



SCHOOL OF
MEDICINE
STUDENT
HANDBOOK

2026-2027AY

Medical College of Wisconsin

School of Medicine Student Handbook

This handbook contains information, policies, and procedures specific to students enrolled in the Doctor of Medicine program. It is to be used in conjunction with the MCW All Student Bulletin, which includes information, policies, and procedures that pertain to all students at the Medical College of Wisconsin.

As a student enrolled at the Medical College of Wisconsin, you should be knowledgeable of the College's policies, rules, regulations, and administrative procedures that affect you. Medical students are responsible for making themselves aware of all the information presented in this book.

Although every effort has been made to verify the accuracy of information in this publication, the School of Medicine reserves the right to amend policies and procedures without notice as necessitated by governing authorities or administrative needs. Changes will become effective whenever the proper authorities determine and will apply to all matriculated students.

Generally, revisions are made annually to the handbook. Anyone with suggestions for amending or changing any of the information in this handbook should make those suggestions in writing to the Office of Student Affairs. It is the responsibility of the student to seek clarification in the Policies and Procedures Guide

Further information can be obtained from the Office of Student Affairs

The Medical College of Wisconsin is accredited by the Higher Learning Commission (HLC) and the Liaison Committee on Medical Education (LCME).

Non-Discrimination Statement

The Medical College of Wisconsin (MCW) is committed to fostering a community of outstanding faculty, staff, and students, as well as ensuring equal educational opportunity, employment, and access to services, programs, and activities, without regard to an individual's sex, age, religion, disability, marital status, national origin, sexual orientation, and any other basis prohibited by law or regulation. Employees, students, applicants, or other members of the MCW community (including but not limited to vendors, visitors, and guests) may not be subjected to harassment that is prohibited by law or treated adversely or retaliated against based upon a protected characteristic.

MCW's policy, as well as federal and state laws and regulations, prohibit unlawful discrimination and harassment. These laws include the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, and Title VII of the Civil Rights Act of 1964 as Amended by the Equal Employment Opportunity Act of 1972. These laws prohibit discrimination and harassment, including sexual harassment and sexual violence.

Student inquiries concerning Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990 may be referred to Jennifer Kusch, PhD, Assistant Provost for Student Affairs, jkusch@mcw.edu (414) 955-4860.

STUDENT LIFE	6
ACADEMIC SUPPORT	7
Office of Student Affairs	7
Career Services:	8
Residency Advisor Program:	8
Individual Career Counseling:	9
Student Accessibility	9
Academic Support and Enrichment (ASE)	10
Academic Remediation and Resource Team (ARRT)	10
Learning Community Navigators (LCN)	11
ACADEMIC EXCELLENCE	12
Office of Student Scholarly Activities	12
Scholarly Concentrations	12
Scholarly Project	13
Summer Academic programs For Medical Students (SAMS)	13
Dual-Degree programs	14
MCW Graduation with Honors Distinctions	14
Honors Distinctions	14
Honor Societies	15
Alpha Omega Alpha	15
Gold Humanism Honor Society	15
Awards and Honors	16
Departmental Awards	17
Medical Student Performance Evaluation (MSPE)	24
STUDENT HEALTH AND WELLNESS	25
Office of Student Health and Wellness	25
Prioritize You: MCW Student Wellbeing Program	25
Student and Resident Behavioral Health	25
Milwaukee Campus Resources	26
Green Bay Campus Resources	27
Central Wisconsin Campus Resources	27
Exercise Facilities	28
Milwaukee Student Wellness Lounge	28
Student Health Insurance	29
Title IX	29
Occupational Health	30
Central Wisconsin Occupational Health	30
Green Bay Occupational Health	30
Milwaukee Occupational Health	31
STUDENT ENGAGEMENT	32

CEREMONIES	32
White Coat Ceremony	32
Hooding & Senior Awards Ceremony	32
Commencement Ceremony	32
Student Assembly	33
Student Organizations and Interest Groups	36
Student Volunteer Opportunities	36
MCW REQUIREMENTS FOR MD DEGREE	37
TECHNICAL STANDARDS FOR ADMISSION, RETENTION, PROMOTION, AND GRADUATION	37
POLICIES AND PROCEDURES	41
Medical Student Professionalism: Professional Conduct and Behavior Policy	41
Uniform Professional Conduct Policy for Clinical Rotations	42
Attendance and Absence Requests	48
Temporary Withdrawal or Leave of Absence	48
MCW-Milwaukee	49
MCW-Green Bay and MCW-Central Wisconsin	49
Permanent Withdrawal	49
Master of Science in Medical Sciences Degree	50
Academic Standing and Professional Conduct Committee	51
MCWFUSION CURRICULUM	52
MCW Global Competencies	52
Curricular Options	53
Decelerated Phase 1 Curriculum (Milwaukee Campus)	53
Extended Phase 3 Curriculum (Regional Campuses)	54
Extramural electives	54
Research Electives	54
Extramural Electives within the United States	55
Extramural Global Health Electives	55
Grading Policies	55
Phase 1 Grading	55
Phase 2 Grading	55
Phase 3 Grading	56
Grade Appeal Policy	57
ADMINISTRATIVE SUPPORT	58
Office of the Registrar	58
Campus Reassignment Policy	58
Academic Calendar	58
Registration for Courses	59

Add/Drop Courses	59
Exceptions to Add/Drop Policy	60
Phase 3 Electives Scheduling	60
Full-Time Student Status	61
Term limit	61
Academic Progress	61
Medical School Grading System	62
Student Account Services	64
Tuition	64
Wisconsin Residents	64
Regional Campus Tuition	64
Decelerated/Extended Terms	65
Tuition Refunds	65
Financial Aid	66
PUBLIC SAFETY	66
STUDENT CONCERNS AND COMPLAINTS	67
LIST OF POLICIES AND PROCEDURES	69

STUDENT LIFE

The Oath of Hippocrates

The Oath of Hippocrates traditionally has been sworn by physicians at the time of graduation from medical school. The precepts of the Hippocratic Oath are also important throughout undergraduate medical education. Since it was originally developed as a part of the Hippocratic Canon about 400 BC, the oath has undergone several changes from the original Greek version. The version used by the Medical College of Wisconsin in its Commencement exercises is based on the Declaration of Geneva and was written by medical students in 2019.

