your sleeve; disinfect oft-handled objects and surfaces; proper PPE and social distancing; and avoidance of ill persons are expected.

Incident Reporting

- The student shall notify the attending preceptor, Course Director/Course Coordinator, and the Associate Dean for Student Affairs, about the exposure as soon as possible and follow any established protocol at the site for initial evaluation. Details of the report should include:
 1. The date and time of exposure
 2. Clinical Site, location, and unit information
 3. Details of how the exposure occurred
 4. Details of the type and severity of the exposure
 5. Details about the source patient (i.e., post-exposure management, previous vaccinations, current HIV, HBV, HCV status)
- If an incident report was filed at the rotation site, a copy of this must be sent FMLH Occupational Health Course Director/Coordinator and the Associate Dean for Student Affairs, to be maintained in the student's file.

The student may need an appointment at FMLH Occupational Health for lab work and follow up for post-exposure prophylaxis. If the rotation site is not in a reasonable distance from the Student Health Center, the student should seek care at the nearest facility that can provide appropriate care (initial lab work for HIV, HBV, HCV, and risk assessment to determine the need for chemoprophylaxis, etc.). The student should inform the Associate Dean for Student Affairs, to coordinate this effort and arrange for follow up at the Student Health Center when feasible.

The attending preceptor or appropriate institutional representative should obtain consent from the source patient for appropriate laboratory testing (i.e., HIV, HBV, and HCV status). (Need to make sure it is in the affiliation agreements)

Students should receive post-exposure prophylaxis within hours of the exposure per CDC recommendations, if the status of the source patient is deemed high risk or if there is uncertainty of the source patient's status. If the patient is deemed high risk, the student is to seek medical attention at the nearest available facility that can provide such care and inform the Course Director/Coordinator, the Associate Dean for Student Affairs, and the Student Health Center of this risk.

Some clinical sites will provide post-exposure care to students at no charge. However, some clinical sites may not cover post-exposure care or only a portion of the required care. If care is not covered by the site, a student may elect to use their personal health insurance to cover the cost of post-exposure care. Students must check with their insurance carrier to see if exposure to blood or bodily fluids is covered under their specific plan. For additional guidance: The National Clinician's Post Exposure Prophylaxis Hotline (888) 448-4911 is available 24 hours per day, 7 days per week.

Should sequela from exposure result in illness or debility, the student may work with the Associate Dean for Student Affairs, School of Medicine to:

1. Seeking an excused absence or leave of absence from coursework.
2. Be re-evaluated to ascertain that s/he meets technical standards.

Environmental Exposure Policy

Students who believe their educational environment poses a unique health risk should consult with the Course Director/Coordinator and the Associate Dean for Student Affairs. Individual health

needs will be addressed on a case-by-case basis as required under the ADA/504 to accommodate students with disabilities.

Exposure Policy Approved by Academic Affairs (with input from Legal Office), November 2019, revision approved December 2020

Medical Student Policy on Management of Allergies

To minimize allergy and asthma triggers in the classroom, peanuts/peanut-derivatives and shellfish will not be permitted in Kerrigan Auditorium, HRC, Discovery Classroom or laboratories where compulsory coursework occurs.

Food Allergies

- MCW students are not required to subscribe to a meal plan.
- Aladdin Corporation posts a listing of the day's meal offerings [online](#) and outside the main entrance of the MCW Cafeteria. Managers are also available to answer questions about ingredients.
- Eddie Martini's Enterprises posts daily meal offerings [online](#) and on the Hub Central menu board.
- Students assume the risk when they consume food provided by or brought into MCW.

Inhalant Allergies

- MCW premises shall be cleaned and maintained regularly.
- Antiseptic wipes will be made available in Kerrigan Auditorium, HRC, Discovery Classroom and laboratories.

Non-adherence to this policy will cause immediate removal from the classroom.

Guidelines for Medical Student Dress

Students are expected to dress appropriately 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.

Whenever students anticipate contact with patients, they should dress in a way that enhances their ability to earn the respect of their patients and other healthcare professionals. This includes a clean, short white coat worn over business attire. Affiliates may have specific guidelines for dress. Students must follow these while on rotation.

Endorsed: Executive Committee of the Faculty; August 9, 1983, Revised August 1997, Revised September 2020

Rules for Administration of Medical School Examinations at MCW

This exam policy supersedes its counterpart contained within the All-Student Handbook.

Students are responsible for learning the mechanics of examination navigation and submission and for following the rules for administration of examination. Failure to follow the Rules for Administration of Medical School Examinations may result in notification on multisource feedback to relevant faculty, is notifiable to the Associate Dean for Students Affairs, and in some cases, loss of exam credit as described below.

In-Person Exams

1. Students will receive exam instructions (e.g., exam room assigned, and exam start time) from the appropriate Course/Clerkship Director/ or coordinator via a D2L Brightspace Announcement.
2. Students cannot carry unauthorized items and/or mobile devices into the testing room. These items include but are not limited to the following:
 - a. ALL mobile devices (phones, pagers, smart watches, fitness or activity trackers, recording/filming/transcription devices) except one personal computer with the exam downloaded.
 - b. Ear buds/headphones unless specified by the appropriate Course Director for a video (Ear plugs are allowed.)
 - c. All watches
 - d. All writing devices including pens and pencils other than a personal computer
 - e. Reference materials (books, notes, papers)
 - f. Backpacks, briefcases, or luggage
 - g. Beverages or food of any type (except those required for personal medical reasons. See below.)
 - h. Coats, outer jackets, hooded clothing that can be converted to headwear or ones with a built-in head cover or scarves. If the student gets too warm, the student must leave the item with one of the proctors. Clothing is not allowed on the back of the chair, tied around waist/shoulder, or carried in.
 - i. Students will not be permitted to wear headwear during the examination (unless for religious or medical purposes). Hair ties or bands of ¼ inch or less are acceptable.

- j. Electronic devices (including but not limited to iPads, computers) are restricted to those required to take examination in the exam software.
 - k. Any other item or material that raises reasonable suspicion or may reasonably be construed to enable academic dishonesty.
- 3. Any student with any of the above banned items after the beginning of the exam will be required to give the item(s) to a proctor.
 - a. Notification may be sent to the Associate Dean for Student Affairs, School of Medicine, in a timely manner. The appropriate Course Director(s) will be promptly notified.
 - b. Additional disciplinary action may be warranted and administered, at MCW's sole discretion.
- 4. Students who take electronic course/clerkship exams are required to:
 - a. Download the exam file for each exam in advance of the exam start time.
 - b. Bring a fully charged and working laptop, compatible with the exam software platform.
 - c. Bring a charging cable, privacy filter, exam software credentials, their MCW ID badge, and ear buds/headphones when required to the exam session.
 - d. Stow all personal items, other than those previously identified in this section, in student lockers for Phase I students and in the cubbies in the exam room for Phase 2 and Phase 3 students. (Phase I students are encouraged to store their privacy screen in their student locker when it is not in use.)
 - e. Report to their assigned testing room **before the exam start time.**
- 5. Technology support resources are provided adjacent to the examination room before, during and after the exam. If technical assistance is needed for student-owned laptops as part of an exam session, an MCW ID badge must be provided at the time of assistance. For an emergency situation, loaner laptops, privacy screens, and technology assistance can be obtained from the Exam Team at the entrance to the exam room. Written acknowledgement of assistance from the Exam Team will be sent for all students needing assistance to the student, Course Director(s), and the Associate Dean of Students.
 - a. Repeated request - A second request for a loaner laptop or privacy screen or failure to download exams before arriving to the exam session or to resolve computer compatibility or functional issues will result in the loss of 5% of the final grade of the

exam. A third incidence will result in the loss of 10% of the final grade of the exam and notification and meeting with the Associate Dean for Student Affairs, School of Medicine. Repeat requests need not be for the same incident (i.e., a loaner laptop) in order for the consequences stated herein to apply.

6. Exam software records date and time stamp records of all student activity within the exam software including, but not limited to, start time, answers selected, questions skipped and exam submission. These log files may be used to address student questions, verify exam taker behavior, or for other purposes in MCW's sole discretion.
7. The exam proctor is the official timekeeper. Exam software displays the amount of time remaining for examination which may be inaccurate for late arriving students. At the end of the examination allotted time, regardless of late arrival, students must immediately submit their answers.
 - a. Premature closure of the examination window will not merit additional examination time, except at the discretion of the proctor.
8. An electronic mechanism is used to determine students who are in the exam room and the time students arrive in their assigned room for the exam.
 - a. At the Regional Campuses, students use Top Hat to record their attendance prior to the start of the exam.
9. Students will be provided with writing materials for use during the exam. These materials include but are not limited to any of the following:
 - a. A marker, eraser, and whiteboard or official NBME green board. Students must erase and hand in their marker/eraser/whiteboard or green board as they exit the classroom.
 - b. Pencil and paper: These may be given to the students when entering the room or placed on the tables prior to the students' arrival.
 - c. Students are given detailed instructions at each of the tables that they cannot take/use these exam materials until they have entered the exam code and received access to the exam. Notes or calculations may be written on both sides of the paper/NBME green board during the examination. The paper/NBME green board will be collected at the end of examination session by proctors. Students are not permitted to take the paper/NBME green board with them after the exam.

- d. Notes written or recorded in any way prior to initiating the start of the exam/entering exam password are not permitted. If discovered, notes will be confiscated and an orange card may be issued in a timely manner and sent promptly to the Associate Dean of Students, School of Medicine. The appropriate Course Director(s) will be promptly notified. Additional disciplinary action may be warranted and administered, at MCW's sole discretion.
 - e. Calculators will be provided as part of the examination software for electronic exams or as physical devices for paper-based exams. In addition to the on-screen calculator, a highlight function, a cross-out function, and a list of normal lab values will be provided for electronic exams. Students are not permitted to bring their own calculators or lab values to the exam, unless expressly instructed to do so by Course Director(s).
10. Students are required to use their privacy screens throughout the entire exam.
- a. If a privacy screen is removed, notification will be sent promptly to the Associate Dean for Student Affairs, School of Medicine. The appropriate Course Directors will be promptly notified. Additional disciplinary action may be warranted and administered on a case-by-case basis pursuant to applicable policies.
11. Immediately prior to all exams, an abbreviated list of these Exam Rules will be presented via a video recording or in person by the appropriate Course Directors or other designated faculty members. An abbreviated form of these rules will be projected during the exams.
12. Students will be permitted to leave the examination to use the restroom one-at-a-time for exams in the Learning & Skills Rooms and one per designated restroom near the test site in Kerrigan, Alumni Center, and the Discovery Classrooms in Milwaukee and at the regional campuses. A Milwaukee student requiring a restroom break must scan their MCW ID when they leave and upon their return. Any notes taken on paper during the exam as well as paper examinations must also be left with the proctor during their absence. These items may be collected from the proctor when the student returns to the room. The timer for the exam will continue during restroom breaks. In other words, students taking a break will not be allotted additional time to complete their exams. Proctors will determine whether the time that the student is absent from the room during examinations is reasonable. The proctor may keep a sign-in/sign-out sheet to track the duration of student absences. These breaks

are solely for the purpose of using the restroom, thus students should not visit other areas and should not communicate with others while on break.

13. Students are monitored by proctors throughout the examination, so that students are not consulting sources, exchanging information, or engaging in any other behavior that might reasonably be construed as or enabling impermissible academic conduct. Any student exhibiting cheating, suspicious or unusual behaviors during exams will be promptly reported to the appropriate Course/Clerkship Directors and the Associate Dean for Student Affairs, School of Medicine. The student will be required to meet with the appropriate Course Director(s).
14. Proctors are not allowed to answer questions that pertain to exam questions or content during the exam.
15. Special accommodation may be granted for medical conditions in advance by the Associate Dean for Student Affairs, School of Medicine. Examples include but are not limited to access to food, beverage, or medical testing supplies during an examination period due to medical necessity. These items should be left with the proctor at the beginning of the examination session. A student may be asked to leave the room to consume food or beverage if required as such activity may be disruptive to other students. The exam time allotted will not be extended in these cases, unless extra time has been pre-approved by the Associate Dean for Student Affairs, School of Medicine as part of an accommodation. The Associate Dean for Student Affairs, School of Medicine should be notified by students of this requirement in writing at the beginning of the year for known medical issues. If this is a new medical condition, the Associate Dean for Student Affairs, School of Medicine should be notified before starting a new course or at least one week prior to examinations, or as soon as reasonably possible following diagnosis. A letter from a licensed medical provider is usually required to support this exception to standard examination rules. In the case of a recurring need for food/beverage available due to medical necessity, the request will only need to be made once sometime before the first examination and approval will carry over to subsequent examinations during the academic year. Subsequent requests will need to be made at the beginning of a new academic year.
16. All students, by taking the examination, acknowledge and consent to the following, which may appear on the computer screen at the beginning of each examination administration:
All the test questions used are owned by the Medical College of Wisconsin. Any

dissemination, disclosure or 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, platform, and/or party, or for the purpose of disseminating the information now or in the future, is prohibited and constitutes a violation of the MCW Student Professional Misconduct Policy. Resulting disciplinary action of an appropriate nature will be administered at MCW's sole discretion.

17. 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.

Phase I Remote Examinations

For purposes of these instructions, START TIME is defined as "Time at which students have entered the exam password into Exemplify."