As a member of the medical profession: I pledge to dedicate myself to the service of humanity through the art and science of medicine; The health and well-being of my patients will be my first consideration; I will respect the autonomy and dignity of my patients; I will value the individuality of my patients and care for all of them to the best of my ability; I will safeguard the confidentiality of my patients; I will practice my profession with conscience and integrity and in accordance with medical standards; I will share my medical knowledge for the benefit of the community and the improvement of health care; I will give to my teachers, colleagues, and students the respect and gratitude that is their due; I will attend to my own health, well-being, and abilities so that I am able to provide the best care for my patients; I will engage in honest self-reflection upon my character, acknowledging both my strengths and limitations; I will not use my medical knowledge to violate human rights or civil liberties, even under threat. I make these promises solemnly, freely, and upon my honor.

ACADEMIC SUPPORT

Office of Student Affairs

Associate Dean for Student Affairs

Assistant Dean for Student Affairs

Program Manager for Student Affairs

Program Coordinator Student Affairs

Event Consultant Student Affairs

Program Manager for Career Services

Program Coordinator Career Services

The Office of Student Affairs offers academic and student support services to enhance medical students' academic achievement and quality of life. The programs run by the Office of Student Affairs are designed to facilitate learning, elective selection, career counseling, United States Medical Licensing Exam preparation, specialty selection, and the residency application process. The Office of Student Affairs is dedicated to improving the quality of student life. An overview of the programs and services offered is presented below.

The Office of Student Affairs for the School of Medicine is dedicated to supporting and improving the quality of student life through:

- Addressing student concerns via Student Assembly (SA), providing a connection to other staff and faculty offices
- Promoting student development by providing leadership opportunities, personal advising, and conflict resolution
- Providing a safe haven for discussing confidential issues

- Advising a variety of student groups including the Student Assembly and the Council of Presidents (COPs)
- Designing and coordinating Orientation, White Coat ceremony, Match Day, Senior Week activities, and working in collaboration on Hooding and Commencement ceremonies
- Designing and delivering programs which provide professional development, community service, social and recreational opportunities
- Publishing a class yearbook for graduating M4s
- Collaborating with the other MCW schools to provide a unified student government structure
- Offering all-student social events and programs for students in coordination with all schools
- Overseeing student spaces and the student lounge
- Collaborating housing information and resources across all schools

For more information on these services and activities, visit [Student Affairs](#)

Career Services:

MCW Career Services provides individual career counseling, relevant career resources, workshops, and professional development programs for all MCW students. There are services available to all MCW students and information specific to different schools and programs.

Residency Advisor Program:

The Office of Career Services coordinates the required Residency Advisor Program. This provides all Phase 2 students with the opportunity to work closely with a clinical faculty member to:

- Individualize their schedule.
- Build a solid and cohesive residency application.
- Develop a professional identity under the guidance of a faculty role model.
- Discuss various topics related to medical student success and specialty preparedness.

Residency advisors also assist students in identifying suitable residency programs, write letters of recommendation in support of a student's residency applications, and help students establish a network of contacts at the Medical College and other medical institutions.

Individual Career Counseling:

The Assistant Dean for Student Affairs and the Associate Director of Career Services, through the Office of Career Counseling, provide individualized career counseling to students on matters such as residency advisor selection, self-assessment, specialty selection, residency programs, the residency application process, preparation of a curriculum vitae and personal statement, effective interviewing techniques, and alternative career choices.

For more information on career advising visit [**Career Services**](#)

Student Accessibility

MCW's Office of Student Accessibility partners with students to ensure access and remove barriers in the academic environment. In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, accommodations are available for qualified individuals with disabilities, health conditions, or temporary needs. The Office of Student Accessibility works closely with students, faculty, and staff to support an accessible learning experience.

For more information about student accessibility services visit [**Student Accessibility**](#)

Academic Support and Enrichment (ASE)

The Office of Academic Support and Enrichment is dedicated to enhancing students' academic performance and well-being, promoting student excellence, and advancing medical students' career goals. The professionals of this office serve as advocates and consultants working with individual students to identify and achieve academic goals and to resolve concerns and challenges that may negatively affect a student's academic performance, personal health, and/or quality of life. In addition, this office advises students on matters of academic standing and may make referrals to appropriate professionals.

For more information about academic support and enrichment, visit [Academic Support and Enrichment](#)

Academic Remediation and Resource Team (ARRT)

This faculty committee provides an extra layer of longitudinal support for every student. This team is made up of five basic science and clinical faculty – three located at the Milwaukee campus and one each at the Green Bay and Central Wisconsin campuses. ARRT provides individual students with additional assistance for academic challenges related to all aspects of medical student development, including time management, study strategy, test-taking, communication, clinical skills, and professionalism. Students may be referred to meeting with ARRT in several ways, including self-referral and referral by the course director, Associate or Assistant Dean for Student Affairs, or Learning Community Navigator. The team helps to get to the root of a problem, identify resources, and develop a plan for success. Early intervention for a wide variety of issues, such as social, communication, stress, academic, or professional issues, can be addressed.

For more information about academic support and enrichment, see the [Academic Remediation and Resource Team](#)

Learning Community Navigators (LCN)

Learning Communities integrate student support resources. This program, available on all three campuses, is incorporated into courses (The Good Doctor in Phase 1, Thriving During Clerkships in Phase 2, and Preparing for Residency in Phase 3), which span the medical school curriculum. Medical students are sorted into groups of 8-9 students upon entering medical school. These small groups regularly work together during educational sessions focused on character and professional development. Each group is led by a Learning Community Navigator (LCN) who is a faculty member at the students' campus. Each LCN takes on a new group of first-year students every other year and serves that group for the duration of their medical education, each LCN has two cohorts of students at a time.

In addition to facilitating small group educational sessions with their groups and reviewing reflections regularly submitted by their students, LCNs meet individually with each of their assigned students (16-18 total) twice per semester for the duration of medical school. These meetings coincide with students completing individual learning plans, which they and their LCN review and discuss to support student goal achievement. With these meetings, LCNs identify and discuss other opportunities for improvement based on review of student performance metrics and feedback. Multisource Student Feedback (MSF) is received by LCNs from Course and Clerkship directors and Course coordinators to help them advise students.

For more information visit [Learning Communities](#)

ACADEMIC EXCELLENCE

Office of Student Scholarly Activities

The Office of Student Scholarly Activities aims to support student scholarly work from matriculation through graduation. The OSSA houses:

- Scholarly Concentrations
- The Scholarly Project Requirement
- Summer Academic programs for Medical Students
- Honors distinctions
- Liaisons with dual-degree programs
- Limited financial support for travel related to presenting the Scholarly Project
- Support for student scholarly activity beyond the above

You can reach the OSSA team by emailing ossa@mcw.edu. For more information visit [Scholarly Concentrations](#)

Scholarly Concentrations

Introduction to Scholarly Activities is a first semester course that introduces Milwaukee campus students to MCW resources for supporting scholarly work, and foundational skills such as conducting ethical human subject research and how to utilize academic Librarians. It also introduces students on the Milwaukee campus to the eight Scholarly Concentrations from which they can choose to participate.

Our Scholarly Concentrations courses are a required component of the MCWFusion Curriculum and allow students to individualize their medical school training while collaborating with peers and faculty mentors to pursue an area of common interest in greater depth. Medical students participate in their selected Scholarly Concentration during Phase 1 and Phase 2.

At the Green Bay and Central Wisconsin campuses, students have ITSA activities woven into their Scholarly Concentration *Physician in the Community* to support their accelerated timeline.

Each of the Concentrations features two components:

1. A structured curriculum with a core set of competencies delivered through monthly workshops, or core sessions.
2. Flexible, experiential noncore enrichment activities guided by a faculty advisor and an Individualized Learning Plan (ILP) designed to apply core concepts in a variety of settings.

For more information visit [Scholarly Concentrations](#)

Scholarly Project

MCW medical students are required to complete a Scholarly Project. The Scholarly Project is assessed utilizing Glassick's Criteria for Scholarship which enables Scholarly Projects to represent a wide range of interests to include the basic, clinical, and social sciences, curricular innovations and teaching, quality improvement initiatives, and community engaged projects to address health disparities in Milwaukee and abroad.

Summer Academic programs For Medical Students (SAMS)

The various Medical Student and Summer Research Programs are collectively referred to as the Summer Academic programs for Medical Students (SAMS).

A limited number of 6,8, or 10-week paid, full-time (40 hours per week) summer fellowships are awarded competitively to MCW-MKE medical students wishing to participate in a rigorous scholarly experience during the academic enrichment period between the second and third semesters of Phase 1.

The [Medical Student Summer Research Program](#) is designed to expose medical students to

cutting-edge basic science, clinical, or translational research and to encourage them to explore careers in research and academic medicine. The program has a competitive application process in the spring semester of first year.

Successful applicants work on a full-time basis through June and July and may receive a stipend during the training period. Please see the [SAMS website](#) for more details about which programs are participating and details around applications and timelines.

For more information visit [SAMS](#)

Dual-Degree programs

MCW's dual degree program includes two options:

- MD/MS in Clinical and Translational Science is a concurrent 4-year degree, allowing a student to earn both an MD and MS in Clinical and Translational Science in four years at the Milwaukee campus. For more details please see visit [MD and MS in Clinical and Translational Science](#).
- The Medical Scientist Training Program (MSTP) at MCW-Milwaukee is designed for students interested in a career in academic medicine involving the aspects of medicine and basic biomedical research that are usually performed in a medical school environment. The Program provides an opportunity for highly motivated students to complete a course of study featuring an integrated curriculum for the combined MD and PhD degrees. For more details, please visit [Medical Scientist Training Program](#)

MCW Graduation with Honors Distinctions

Honors Distinctions

The Medical College of Wisconsin offers opportunities for students to graduate with an Honors Distinction in specific areas, consistent with MCW institutional missions.

Within the other OSSA programs, MCW provides structure and support for students to excel and pursue an area of scholarship with the guidance of a mentor. Thus, the general expectations for scholarly achievement at MCW are high. The Honors Distinction program recognizes and supports students who demonstrate exceptional commitment and performance that goes above and beyond the general expectations for medical school graduation. Participation in an Honors Program does not guarantee an Honors Distinction at graduation. Students participate in only one Honors Program.

For more information visit [Honors Distinctions](#)

Honor Societies

Alpha Omega Alpha

Alpha Omega Alpha (AOA) is a national medical honor society for individuals who have achieved scholastic excellence and have demonstrated qualities of integrity, leadership, compassion, and fairness. As many as one-sixth of each class may be selected. Selection is made by faculty members of AOA in August of the senior year, and is based on achievement, character, and service.

For more information visit, [AOA](#)

Gold Humanism Honor Society

The mission of the Gold Humanism Honor Society (GHHS) is to recognize individuals who are exemplars of humanistic patient care and who will serve as role models, mentors, and leaders in medicine. The power of the Society lies in bringing together like-minded individuals to sustain their own humanism and to inspire and nurture humanism in others. GHHS honors medical students, residents, fellows, role-model physician teachers, and others who demonstrate excellence in humanistic clinical care, leadership, compassion, and dedication to service.

For more information visit, [GHHS](#)

Awards and Honors

Friends of MCW Service Award

The Friends of the Medical College of Wisconsin, established in 1969, is a dynamic, philanthropic organization that supports the educational, scientific, and charitable activities of MCW. Its members recognize that sacrifice of time, personal commitment and a self-less dedication are components necessary to enhance the lives of others. This award is presented by Friends to senior students in appreciation for outstanding service to the MCW community.

Friends of MCW Spirit of Medicine Award

The Spirit of Medicine Award recognizes a graduating medical student who best exemplifies the professional qualities patients value most in their physician. Strong consideration is given to students pursuing a career in primary care or serving a rural community.

Louis F. Jermain, MD Founding Dean Award

This award is presented annually by the Walter Zeit Fellowship to a graduating student at MCW-Milwaukee to recognize their dedication and service to MCW and the community. The award is named after the medical school's founding dean and is made possible thanks to contributions from the Walter Zeit Fellowship, MCW's premier donor recognition society.

The Walter Zeit Fellows Leadership Award

This award is presented to a senior student who has consistently displayed superior qualities of leadership, loyalty, selfless service, initiative, and compassion toward his or her peers and to MCW. These criteria are exemplified by members of the Walter Zeit Fellowship, MCW's premier donor recognition society. Begun in 1980 by the late Derward Lepley, MD ('49), the Fellowship has grown to more than 1,300 members. The Fellowship is named in honor of the late Walter Zeit, PhD ('39), an anatomy professor who became a part of MCW's heritage during his 50-year teaching career. This group promotes and acknowledges substantial individual philanthropy. Support by the Walter Zeit Fellows underpins MCW's four-fold mission of medical education, biomedical research, patient care, and community service. For more information visit [Zeit Society at MCW](#)

The Stabenau Award

The award, endowed by the late Dr. James R. Stabenau and his wife, is presented to a member of the Alpha Omega Alpha Honor Medical Society who demonstrates scholarly activity of independent thought and who shows promise toward a career in academic medicine or research.