1. Computerized Phase I exams are given remotely using ExamSoft/Exemplify with two add-ons, Exam ID, and Exam Monitor. Exam ID ensures the student is the person taking the exam. Exam Monitor utilizes the student's laptop webcam and microphone to monitor them during the exam. Exam Monitor will create a video record that "flags" speech and movement away from the laptop monitor. "Flags" are reviewed after the exam to determine if inappropriate activity has taken place. Before the exam begins, a consent form will appear asking students to agree to be ID'd and monitored during the exam. Exam ID and Exam Monitor will ensure the exam is fair for all students by guaranteeing the integrity of the exam process. Additionally, exam software records date and time stamp records of all student activity withing the exam software including, but not limited to, start time, answers selected, questions skipped, and exam submission. These log files may be used to address student questions, verify exam taker behavior, or for other purposes in MCW's sole discretion.
2. Students must take their exam using their MCW provided enterprise class Windows Laptop computer (applies only to MCWfusion Phase I students starting in AY2024-25 and beyond).
3. Students will receive an announcement via D2L Brightspace before each exam confirming the exam date, start time, and time allotted for the exam. This announcement will also include the date the exam will be available for download from ExamSoft, as well as additional course-specific information.

4. Students will receive an email from the MCW Exam Team when their exam is ready to be downloaded from ExamSoft. Once a student receives this email, they should download their exam from ExamSoft. Students should not wait until the day of the exam to download their exam. Students will need internet access to download and upload the exam. Internet access will be disabled by Examplify while the student is taking their exam.
5. Students should choose a quiet place indoors to take their exam (avoid ambient noise ... traffic, lawnmowers, barking dogs, etc.). A noisy environment will flag the Exam Monitor. If possible, students should take their exam in a room where they can close the door and block out all distractions. If there is no suitable place available at the student's residence, they should contact the Office of Student Affairs studentaffairssom@mcw.edu.
6. Twenty minutes before the start time of the exam, the MCW Exam Team will release the exam password via a D2L Brightspace announcement (i.e.: 7:40AM for an exam with a start time of 8:00AM). Students may start the exam once the password is announced on D2L Brightspace. The exam time listed is the latest a student may enter the exam password in Examplify.
7. If a student has not started the exam and the exam password has been removed from D2L Brightspace, the student must contact the Exam Team at exams@mcw.edu. Students who do not start their exam within 1 minute of the start time of the exam (i.e.: 8:01 AM for an 8:00 AM start time) will be considered late and subject to the penalties described under the late exam arrival rules in the Medical Student handbook, unless the late start is due to technical issues.
8. When logging into the exam students will see a thumbnail view of their face at the bottom of their computer screen. If they do not see this thumbnail view, they should adjust their webcam until they can see their face.
 - i) Students must use their laptop webcam to slowly complete a 360° view of their room and workspace/desk where they are taking the exam. An instructional video is attached to question 1 to show how to perform this task.
 - ii) Students must hold a handheld mirror in front of their laptop monitor and then use the mirror to scan to the left and right of their laptop to show that they do not have prohibited items in their workspace. When using the mirror to show their laptop, students should slowly scan so the exam team may see the keyboard and monitor.
9. While taking the exam, you will be expected to adhere to NBME-style rules, plus some additional restrictions due to Exam Monitor. These are:

- a. No talking. This includes reading the exam questions aloud to yourself. TALKING will flag the Exam Monitor.
 - b. Avoid turning away from the monitor.
 - c. No headphones or ear buds (foam ear plugs are allowed)
 - d. No headwear (except for religious purposes). This includes headbands.
 - e. If a student is wearing a hooded sweatshirt, the hood cannot be worn over their head.
 - f. Students should erase all whiteboards present in the room in which they are taking their exam.
 - g. No textbooks, notes, paper, writing tools.
 - h. No electronics (other than the laptop, power cord, mouse). Calculators will be provided as part of the examination software.
 - i. No food and drink (unless medically necessary). If a student requires food, drink, or medications during an exam, they should request exam accommodation from the Associate Dean for Student Affairs.
 - j. Students must turn off their cellphones and remove it from the exam space. Students should not be able to see or use their cellphone from where they are sitting to take the exam.
10. Students observed with the prohibited items listed above while taking the exam or during the virtual post-exam review (see Medical School Exam Review and Appeal Procedure for remote Phase I Exams below) will be issued an MSF and be asked to meet with the Associate Dean of Students, School of Medicine. Additional disciplinary action may be warranted and administered, at MCW's sole discretion.
 11. Students who experience computer problems during the exam should email the Exam Team at exams@mcw.edu. Students must announce "computer problem" before getting up to use their cellphones to email the Exam Team. The email should include a phone number at which the student can be reached.
 12. Students should use the bathroom before taking the exam. Students are allowed one bathroom break of no longer than 5 minutes per hour. To use the bathroom during the exam, students must announce "Going to the Bathroom" before getting up and leaving the room. If a student requires additional bathroom breaks during exams for medical reasons, they should request exam accommodation from the Associate Dean of Student Affairs.

13. In place of scratch paper and pencil, students have two ways to take notes: 1) Use the “notes” feature in Exemplify and 2) Use the space in the essay question (question #2 in the exam). This second option allows students to keep all their notes in one place and refer to them as needed. The essay format allows students to have unlimited characters. This question will be worth zero points and will not affect the exam grade.
14. After a student has submitted their exam, the exam file and video monitoring file will be uploaded. The upload process could take up to 30 minutes or longer depending on the student’s internet connection and speed. Students will be able to use their laptop during this upload period.
15. Students are monitored by ExamMonitor throughout the examination to ensure that students are not consulting sources, exchanging information, or engaging in any other behavior that might reasonably be construed as or enabling impermissible academic conduct. The video created by ExamMonitor is reviewed by the Exam Team. Any student exhibiting cheating, suspicious or unusual behaviors during exams will be promptly reported to the appropriate Course/Clerkship Directors and the Associate Dean for Student Affairs, School of Medicine. The student will be required to meet with the appropriate Course Director(s).
16. Special accommodation may be granted for medical conditions in advance by the Associate Dean for Student Affairs, School of Medicine. Examples include but are not limited to access to food, beverage, or medical testing supplies during an examination period due to medical necessity. These items should be left with the proctor at the beginning of the examination session. A student may be asked to leave the room to consume food or beverage if required as such activity may be disruptive to other students. The exam time allotted will not be extended in these cases, unless extra time has been pre-approved by the Associate Dean for Student Affairs, as part of the accommodation. The Associate Dean of Students, School of Medicine, should be notified by students of this requirement in writing at the beginning of the year for known medical issues. If this is a new medical condition, the Associate Dean for Student Affairs, School of Medicine should be notified before starting a new course or at least one week prior to examinations, or as soon as reasonably possible following diagnosis. A letter from a licensed medical provider is usually required to support this exception to standard examination rules. In the case of a recurring need for food/beverage available due to medical necessity, the request will only need to be made once sometime before the first

examination and approval will carry over to subsequent examinations during the academic year. Subsequent requests will need to be made at the beginning of a new academic year.