The Morris and Lee Zuckerman Clinical Proficiency Award

This award is presented to a senior student whose present level of clinical judgment is indicative of future performance as a clinician. The award is given by Janet R. and Joseph D. Zuckerman, MD ('78), in honor of his parents.

The Leonard Tow Humanism in Medicine Award

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

Houghton Award

The recipient of this award shows high promise of successfully blending the art and science of medicine, an accomplishment necessary to become a “complete physician.” The award is given by the Wisconsin Medical Society and was established by John H. Houghton, MD, a physician in general practice and a past president of the state medical society, and by William J. Houghton, MD, a surgeon, and counselor to the Society. For more information visit [Houghton Award](#)

The Michael J. Dunn, MD Class of 1962 Achievement Award

This award, established by members of the Class of 1962 to honor their classmate, Michael J. Dunn, who served as Dean of MCW from 1995-2008, recognizes the senior student graduating with the most distinguished academic record.

The Patrick E. Bolger Memorial Award in the Ethical Practice of Medicine

Originally established by members of MCW’s Executive Committee, this award is now endowed by the late MCW President Emeritus, T. Michael Bolger, his wife, Ginny, and his late sister, Bernadette, in memory of their father. It is presented to a graduating senior who has demonstrated excellence in the field of ethics and medicine. The recipient is selected by vote of the graduating class.

The Millman Award

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

Departmental Awards

The Hiram B. Benjamin Award in Anatomy

This award is given annually by the faculty members of the Department of Cell Biology, Neurobiology and Anatomy to a medical student who achieves a high level of scholarship in anatomy. It honors the late Hiram B. Benjamin, MD, scientist, surgeon, anatomy department faculty member, and alumnus. For

many years, he shared his enthusiasm for applied anatomy and scientific investigation with students of this institution.

The Lowell A. Sether Memorial Award in Anatomy

This award is presented annually to a senior medical student demonstrating exceptional enthusiasm and skill in clinical human anatomic dissection. Given in his memory by the Sether family and the faculty of the Department of Cell Biology, Neurobiology and Anatomy, this award honors the memory of Lowell A. Sether, PhD, scientist, teacher, and faculty member, who for many years shared his enthusiasm for applied anatomy and scientific investigation with the students of MCW.

The Ben and Ella Wagner Memorial Award in Anatomy

Given in memory of Ben and Ella Wagner by Marvin Wagner, MD, Adjunct Professor of Cell Biology, Neurobiology and Anatomy, Clinical Professor of Surgery, and alumnus. This award is given to the senior student whose participation in the senior elective in Advanced Clinical Human Anatomy reflects an exceptional understanding of anatomy and its importance to clinical medicine.

The Quick Award in Biochemistry

This award honors the memory of Armand J. Quick, MD, PhD, Chairman of the Department of Biochemistry from 1944-64. Dr. Quick was an internationally recognized contributor to knowledge concerning basic mechanisms of blood clotting and to techniques involving the diagnosis and treatment of hemorrhagic disorders. The Quick Award is given to honor senior students who, in the opinion of the faculty of the Department of Biochemistry, have demonstrated outstanding scholarship in biochemistry and have carried on the tradition of research of Dr. Quick.

The Pasteur Award in Microbiology

This award is presented to senior medical students by the faculty of the Department of Microbiology and Immunology. The Pasteur Award is given in recognition of high scholarship and research in microbiology, immunology, or a related field of study.

The J.J. Smith Award in Physiology

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

The Brooker Award in Pharmacology

Given in memory of the late William Douglas Brooker, MD, PhD, by his wife, Doris C. Brooker, MD, and their friends. This award is given to students who have demonstrated exceptional skill and scholarship in pharmacology. Dr. William Brooker received both his PhD degree in pharmacology and his MD degree from the Medical College of Wisconsin.

The Wilson Phillips Award in Anesthesiology

This award is presented to a member of the senior class who is pursuing a career in anesthesiology and is recognized for his/her teamwork and compassionate care, as well as outstanding academic and clinical achievement. The Society for Academic Emergency Medicine Annual Award for Excellence in Emergency Medicine This award is given to the senior medical student who, through academic and personal pursuits, demonstrated excellence in emergency medicine.

The Ralph G. Burnett Memorial Award

This award is presented to a member of the senior class who has been accepted into an MCW Family Medicine Residency Program and whose academic excellence and commitment best exemplifies Dr. Burnett's personal dedication to family medicine. This award honors the memory of Ralph G. Burnett, MD, an alumnus of MCW, who founded the Family Practice Residency Program formerly based at St. Catherine's Hospital in Kenosha and now located at All Saints Healthcare System in Milwaukee. This award is supported by an endowed fund originally created by St. Catherine's Hospital and many colleagues and friends in Southeastern Wisconsin.

The Founders Award of the Wisconsin Academy of Family Physicians

This award is given by the faculty of the Department of Family and Community Medicine to the senior student who has demonstrated outstanding performance in forwarding the concepts of family medicine.

The Hanus Family Practice Award

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

The Victoria A. Vollrath, MD and Christopher Vollrath Schumacher, MD Award in Family Medicine

Established by her parents, the late Mr. Walter Vollrath and Mrs. June Vollrath, this award is presented to an outstanding senior student pursuing a family medicine residency in one of Wisconsin's family medicine programs and who intends to practice in Wisconsin. Dr. Vollrath, a 1977 graduate of MCW, is a family medicine practitioner in Madison, Wisconsin. Her son, Christopher Vollrath Schumacher, is a 2011 graduate of MCW.

The Donald J. Welter Memorial Award

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

The Joseph A. Bartos, MD Endowed Student Award

This award, established by Dr. Joe's family and friends, honors Joseph A. Bartos, MD ('41). The recipient of this award is determined by faculty in the Department of Medicine and acknowledges a senior student who has exhibited: excellent history-taking and examination skills; a caring bedside manner; an appreciation of other cultures and languages; and an ability to recognize humor in one's life.

The Keelan-Tresch Award for Scholarship in Cardiovascular Medicine

This award, endowed by former cardiology fellows of the Medical College of Wisconsin, is given to a senior student who has embraced the humanitarian ideals of the profession and has demonstrated an exceptional interest and expertise in cardiovascular medicine.

The Engstrom Award in Internal Medicine

This award honors the memory of William W. Engstrom, MD, the first full-time Professor and Chairman of the Department of Medicine. The award is presented by the faculty of the Department of Medicine to a senior student who has displayed exceptional proficiency and scholarship in internal medicine.

The Dyke Award in Neurology

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

The Dr. John J. and Joan M. Brennan Endowed Award in Obstetrics/Gynecology

This award is presented to a fourth-year medical student who has demonstrated a high degree of proficiency in medical school and is planning to pursue a career in obstetrics/ gynecology. The award is given by Anna D. and Michael J. Brennan, MD ('79), in honor of his parents.

The Dr. and Mrs. Jack A. Klieger Endowed Award in Obstetrics and Gynecology

Jack A. Klieger, MD, was a Clinical Professor of Obstetrics and Gynecology, and a distinguished member of the MCW faculty for more than fifty uninterrupted years. Established by the late Dr. and Mrs. Klieger, this award is given to a senior student who, in the opinion of the faculty of the Department of Obstetrics and Gynecology, has demonstrated superior proficiency in this discipline.

The Walter P. Blount Award in Orthopedic Surgery

This award is given in honor of the late Dr. Blount to the senior student who has demonstrated unusual interest in and superior comprehension of musculoskeletal disease and injury during the senior orthopaedic surgery rotation.

The Bruce J. Brewer, MD Endowed Student Award in Orthopaedic Surgery

Established by the late Kathryn Brewer in memory of her late husband and former Chairman of MCW's Department of Orthopaedic Surgery, this award honors outstanding achievement by a graduating senior who is pursuing a career in orthopaedics.

The Thomas W. Grossman Award in Otolaryngology

As a student, resident and for over 30 years, as a faculty member at our institution, Thomas W. Grossman, MD, had a unique understanding of the needs of medical students. This award, honoring the image and spirit of Dr. Grossman, is presented to a senior student who has demonstrated an exceptional eagerness to learn, excellent knowledge of otolaryngology and concern for quality patient care during a rotation in otolaryngology.

The Robert J. Toohill Award in Otolaryngology

Dr. Toohill, former Chief of Otolaryngology and Communication Sciences, was lauded by colleagues for his clinical skills, leadership in his specialty and work in building a department with a national reputation. This award, honoring the late Dr. Toohill's energy, enthusiasm and intellectual curiosity, is given to a senior student who has demonstrated outstanding intellect, an eagerness to learn, and exceptional care for patients during a rotation in otolaryngology.

The J.C. Peterson Pediatrics Award

Presented by the faculty of the Department of Pediatrics, this award recognizes senior students whose knowledge and skill in the treatment of infants and children is exceptional.

The N. Muni Reddy, MD Endowed Student Award in Physical Medicine and Rehabilitation

The senior student who receives this award demonstrates a unique understanding of and compassion for individuals with disabilities and exceptional skill in the diagnosis and management of their functional limitations.

The Irwin I. Rosenfeld, MD Endowed Award for the Outstanding Student in Psychiatry Award

Presented by the faculty of the Department of Psychiatry and Behavioral Medicine, this award recognizes a senior student who has demonstrated academic and clinical excellence in psychiatry.

The Maurice Greenberg Memorial Award

This award is given to medical students who have shown the most promise in clinical oncology and have demonstrated exemplary compassion and sensitivity in the care of cancer patients, as well as a dedication to research. This award is presented by the Department of Radiation Oncology in honor of the late Maurice Greenberg, MD, whose professional career was characterized by these qualities. Dr. Greenberg ('41), the first radiation oncologist in Wisconsin, was an active member of the department for over forty years.

The Lawrence R. Goodman, MD Outstanding Student in Radiology Award

This award is presented to a senior student who has displayed outstanding interest and ability in the field of radiology. The award honors Dr. Lawrence Goodman, who dedicated his distinguished career to thoracic radiology and the education of future generations of students, residents, and fellows in the Department of Radiology for 35 years.

The Randle E. Pollard MD, FACS, GME '58 Endowed Urological Prize

This prize is awarded annually to a fourth-year medical student who displays an interest and aptitude in urology. The recipient is selected by the faculty of the Department of Urology. This prize was established by Randle E. Pollard, MD, FACS, GME ('58).

The American Academy of Neurology Student Prize for Excellence in Neurology

This award is made annually by the American Academy of Neurology to a graduating medical student who exemplifies outstanding scientific achievement and clinical acumen in neurology or neuroscience and outstanding personal qualities of integrity, compassion, and leadership.

The Department of Surgery Achievement Award

This award is given by the faculty of the Department of Surgery to a senior student for outstanding performance and achievement in surgery.

The Department of Pathology Student Achievement Award

This award recognizes a senior medical student pursuing a career in pathology who demonstrates exceptional interest, effort, and aptitude pathology-based clinical work, research, education, leadership, and/or community service.

The Dr. Marvin Wagner Clinical Mentorship Award

The Junior Class gives this award to a senior student in recognition of extraordinary efforts in teaching and guidance with clinical rotations.

Medical Student Performance Evaluation (MSPE)

In accordance with the recommendations of the Association of American Medical Colleges (AAMC), MCW will provide a Medical Student Performance Evaluation (also referred to as the Dean's Letter) for all students who enter the Match. The purpose of the MSPE is "to provide an honest and objective summary of the student's personal attributes, experiences, and academic accomplishments...." At MCW, the MSPE includes, but is not limited to the following:

- Noteworthy characteristics
- Academic history, including any leaves of absence, academic probation, disciplinary probation
- Academic progress, with an emphasis on clinical performance
- Professionalism
- Significant examples of leadership, service, awards, honors

STUDENT HEALTH AND WELLNESS

Office of Student Health and Wellness

The Office of Student Health and Wellness provides MCW students with awareness, education, motivation, tools, strategies, and social support needed to adopt and maintain healthy behaviors as well as support one another.

Prioritize You: MCW Student Wellbeing Program

Wellbeing Coaching

Informal, confidential, well-being check-ins and support provided by Cheryl Crawford, MS, MA, or the current counselor intern. To schedule your session, visit [Wellbeing Coaching Scheduling](#)

MCW Student Assistance Program

Benefits include ten unbilled counseling sessions per presenting issue, financial consultation, legal consultation, and more! For more information visit, [MCW Student Assistance Program \(SAP\)](#)

Support Groups

Students with questions or an idea for a support group should email Cheryl Crawford, MS, MA at chcrawford@mcw.edu.