17. All students, by taking the examination, acknowledge and consent to the following, which may appear on the computer screen at the beginning of each examination administration: *All the test questions used are owned by the Medical College of Wisconsin. Any dissemination, disclosure or 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, platform, and/or party, or for the purpose of disseminating the information now or in the future, is prohibited and constitutes a violation of the MCW Student Professional Misconduct Policy. Resulting disciplinary action of an appropriate nature will be administered at MCW's sole discretion.*
18. At the discretion of the Course Director(s)/Coordinator, in consultation with the Exam Team, the examination may be rescheduled even when an examination is in progress.

Policy for Students Arriving Late to Take an Examination

1. The appropriate Course/Clerkship Director or their representative(s)/coordinator will clearly communicate the expected exam start time for students. For in-person exams, students should be in the exam area prior to the expected exam start time to assure "on-time" arrival on examination days. For remote exams, students should be prepared to log into their exam prior to the start time as noted above under the policy for remote exams.
2. Students arriving late to take an in-person examination must "badge in" and quietly inform the appropriate Course Director or chief proctor of their arrival. The start time for students who log in late for a remote exam will be noted by the MCW Exam Team. Names of students arriving late for an exam will be forwarded to the Assistant Dean for the Basic Science Curriculum after the exam.
3. The appropriate Course/Clerkship Director or the chief proctor has authority to decide how to manage a student arriving late for an in-person exam. In accommodating the late student, every effort will be made to minimize the disruption to other students taking the exam.
4. The student will be expected to complete the exam in the time remaining for the original testing session.
5. Arriving late for exams (after the expected start time (1:01)) is an issue of professionalism. After the exam, students arriving late will receive an email noting their exam start time, their

violation of the on-time exam arrival policy, and their number of prior violations of this policy if any. Students who choose to contest the violation will be asked to submit a Qualtrics form within three business days providing their reason for being late. The Assistant Dean for the Basic Science Curriculum will review this justification. Unless there is a justifiable reason for a late arrival (i.e.: technical problems), the following policy goes into effect:

- a. First offense: notification of late exam arrival violation
- b. Second offense: 5% taken off the exam
- c. Third offense: 10% taken off exam
- d. Fourth offense: additional 10% taken off and students will meet with the Associate Dean for Student Affairs, School of Medicine with possible disciplinary action.
- e. After one year, each student lateness occurrences shall be reset to zero

Medical School Exam Review and Appeal Procedure for remote Phase I Exams

1. Course Directors or their representatives will clearly communicate exam review procedures to students by way of a D2L Brightspace Announcement and the course syllabus in the event one exists. Course examination items, including completed and returned exams, are confidential documents not to be released, reproduced, disseminated, or shared in any forum outside of the testing/review setting.
2. A 15-minute secure post-exam review is provided after a student has exited their exam in Exemplify (or when their exam times out).
 - a. To enter the secure exam review, students should select the “Continue to Review” box. If the “Continue to Upload” box is selected, the exam and exam video will be uploaded to ExamSoft. The student will not be able to go back and access the secure exam review.
 - b. All rules for remote exams apply to the virtual post-exam review. Students are not allowed to write down any notes and study materials are not permitted. Students may not use their phone during the post-exam review.
3. Students can use the notes feature in Exemplify to challenge ambiguous questions. When challenging a question, students should check the “feedback button” in the notes feature to let the course director know they have challenged that question. The word

“CHALLENGE:” must precede the specific challenge submitted. Students are allowed to challenge up to three questions per exam.

- a. For Phase I Courses
 - i. Questions must be marked in ExamSoft for review during the exam.
 - ii. No challenges will be accepted after the exam is submitted.
4. Decisions about challenging questions.
 - a. The appropriate Course Directors will review both the reported questions for accuracy and the question statistics for all questions.
 - b. Statistical analysis of student performance will determine the validity of all exam questions. The Difficulty Index, Answer Frequency, Discrimination Index and Point Biserial are provided to the Course Directors.
 - c. Questions that do not meet statistical standards for validity, or receive large numbers of consistent student comments, are marked for follow-up.
 - d. This follow up question review is performed immediately after the exam by the Course Directors in discussion with the faculty teaching the content area.
 - e. The decision to drop a question or accept two answers as correct on an exam rest with the appropriate Course Director. This decision may be based on consultation with faculty and/or psychometric data for the overall exam and individual questions. The Course Directors will consult the MCW Assessment Team.
 - f. Changes such as acceptance of more than one answer or dropping a question will be communicated through D2L Brightspace Announcements
 - g. Credit will not be given to all students for a specific flawed question. Flawed questions will be removed from the scoring of the exam.
 - h. Responses to individual comments/challenges are at the discretion of the course directors.

Medical School Lab Practical Examinations

1. At the beginning of the course, students will be assigned to a group before testing. Throughout the course of the term, group assignments to testing sessions will be rotated.
2. For timed examinations, students may not begin the examination until instructed by the proctor.

3. For a non-computerized laboratory practical examination that is timed, students must remain at a given station during allotted time (i.e., students will not be allowed to return or advance to a given station during or after the examination unless permitted by the proctor).
4. At the end of an examination, students must immediately:
 - a. Move from the Form and Function Lab to a specified room, transfer answers to the testing program, and submit the answers.
 - b. Refrain from any type of communication while moving from lab to classroom.
 - c. Turn in their paper answer sheets to a proctor.

Disclaimer: Nothing in this policy is intended, nor shall it be construed, to conflict with policies set forth in the All-Student Bulletin, or to limit the rights students have by law including but not limited to those pertaining to ADA accommodations. Questions regarding ADA accommodations or interpretation or application of this policy should be directed to the Associate Dean for Student Affairs, School of Medicine.

Medical School Weather Policy for Exam Administration

1. The status of Milwaukee, Central Wisconsin, and/or Green Bay campuses as to whether they are opened or closed due to severe weather or extreme emergencies is determined by the President, Provost/Executive Vice President/Dean of the Medical School, and Executive Vice President/Chief Operating Officer for Finance and Administration.
2. In the event of closing one or more campuses, the Office of Communications will coordinate the announcement of a closure through the news media.
3. If an examination is scheduled when one or more campuses are closed, the open campuses will administer the exam as scheduled.
4. The examination at the closed campus(es) will be administered as soon as possible following reopening. Students will be notified of the rescheduled date and time by an Announcement on the D2L Brightspace site for the affected course.

Procedures for Evacuation during ExamSoft and NBME Assessments

1. In the event an emergency evacuation (e.g., fire alarm) is required during an ExamSoft or NBME assessment, faculty and students must evacuate according to the emergency procedures established by MCW Public Safety.