For more information visit [Student Health and Wellness](#)

Student and Resident Behavioral Health

Mental Health Resources and Student Assistance With MCW, you have two primary benefits for accessing mental health services:

- 1) MCW Student and Resident Behavioral Health
- 2) Student Assistance Program, Com Psych/Guidance Resources

You may access one or both resources. This means more choices for you and expanded benefits!

Students receive ten (10) sessions per academic year at no charge to themselves. After that, personal insurance may be used and all deductibles, co-pays and co-insurance apply. Please note that not showing up for an appointment without advanced notice will result in one no-charge session being subtracted from the student's account.

Milwaukee Campus Resources

MCW Student and Resident Behavioral Health at the Department of Psychiatry Clinic at Tosa Health Center

(414) 955-8933 | studentresidentbh@mcw.edu

We offer a special medical student clinic on Thursday afternoons.

ComPsych

Student Assistance Program with a network of therapists across the state as well as online resources

1 (833) 927-1860

ComPsych does not offer medication management services.

MCW Center for Psychotherapies Resident Training Clinic at ThriveOn King (2153 N. Dr. Martin Luther King Jr. Drive, Milwaukee)

(414) 955-7276, option 2

After 10 free sessions, \$15-40 per session. Insured and uninsured patients accepted.

Psychotherapy-only or psychotherapy with medication management services available. Intakes usually available within 1-3 weeks from date of inquiry.

SilverCloud or MCWconnect

Online, self-help program based in CBT.

Green Bay Campus Resources

St. Norbert College Student Health and Wellness Services

(920) 403-3266 | health@snc.edu

Limited medication management services.

Emplify Health

(920) 433-6073, option 1

Medication management services offered.

ComPsych

Student Assistance Program with a network of therapists across the state as well as online resources

1 (833) 927-1860

ComPsych does not offer medication management services.

SilverCloud or MCWconnect

Online, self-help program based in CBT.

Central Wisconsin Campus Resources

Bridge Clinic Behavioral Health East (formerly Peaceful Solutions)

(715) 675-3458

Elmergreen and Associates

(715) 845-7175

Well Being Therapy

Email mary@wellbeingtherapywi.com

ComPsych

Student Assistance Program with a network of therapists across the state as well as online resources

1 (833) 927-1860

ComPsych does not offer medication management services.

SilverCloud or MCWconnect

Online, self-help program based in CBT.

[View our Services page for additional details](#)

For more information visit [Student and Resident Behavioral Health](#)

Exercise Facilities

MCW is proud to offer a variety of exercise facilities to students.

Central Wisconsin: On campus exercise facility

Green Bay: St. Norbert College [Mulva Family Fitness & Sports Center](#)

Milwaukee: Tonkens Gym, lower level MEB, FREE 24/7 badge access to all MCW students, faculty, staff, and residents

Milwaukee Student Wellness Lounge

This is a space (M2960) devoted to wellness where students can learn skills to monitor and regulate their stress levels. Using evidence-based tools such as biofeedback, meditation and other stress management techniques, students can develop their own self-care practices more deeply. The benefits extend beyond the time spent in this space as overtime and with practice, these skills become part of one's repertoire of coping strategies. The presence of other students

in this communal space will help to validate its use and decrease stigma surrounding mental health and wellbeing.

Student Health Insurance

MCW students are required to carry health insurance. Students are free to choose their own health insurance, or they can choose to obtain health insurance through MCW.

student_health@mcw.edu or [schedule a virtual appointment](#)

For more information see [Student Health Insurance](#)

Title IX

MCW is committed to providing a work and learning environment that is free from unlawful discrimination based upon sex, sex-based harassment, and retaliation. MCW values and upholds the dignity of all members of the MCW community and strives to balance the rights of individuals in the resolution processes within its Title IX program.

Reporting Options:

Katie Kassulke, MCW Title IX Coordinator 414-955-8668; email to TitleIXcoordinator@mcw.edu For Anonymous Reports contact MCW Compliance Reporting Line 844-703-8171, www.mcw.ethicspoint.com

MCW Public Safety – Non-Emergency 414-955-8295 / Emergency 414-955-8299

National Dating Abuse Helpline – 866-331-9474

National Sexual Assault Hotline – 1-800-656-HOPE (4673)

For more information visit, [Title IX](#)

Occupational Health

Central Wisconsin Occupational Health

MCW-Central Wisconsin students are encouraged to establish a local primary care physician to coordinate medical care.

Students have access to Occupational Health Services through MCW's contract with Aspirus Occupational Health and other community health system partners. TB tests, immunizations, titers, respirator fit testing, etc. are available to MCW-Central Wisconsin students through these contracts. Students should request an order through Froedtert & MCW Occupational Health and identify themselves as an MCW-Central Wisconsin student when making the request. Students completing required clinical experiences within other health systems have access to Occupational Health Services at those locations. Please contact Internal Occupational Health at 414-805-7997 or IOHfroedtert@froedtert.com or Kelly Mulder at kmulder@mcw.edu with questions. [MCW-Central Wisconsin](#)

Green Bay Occupational Health

Students at MCW-Green Bay have access to the Student Health and Medical Services at St. Norbert College (SNC), Mulva Family Fitness & Sports Center, 601 Third Street, 2nd Floor, DePere, (920) 403-3266 or health@snc.edu. Clinical and preventative services offered are provided by registered nurses, nurse practitioners, and physician assistants. These services include:

- Assessment, treatment, and/or referral for medical needs
- Basic prescription and over-the-counter medications
- Laboratory and diagnostics
- Disease management and post-surgical care
- Physicals, health education, and prevention strategies

- Immunizations, including routine and travel immunizations

The cost of a medical provider visit, advanced lab testing, and prescription medications are billed to the student's insurance. Individual deductibles and co-pays may apply. Students should maintain a copy of their current insurance card and bring it with them when they visit SNC Student Health and Medical Services. Appointments are necessary to shorten wait times and to assure the most appropriate practitioner to meet students' needs. [MCW-Green Bay](#)

Milwaukee Occupational Health

Appointments for primary care services can be made by calling (414) 805-6644. It is recommended that students see their primary care provider prior to scheduling appointments with specialty services. Appointments for specialty care services can be made by calling (414) 777-7700. Milwaukee Students at MCW-Milwaukee are able to directly access MCW primary care and specialty physicians. Students may choose to access a provider through the Sargeant Internal Medicine Clinic which is adjacent to the MCW-Milwaukee campus. Appointments for primary care services can be made by calling (414) 805-6644. It is recommended that students see their primary care provider prior to scheduling appointments with specialty services. Appointments for specialty care services can be made by calling (414) 777-7700. 11 Students may access Froedtert Occupational Health for respirator fit testing, immunizations, titers, drug testing (if required by clinical site or program), post-exposure evaluations and follow-ups. Occupational Health accepts walk-ins; however, it is preferred that students call the clinic at (414) 805-6699 to schedule an appointment. [MCW-Milwaukee](#)

STUDENT ENGAGEMENT

CEREMONIES

The School of Medicine hosts the following ceremonies to celebrate the accomplishments of its students:

White Coat Ceremony

The White Coat Ceremony formally welcomes first-year students to the Medical School as colleagues dedicated to patient care. The presentation of the white coat represents passage into the medical profession, with all the associated rights, opportunities, and responsibilities. This event typically happens during the first semester for students at each campus.

Hooding & Senior Awards Ceremony

Each campus hosts Hooding and Awards ceremony for the School of Medicine as part of the Commencement week celebrations. The Hooding Ceremony formally signifies the scholar receiving the Doctor of Medicine degree. Each graduate is presented with a green velvet trimmed hood with green and gold lining by a Doctor of Medicine. The green and gold on the lining of the hood represents the Medical College of Wisconsin's school colors. The green velvet trim on the hood represents the Doctor of Medicine degree. [Graduation](#)

Commencement Ceremony

MCW holds a Commencement Ceremony in Milwaukee for medical students, graduate students, and pharmacy students from the Milwaukee campus. MCW-Central Wisconsin and MCW-Green Bay each host individual Commencement Ceremonies for the medical school campus. Attendance at Commencement is required for graduating medical students. Any questions regarding attendance should be directed to the Associate Dean for Student Affairs. [**MCW Commencement**](#)

Student Assembly

The Role of Student Government

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

Rights and responsibilities of the Student Assembly

The Student Assembly shall:

1. Represent the student body of the Medical College of Wisconsin in good faith by soliciting and sharing information from a diverse and representative cross-section of the student body.
2. Fairly administer and distribute all funds currently designated as Student Activity Fees.
3. Maintain a constructive and professional relationship with students, faculty, and administration at the Medical College of Wisconsin.
4. Work to improve the quality of student experiences at the Medical College of Wisconsin.
5. Create its own constitution, bylaws, subcommittees, and agenda consistent with the overall mission of the Medical College of Wisconsin.

Specifics of Student Assembly Affiliation

Administration: The Student Assembly shall primarily work with the Office of Student Affairs. The Associate Dean of Student Affairs shall be the primary liaison between the administration and the Student Assembly, as well as a non-voting member of the Student Assembly. The Program Manager and Coordinator of Student Affairs are non-voting advisors and staff members for the student representatives.

Affiliated Members and Organizations

- Organization of Student Representatives (OSR): The Organization of Student Representatives shall have four (4) representatives, one from each of the M-2 to M-4 classes of the Milwaukee Campus and one from the Regional Medical Campuses (RMCs), serving as voting members on the Student Assembly. OSR representatives shall be elected according to guidelines previously set forth by the Student Assembly. The election will take place in the spring of the academic term. OSR representatives shall answer directly to Student Assembly, the Coordinator for Student Support Services, and the Associate Dean of Students, School of Medicine.
- Student Representatives to Faculty Council and Standing Committees: The medical student body shall elect one medical student to Faculty Council and one to each of the following Faculty Council standing committees: Faculty Information Technology, Research Affairs, and Library. Students are non-voting members. Student Representatives to School of Medicine Academic Committees: The medical student body shall elect medical students to the School of Medicine. Academic Committees: Academic Standing and Professional Conduct; Admissions; Curriculum and Evaluation.
- Academic Standing and Professional Conduct: Five medical students, one from each Phase on the Milwaukee campus and one student from each of the RMCs, shall be selected by their respective classes. Student members may attend and

participate in committee policy discussions, but not in discussions concerning the status of individual students.

- Admissions: Six medical students, one from each Class on the Milwaukee campus, and one student from each of the RMCs, shall be selected by their respective class. Student members may attend and participate in all committee deliberations, except those concerning the status of individual applicants. Students are nonvoting members.
- Curriculum and Evaluation: Six medical students, one from each class on the Milwaukee campus, and one student from each of the RMCs, shall be selected by their respective class. Student members may attend and participate in all committee deliberations.
- Student representatives to faculty Assembly Standing Committees
 - The medical student body shall elect medical students per class to the following Faculty Council standing committees:
 - Curriculum and Evaluation
 - Admissions and Academic Standing
 - Research Affairs
 - Library
- In addition to their duties on the above- mentioned standing committees, the twenty-four (24) MCW-Milwaukee student representatives, along with the President and Vice-President of the Student Assembly, also will serve as members of the student-Faculty Liaison Committee. The President of the Student Assembly will chair this standing committee of the Faculty Council. The Vice-President of the Student Assembly will oversee and coordinate the daily activities of this standing committee. The student-Faculty Liaison Committee shall meet throughout the academic year to discuss the activities of the various standing committees of the Faculty Council. This committee will be responsible for presenting pertinent information to the Student Assembly and to the student body at-large through class meetings. The student representatives to the Faculty Council Standing Committees will have one vote per class for a total of four (4) votes at the Faculty Council Standing Committee meetings.

- Council of Presidents Representatives: The Council of Presidents (COPs), which is a council of the presidents of all the recognized student organizations and interest groups at the Milwaukee Campus and the RMC(s), will elect four (4) individuals from among its own members to function as representatives to the S.A. These representatives will represent the student organizations as a whole without preference or prejudice. This affiliation is intended to improve communication between the Assembly and the student organizations. Each COP Representative to the Student Assembly will have one vote for a total of four (4) votes at Student Assembly meetings.

Student Organizations and Interest Groups

For more information visit [Student Organizations and Interest Groups](#)

Student Volunteer Opportunities

Saturday Clinic for the Uninsured

Boys and Girls Club

Ronald McDonald House

Kathy's House

ThriveOn King

Sixteenth Street Clinic

Pipeline Programs for middle school, high school, and college students

ACADEMIC STANDARDS AND REQUIREMENTS

MCW REQUIREMENTS FOR MD DEGREE

To earn an M.D. degree from the Medical College of Wisconsin, students must:

- Successfully complete all required integrated science courses, clinical clerkships, Phase 2 capstone, acting longitudinal courses, internships, and elective rotations.
- Complete the Scholarly Concentration requirements and produce a Scholarly Project.
- Pass the United States Medical Licensing Examination (USMLE) Step 1 (see Step attempts policy)
- Pass the USMLE Step 2 CK examination (see Step attempts policy)
- Demonstrate competence in patient evaluation and management.
- Demonstrate integrity in personal conduct, respect for the rights of others, and evidence of ethical conduct and mature judgment throughout the course of study.
- Receive the recommendation of the Academic Standing and Professionalism Committee to the Board of Trustees.
- Meet the “Technical Standards for Admission and Graduation.”