2. **ExamSoft** Computer Instructions:
 - a. Before exiting the classroom, faculty proctors should instruct students to **PRESS** and **HOLD** the power button on their laptops until the computer powers off.
 - i. When the computer powers off, the ExamSoft timer will pause until the computer is powered back on. Student progress (completed questions and selected answers) is saved; no responses are lost.
 - ii. If students quickly press and release the power button, this does not power down the computer fully, and the ExamSoft timer will continue to run. The student must PRESS and HOLD. If a student neglects to PRESS and HOLD and fully power off their machine, they forfeit the time lost during the evacuation.
 - iii. Students must leave their laptops in the classroom.
3. **NBME** Computer Instructions:
 - a. Before exiting the classroom, faculty proctors should instruct students to **PRESS** and **HOLD** the Ctrl+Shift+Q on their laptops until the web browser closes.
 - i. Closing the browser will prevent the examinee(s) from losing time in the exam.
4. Paper and pencil Exam Instructions:
 - a. Before exiting the classroom, students will turn in exams with student name to a proctor.
5. Evacuation Instructions:
 - a. Students should exit the classroom and follow the head proctor to the designated Evacuation Assembly Area outside of the building found in the emergency procedures established by MCW Public Safety.
6. Students are prohibited from discussing assessment content during the duration of the evacuation.
7. Once the all clear has been given and it is safe to re-enter the building, students should follow the faculty proctors back to the classroom, take their seats, and press the power button on their laptop to resume their ExamSoft assessment. A universal continuation code will need to be entered by each student on their machine, and this will be provided by exam support staff. Once students have entered the continuation code, their timers will

resume from where they stopped when they powered down their machines. No time is lost if the student powered down correctly.

8. Once students have resumed testing, the faculty proctors will consult with exam support staff regarding any additional actions that may need to be taken, including adjustment to the academic schedule for the remainder of the day, if warranted.

Procedure for Loss of Power or Wi-Fi Connection during Examinations

1. Loss of Wi-Fi Connection

- a. ExamSoft Exams: Because Wi-Fi is only required for opening an exam with an exam code and for closing an exam, students can continue the exam during an outage of Wi-Fi. If there is an outage at the time the exam is ready for submission, the Exam Team or Proctors will give instructions as to where to find Wi-Fi for uploading the exam.
- b. NBME Exams: Because Wi-Fi is required to obtain each individual question; the head proctor will evaluate the situation with consultation with the Exam Team and NBME determines the course of action: wait for restoration of Wi-Fi or reschedule the exam.

2. Loss of Power

- a. ExamSoft Exams: The head proctor in consultation with the Exam Team, the Facilities Team and the Course Directors will determine whether the examination will continue or will be rescheduled.
- b. NBME Exams: The head proctor in consultation with the Exam Team, the Facilities Team and NBME will determine whether the examination will continue or will be rescheduled.

Disclaimer: Nothing in this policy is intended, nor shall it be construed, to conflict with policies set forth in the Medical Student Handbook, or to limit the rights students have by law including but not limited to those pertaining to ADA accommodations. Questions regarding ADA accommodations or interpretation or application of this policy should be directed to the Associate Dean for Student Affairs, School of Medicine.

Medical Student Travel – Organ Procurement

Purpose

The Medical College of Wisconsin is committed to providing students with comprehensive clinical experiences and opportunities that enrich their learning. Unique experiences such as participation in organ procurements expose students to the full spectrum of surgical management specific to organ transplantation. This exposure helps students gain an appreciation for the process of organ transplantation for the patient perspective and allows students to expand their clinical knowledge of Transplant and Cardiothoracic surgery. This policy provides teaching faculty, administrative leaders, and medical students with rotations in Transplant and Cardiothoracic Surgery with guidelines and procedures for students interested in participating in organ procurement experiences that require travel.

Policy

- Medical student participation in organ procurement trips is optional.
- Medical student participation is allowable for ground transport only.
- Medical students who wish to participate in organ procurement travel must sign a waiver prior to travel.
- Work hours must be included as part of student's limit of 80 hours per week, averaged over each 4-week period. All hours worked during a procurement, including travel, must be documented on the clerkship's monthly work hours logs.
- Accepting or declining to participate must not affect a student's evaluation while on a clinical rotation.
- The Department of Surgery manages the process and students who elect to participate, including approvals and waivers.
- Student travel specific to organ procurement is considered part of the student clinical learning experience and is, as such, covered under the MCW Liability Insurance.

Procedure

Responsibilities - Department of Surgery

- Developing, administering, and managing a process and records for medical student organ procurement travel during a clinical rotation.
- Maintaining annual approval forms, signed by Cardiothoracic and Transplant Surgery Division Chiefs, for travel.
- Division Chiefs are responsible for granting annual written permission for students to participate in organ procurements while on service.
- Concerns or specific situations requiring special approval should be directed to the Associate Dean - Curriculum or Assistant Dean – Clinical Curriculum
- Responsibilities – Medical Student
- Provide copy of student signed waiver to the Surgery Clerkship Program Manager and the Froedtert preservation coordinator.
- Recognize and understand their role as a student observer throughout the procurement process.
- Maintain record of hours worked while attending organ procurement. Work hours must be included as part of student’s limit of 80 hours per week, averaged over each 4-week period. Documented hours during procurement should be included in monthly work hours logs submitted at the end of the clerkship.
- Abide by all policies and procedures as set forth by Froedtert Hospital.

Responsibilities – Partner Organization Preservation Coordinator

- Assessing physical capacity to accommodate an observer. This includes any and all ground or air transport. Additional transport will not be provided if only required to accommodate the student observer.
- Maintaining documents for medical students approved for travel as required by the partner organization.

Attachments:

- Division Chief Approval Form
- Medical Student Waiver Form

Effective Date: July 2021

ACADEMIC POLICIES AND PROCEDURES

For forms, procedures, and policies from the Office of the Registrar please:

- **Students** (<https://www.mcw.edu/education/academic-and-student-services/Registrar/students>)
Important resources regarding academic calendars, handbooks, catalogs, schedule of classes, transcripts, verifications, and links to forms.
 - Includes:
 - Academic Calendars (<https://www.mcw.edu/education/academic-and-student-services/Registrar/academic-calendars>)
 - Course Catalog & Schedule of Classes (<https://banner9ss.sis.mcw.edu/StudentRegistrationSsb/ssb/registration>)
 - Registration procedures (Expand **Milwaukee Medical School Registration & Scheduling section**)
 - Records, Requests and Forms (Expand sections below)
 - Current Student Forms
 - Transcript Requests
 - Enrollment Verification
 - Student Handbooks and Academic Bulletins (Expand section, as we link to these resources)

- **Alumni & Graduating Students** (<https://www.mcw.edu/education/academic-and-student-services/Registrar/alumni-and-graduating-students>) Important resources regarding diplomas, licensing, Medical Student Performance Evaluations (MPSE) (also known as a Dean's Letter), and transcript orders.
 - Includes information below (Expand sections under **Records and Requests**):
 - Diploma information
 - Licensing
 - MSPE (Dean's Letter)
 - Transcripts
 - Third-Party Resources

- MCW/Marquette Medical Alumni Association
(<https://www.mcw.edu/departments/alumni-association>)
- **Faculty & Staff** (<https://www.mcw.edu/education/academic-and-student-services/Registrar/faculty-and-staff>) Important resources regarding academic calendars, catalogs, systems, and policies.
 - Includes information below (Expand sections under **School Schedules, Courses and Academic Systems**):
 - Academic Calendars (<https://www.mcw.edu/education/academic-and-student-services/Registrar/academic-calendars>)
 - Course Catalog & Schedule of Classes (<https://banner9ss.sis.mcw.edu/StudentRegistrationSsb/ssb/registration>)
 - Academic Systems Guide
 - Grading Policy (Expand section under **Student Handbooks and Grading Policies**)
 - Student Handbooks and Academic Bulletins (Expand section, as we link to these resources)
- **Family Educational Rights and Privacy Act (FERPA)**- <https://www.mcw.edu/about-mcw/family-educational-rights-and-privacy-act>
 - Includes:
 - Definitions
 - Policy
 - Procedure
 - References
 - Attachments- none provided
 - Policy Revisions- noted at the bottom of the page

Medical Student Record Access Policy

The Office of the Registrar defines the academic record as follows:

- Academic Standing correspondence and decisions
- Address, Email and Telephone information
- Alpha Omega Alpha correspondence
- Application for Admission
- Assessments and Evaluations
- Citizenship DOB SSN Update forms
- Correspondence pertaining to the academic record
- Diploma replacement forms
- Emergency contact information
- FERPA authorization forms
- Final Grades
- Grade change forms
- MCAT scores
- Memoranda pertaining to the academic record
- Name Change forms
- Transcript request forms
- Withdrawal forms

All non-academic records including credit reports, criminal background checks, health records, immunization records, public safety records, and Title IX records are maintained outside of the Office of the Registrar by respective offices.

Our student medical records are stored in a document management system that is housed behind comprehensive, up to date security methods. These include role-based security, multi-factor authentication, firewalls, and encryption. Application-level permissions restrict user access based on user permissions and document types.

All new employees of the Medical College of Wisconsin are required to successfully complete online Family Educational Rights and Privacy Act (FERPA) training. All MCW employees with access to the Student Information System are required to successfully complete online annual FERPA training. The Office of the Registrar regularly provides in-service training to colleagues across the institution.

The Office of the Registrar works closely with Information Services and Systems Management to ensure that access to records and systems is restricted to those with a legitimate educational need to know as defined by the Family Educational Rights and Privacy Act (34 CFR Part 99). The Systems Management team maintains a spreadsheet of access levels and roles for the new Student Information System. As employees leave the institution, their access is terminated immediately.

Administrators have access to academic information if and only if the administrator has a legitimate educational need to know the information. For example, the Office of the Registrar has access to all academic information, however, the Office of the Registrar does not have access to financial aid and tuition information.

Advisors have access to review class schedules and grades only for those students to whom they are assigned as advisors.

Faculty members, including course coordinators and directors, have access only to the class and grade rosters for which they are responsible.

MSPE letter writers have access only to the records to whom they are assigned as letter writers. Medical students' academic records are kept in a locked room near the Office of the Registrar, which is accessible only to Office of the Registrar personnel. Some records are also stored online in the student information system on servers secured by MCW Information Services, as well as a secure drive available only to certain members of the Office of the Registrar.

Policy and procedure for a member of the faculty/administration to gain access to a medical student's educational records.

In the event an administrator, faculty member or staff member requests access to a student's record and there is no apparent legitimate educational reason for the request (e.g., the requester is not an advisor), the student must complete a FERPA authorization form authorizing the release of the information. The form is available only from the Office of the Registrar and is not available online to prevent unauthorized signatures. Office of the Registrar personnel are required to be physically present while such academic records are reviewed.

Per the Family Educational Rights and Privacy Act (FERPA), MCW annually notifies all students of their FERPA rights, including their rights to inspect and/or amend their records. This notification is sent to students via email, and is also available [online](#). Effective Fall 2018, the new Student Information System provides students additional information along with the opportunity to select FERPA address, email, and telephone blocks directly in the system.

Following is a sample of the annual notification to students:

Annual FERPA Notice

The Family Educational Rights and Privacy Act (FERPA), found at 34 CFR 99), as amended, is a federal law administered by the U.S. Department of Education that protects the privacy of student records.

The Medical College of Wisconsin is subject to FERPA and maintains a FERPA Policy (ED.GN.030) available on Infoscope. Under this policy, an MCW student has the right to:

Inspect and review the student's education records by contacting the Office of the Registrar.

Request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

The student must submit any such request to the Office of the Registrar.

Provide consent before MCW discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent; and

File a complaint with the U.S. Department of Education concerning alleged failures by MCW 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, DC 20202

The Medical College of Wisconsin has designated the following as **directory** information, or information that is generally releasable without authorization from the student:

Name, address, telephone number, MCW email address, photographs and electronic images, date and place of birth, major field of study, enrollment status, dates of attendance, degrees, awards, and academic honors received (including names of scholarships), and residency placements.

A current or former student may withhold the release of **directory** information at any time by completing a form available from the Office of the Registrar. Each time a student with a FERPA block wishes for any agent or employee of the Medical College of Wisconsin to release information, he/she must provide specific written authorization to do so.

MCW may disclose personally identifiable information from a student's education record without the student's consent when such disclosure is to other school officials whom MCW has determined to have legitimate educational interests in the information.

Per the MCW FERPA Policy, a school official is:

A person employed by MCW in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff).

A student serving on an official committee, such as a disciplinary or grievance committee.

An auditor, contractor, consultant, volunteer, or other party to whom MCW has outsourced institutional services or functions, provided that party: 1) performs an MCW service or function for which MCW would otherwise use employees; 2) is under MCW's direct control regarding use and maintenance of the education records; and 3) is subject to FERPA guidelines governing the use and re-disclosure of personally identifiable information from education records.

Also per the MCW FERPA Policy, a legitimate educational interest includes: (i) conducting business specified in the school official's position description or contract or pursuant to written/oral direction from their supervisor or the school dean; (ii) conducting business related to a student's education; (iii) conducting business related to the discipline of a student; or (iv) providing a service or benefit relating to the student, such as health care, counseling, job placement, honor societies and academic honors consideration, or financial aid including scholarships.

In addition to school officials, MCW may also disclose personally identifiable information to other individuals or institutions without the student's consent. See the [MCW FERPA Policy](#) for more details.

The following section of the MCW FERPA policy pertains to the inspection of education records:

Inspecting Education Records

A student may request to inspect his/her education records by contacting the Office of the Registrar. The request must specify and identify as closely as possible the desired records, and is subject to the following:

All inspections must be done in person.

At the time of the inspection, the student must provide proper identification containing a photo ID, verifying that he/she is the person whose education record is being accessed.

MCW shall make good faith efforts to ensure the desired education records are made available for inspection and review within ten (10) calendar days, but in no event later than forty-five (45) calendar days, from the Office of the Registrar's receipt of the student's request.

The designated staff person(s) must supervise in person the student's inspection of the education record contents.

A student will be free to make notes concerning his/her education record's contents but will not be allowed to remove, copy, or record or create images (photographs, audio, etc.) of any materials from the records at the time of inspection, nor may someone do so on his/her behalf. See *Fees for Copies of Records* section for more details.

All requests must comply with this policy, and MCW reserves the right to reject any non-compliant or incomplete request.

All students who request to inspect their education records must complete a form available from the Office of the Registrar (OTR). The OTR will arrange a date and time to meet with the student.

To accommodate students at the regional campuses, the student record will be scanned and securely transmitted to an administrator at the regional campus, who will review the record with the student.

Procedure for medical students to challenge the following:

1. Content of the MSPE

Every student has a minimum 30-minute appointment to preview the content of their MSPE with the assistant/associate dean who has authored the letter. During this time, the student has the opportunity to read the content of the letter and identify errors and misinformation. Upon completion of the Summary portion of the letter, the letter is printed out for the student's final review. Students may pick up the completed draft and are given 72 hours to review and return the final draft with any suggested corrections identified. The letter's author reviews the student's suggestions and can adjust the letter at his or her sole discretion, based on the student's input. If a student does not return a letter with suggested changes after the 72-hour review period passes, the letter is considered final.

2. Course and clerkship data and non-course/clerkship-based assessments (e.g., examination performance, OSCE performance, narrative assessments)

Students have access to their clerkship examination performance and narrative assessments after the final grades are determined. By MCW policy (see below), students may challenge an examination grade or narrative assessment within 30 days of the posting of the grade.

3. Course and clerkship grades

Students have access to their course and clerkship grades after the final grades are determined. By MCW policy (see below), students may challenge an examination grade or narrative assessment within 30 days of the posting of the grade.

For students at all campuses, MCW reserves the right to refuse the student access to the following:

Information contained in the record about student(s) other than the one whose record is being inspected. The student may inspect and review only that portion of his/her record that relates to him/her. MCW reserves the right to redact or withhold all other information.

Financial records, including any information those records contain of the student's parent(s). Confidential letters and confidential statements of recommendation placed in the education record of the student before January 1, 1975, subject to FERPA.

Confidential letters and confidential statements of recommendation placed in the student's education records after January 1, 1975, subject to FERPA, if the student has waived his/her right to inspect the same, and those letters and statements are related to the student's admission to MCW, application for employment, or receipt of an honor or honorary recognition.

Those records are excluded from the FERPA definition of education records.

SUPPORTING DOCUMENTATION

Medical school policies and procedures related to medical students' ability to review and challenge their records, including the length of time it takes for students to gain access to their records.

FERPA

The following, taken from the [MCW FERPA policy](#), references the fact that most requests to inspect records occur within 10 days, but no more than 45 days

Inspecting Education Records

A student may request to inspect his/her education records by contacting the Office of the Registrar. The request must specify and identify as closely as possible the desired records, and is subject to the following:

All inspections must be done in person.

At the time of the inspection, the student must provide proper identification containing a photo ID, verifying that he/she is the person whose education record is being accessed.

MCW shall make good faith efforts to ensure the desired education records are made available for inspection and review within ten (10) calendar days, but in no event later than forty-five (45) calendar days, from the Office of the Registrar's receipt of the student's request.

The designated staff person(s) must supervise in person the student's inspection of the education record contents.

A student will be free to make notes concerning his/her education record's contents but will not be allowed to remove, copy, or record or create images (photographs, audio, etc.) of any materials from the records at the time of inspection, nor may someone do so on his/her behalf.

MEDICAL LIABILITY INSURANCE

Office of Risk Management- Certificate of Self-Insurance

THE MEDICAL COLLEGE OF WISCONSIN, INC.

PROFESSIONAL LIABILITY INSURANCE PROGRAM

To Whom It May Concern:

This is to certify that all Medical College of Wisconsin medical students in good standing, are insured by The Medical College of Wisconsin Professional Liability Insurance Program (“Program”), as approved by the Wisconsin Commissioner of Insurance. The Program provides occurrence-type professional liability coverage in the amount of **\$1,000,000 per occurrence and \$3,000,000 in aggregate** per policy year for The Medical College of Wisconsin, Inc., including its **medical students** and Allied healthcare personnel, and for each of the College's full-time or full professional effort faculty and staff physicians.

Additionally, The Medical College of Wisconsin is covered by the Wisconsin Injured Patients and Families Compensation Fund (“Fund”), which provides excess coverage over the basic limits of the Program, as outlined in Section 655.27 of the Wisconsin Statutes. The underlying coverage plus the Fund coverage results in uncapped, unlimited coverage for claims against an MCW medical student.

8701 Watertown Plank Road

PO Box 26536

Milwaukee, WI 53226

(414) 955-3150

Campus Reassignment Policy

The Medical College of Wisconsin and the Admission Committee strive to place students in a campus environment where it is believed students will be successful and have a career path consistent with each student's goals. Because of personal or academic reasons, there may be times that it may be in the student's best interest to move from one MCW campus to another (reassignment). This policy delineates the process for how reassignment requests will be decided.

Upon Admission at MCW: In general, students may not opt out of a specific campus and request reassignment to an alternate MCW campus once they confirm their acceptance to a specific campus. In exigent circumstances - that have developed after acceptance - students can request a reassignment. The reason(s) necessitating a reassignment will be reviewed by the Dean of the regional campus. If approved by the Dean of the regional campus and the Associate Dean of Student Affairs of the Milwaukee campus, this request is forwarded to the Admissions Committee for consideration. In its review, the Admissions Committee may require additional materials, including personal interviews.

Acceptance at the alternate campus is not guaranteed and is subject to the availability of space in the class at that campus. In circumstances where no space is available, students may be offered the option to defer matriculation for a year so that space will be available.

Full-Time Student Status

Students must be enrolled in a minimum of nine (9) credits per term in order to be considered a full-time student, as defined by the Office of Financial Aid.

Term Limit

The graduation requirements for the MD program set limits on the amount of time the student may take to complete an MD degree. The following principles govern the mandated term limits.

1. Students must satisfactorily complete the curriculum of any given academic year in no more than two calendar years.
2. The entire Phase 2 of the MD curriculum must be completed in consecutive months. Any exception to this rule will require the advance permission of the Associate Dean for Student Affairs and will depend on the curriculum schedule as dictated by the Associate Dean for Curriculum and the Office of the Registrar.
3. The student must demonstrate satisfactory ongoing academic progress to be eligible to extend their enrollment past 6 years for the MD program and 9 years for the MSTP program.
4. The student must meet with the Associate Dean for Student Affairs at least 6 months before either the completion of 6 years in the MD program or 9 years in the MSTP program. They should present a clear and viable plan acceptable to the Associate Dean for Student Affairs that will demonstrate the ability to graduate within the allotted time. Students who fail to provide an acceptable plan to the Associate Dean for Student Affairs will be required to meet with the Academic Standing and Professional Conduct Committee (ASPC) before the applicable 6 or 9-year term limit to seek permission to continue their education beyond the allotted time.
5. All students on Academic or Disciplinary Probation will be reviewed automatically by the ASPC for permission to continue their education, if needed, past the sixth year for the MD program or ninth year for the MSTP program. ASPC reviews will be scheduled approximately 6 months before the end of the program.
6. The student who is not approved by the ASPC to continue past their sixth year in the MD program or the ninth year in the MSTP program will be administratively withdrawn from the MD program by the Associate Dean for Student Affairs.
7. No extension of enrollment past 6 years for the MD program and 9 years for the MSTP program will be allowed unless approved by the ASPC.

8. Students who are ineligible to continue in the MD program based on the above term limits may apply for the Master of Science in Medical Sciences degree, provided they have fulfilled the criteria for that degree.
9. These students may appeal their withdrawal from enrollment by notifying the Associate Dean for Student Affairs within 7 days of the withdrawal notice. If a student timely appeals that decision, the student will be provided with an academic dismissal hearing from the School of Medicine per the Academic Dismissal Hearing Policy.
10. Extensions to these time limits, granted by the ASPC, will be on an individual basis and limited to extenuating circumstances, such as verified medical conditions, documented unforeseen family obligations, and military service etc. Extensions will only be granted in rare situations.
11. Students on Phase 1 deceleration and those mandated by the School of Medicine to repeat a year or take a leave of absence for one or more semesters are only allowed the maximum term limit (6 years – MD; 9 years – MSTP) to complete graduation requirements, absent an extension by the A

Definition of Terms	Standard	Maximum
MD Program – MCW Milwaukee, MCW-Green Bay and MCW-Central Wisconsin MD/MS Program	4 years in MKE 4 years (3-year option) in CW or GB	6 years
Doctor of Medicine/ Doctor of Philosophy (MSTP)	7 years	9 years

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 temporary withdrawals, 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 MCW

Add/Drop Courses

Students must register for courses in accordance with the dates and deadlines established by the University Registrar. These dates are enforced for several reasons including clinical/hospital, faculty, and patient resources. MCW and its clinical/hospital partners rely on students. When a student requests to drop a class after the deadline, the student effectively denies the clinic/hospital ample time to reallocate resources and denies other students the opportunity to register for the class.

Students may not drop a class, clerkship, elective, rotation, etc. once it has started. A student who wishes to leave a class once it has started will receive a grade of “W” for withdrawn on their record.

Add/Drop Dates for Medical Students	For Rotations That Begin in the Month of
May 15	July
June 15	August
July 15	September
August 15	October
September 15	November
October 15	December
November 15	January
December 15	February
January 15	March
February 15	April
March 15	May

Add drop exception request procedure

If a student needs to change their rotation schedule past the Add-Drop deadline listed above, they must complete the Add-Drop Exception Form and submit it to the course director of the new course they wish to add. After the Course Director or designee approves and signs Section 2 of the form, the form should be forwarded to the Associate Dean for Student Affairs for approval. Once approved, the form is sent to the Office of the Registrar for processing. The student must inform the course that is being dropped. The approval is contingent on the provision of a reasonable explanation for the change.

MCW School of Medicine Extramural Electives Policy

This policy outlines the process of approval of extramural (away) electives that medical students undertake while enrolled in the MD program.

Extramural (Away) electives are those that are outside the list of (intramural) electives provided by the MCW Office of the Registrar.

Research elective month with adjunct MCW faculty is permitted as a research elective month, without the "extramural" (away) elective oversight from Student Affairs.

Research elective month proposals with mentors who are not adjunct faculty of MCW must be considered extramural (away electives) and will need approval from Student Affairs after proper vetting that will include details of the research to be performed, provision for supervision, evaluation, and must not be with any friends or relatives with a potential conflict of interest.

The extramural electives include electives within the United States as well as Global Health Electives.

Students may apply to extramural electives through the Visiting Student Learning Opportunities (VSLO) Program of the American Association of Medical Colleges (AAMC).

Military students may apply to extramural electives through the United States Military. The Associate or the Assistant Dean for Student Affairs must approve all other extramural electives.

All other extramural electives must be approved by the Associate or the Assistant Dean for Student Affairs.

Procedure for approval of extramural electives:

The student who wishes to enroll in an extramural (away) elective not offered through the VSLO or the military must apply at least 60 days in advance of the start of the elective rotation. They must submit the [Qualtrics Away Acceptance Form](#), to ensure the away elective details are available for review.

Extramural electives within the United States:

VSLO: Enroll through the Office of the Registrar

Military electives: Enroll through the Office of the Registrar

Other away electives: Email the Assistant Dean for Student Affairs with details of the rotation, the host institute, and the point person at the host institute for approval.

Extramural Global Health Electives:

Email the Director of the Global Health Program at globalhealth@mcw.edu with details of the rotation, faculty contact at MCW, the host institute, and the point person at the host institute to start the approval process. Final approval will be given through the Office of Student Affairs (the Assistant or the Associate Dean for Student Affairs).

Extramural electives (Away electives) application procedure

Please note that the descriptions outlining how students apply for VSLO and non-VSLO away electives are included in the Phase 3 Away Elective Guide (linked on the OTR site), including the non-VSLO pre-approval process (page one) and the VSLO application workflow steps (page two). Visit [Office of the Registrar](#) for more information.

1. Visit the **Office of the Registrar’s webpage**: mcw.edu/registrar
2. Scroll to **Registrar Resources for Students, Alumni, Faculty, and Staff**.
3. Click on **Learn More** in the **Students** section.
4. Select **Current Student Forms** for the Add/Drop Exception or click on **Milwaukee Medical School Registration & Scheduling** to view information such as the **Add/Drop Deadlines**, the **MCWconnect Registration Guide for Medical Students**, and the **Phase 3 Away Elective Guide**.

Please also note that the Office of the Registrar does not manage Global Health electives (4720x). Global Health away electives completed outside VSLO follow the standard “outside VSLO” procedure outlined in the guide.