TECHNICAL STANDARDS FOR ADMISSION, RETENTION, PROMOTION, AND GRADUATION

The Medical College of Wisconsin is committed to diversity and to attracting and educating students who will make the population of healthcare professionals representative of the national population. We actively collaborate with students to develop innovative ways to ensure accessibility and create a respectful, accountable culture through our confidential and

specialized disability support. We are committed to excellence in accessibility, and we encourage students with disabilities to disclose and seek accommodation. MCW provides the technical standards to inform incoming and enrolled students of the performance abilities and characteristics that are necessary to complete the requirements of the medical school curriculum and provide effective and safe health care.

To matriculate, the student must meet technical standards with or without reasonable accommodations and maintain a satisfactory demonstration of these standards for progression through the program. We wish to ensure that access to our facilities, programs, and services is available to students with disabilities. MCW provides reasonable accommodations to students on a nondiscriminatory basis consistent with legal requirements as outlined in the Americans with Disabilities Act (ADA) of 1990, the Americans with Disabilities Act Amendments Act (ADAAA) of 2008, and the Rehabilitation Act of 1973.

The Liaison Committee on Medical Education (LCME) is the accrediting body for the MCW medical school and requires delineation of technical standards. MCW technical standards are comprised of the following abilities and characteristics:

Intellectual-Conceptual Abilities

A candidate/medical student must have sufficient cognitive capacities to assimilate the technically detailed and complex information presented in formal lectures, small group discussions/activities, and individual study, and in clinical settings. A candidate/medical student must be able to measure, calculate, reason, analyze, and synthesize information across modalities, appreciate three-dimensional spatial relationships among structures and logical sequential relationships among events, and form and test hypotheses to enable effective and timely problem-solving in diagnosis and treatment of patients. They must have the emotional capacity for recognition and prompt response in the setting of an emergency.

Candidates/students must have the ability to process information in a rapid-paced environment, which may include distractions such as loud noises, simultaneous information from multiple sources, and biohazards.

Behavioral and Social Attributes

A candidate/medical student must possess the emotional health, maturity, and self-discipline required for successful participation in and completion of the M.D. degree program. Certain characteristics are especially important in the clinical years. These include punctuality, adequate preparation, diligence, integrity, honesty, conscientiousness in work, knowledge of patients, and capacity for teamwork. The candidate/medical student must accept responsibility for learning and personal conduct, exercise good judgment, and promptly complete all responsibilities necessary for sensitive and effective relationships with patients and others. Finally, the candidate/medical student must be able to tolerate physically, emotionally, and intellectually taxing workloads, to function effectively under stress, to adapt to changing environments, and to display flexibility.

Communication

A candidate/medical student must be capable of expressive and receptive (auditory, verbal, and written) communication using the English language. A candidate/medical student must also possess the ability to appreciate nonverbal and gestural communication. Together, these communication skills must also enable the candidate/medical student to obtain a medical history in a timely fashion from a wide variety of patients, in a variety of settings, and to communicate effectively and sensitively with patients, their families, members of the health care team, and other professionals. Finally, the candidate/medical student must also be able to comprehend written material well enough to accurately interpret common medical records, laboratory, and other diagnostic reports, and pharmacological prescriptions.

Motor Capabilities

After reasonable training and experience, the candidate/medical student must be capable of performing anatomic dissections of the human cadaver, and study of microorganisms and tissues in normal and pathological states, including undertaking manipulations necessary for such studies. Observation of gross and microscopic structures necessitates the functional use of the senses of vision and touch and is enhanced by the functional sense of smell.

After reasonable training and experience,

- The candidate/medical student must be capable of performing a complete physical examination, including observation, auscultation, percussion, and palpation.
- The candidate/medical student must be capable of using instruments, such as, but not limited to, a stethoscope, an ophthalmoscope, an otoscope, and a sphygmomanometer.
- The candidate/medical student must be capable of performing clinical procedures such as, but not limited to, the following: pelvic examination, digital rectal examination, drawing blood from veins and arteries, starting central lines (inserting a needle and/or catheter into a large vein), making incisions, suturing, spinal puncture (inserting a needle into a patient's spinal canal), paracentesis (inserting a needle and/or catheter into a patient's abdomen), thoracentesis (inserting a needle and/or catheter into a patient's chest cavity), intubation (inserting a breathing tube), assisting in surgery (holding retractors and providing instruments to surgeons), performing cervical dilatation assessments, participating in a vaginal delivery, and performing basic cardiopulmonary life support, including chest compressions and ventilation of the lungs.
- The candidate/medical student must be capable of performing and interpreting basic laboratory tests, using a calculator and a computer, reading an electrocardiogram, and interpreting common imaging tests.
- The candidate/medical student must be able to act quickly in emergencies.
- The candidate/medical student must be able to legally operate a motor vehicle or have access to other transportation methods so they can commute with punctuality between clinical sites. These activities require the use of special senses, physical mobility, balance, and gross and fine motor coordination.

Reasonable Accommodations

MCW prides itself on training diverse physicians, including physicians with disabilities. As such, MCW will not exclude or otherwise discriminate against qualified individuals who apply for admission to the M.D. degree program or who are enrolled as medical students based on their

status as a person with a disability, race, color, national origin, religion, age, sex, gender identity/expression, sexual orientation, marital status, pregnancy predisposing genetic characteristics, or military status. In accordance with applicable laws, MCW provides upon request and in accordance with applicable policies, reasonable accommodation to assure that there is equal access to and the opportunity to benefit from all its educational programs. Meeting these aforementioned technical standards, with or without reasonable accommodations, is pre-requisite for matriculation, retention, promotion, and graduation. Candidates/medical students are required to make an attestation that they meet these requirements on an annual basis. Medical students are required to promptly notify the Associate Dean for Student Affairs if their ability to meet the standards has temporarily or permanently changed. For further details please see [Office of Student Accessibility](#)

POLICIES AND PROCEDURES

Medical Student Professionalism: Professional Conduct and Behavior Policy

To be aware of any problems in professional conduct or behavior, the Academic Standing and Professionalism Committee has instituted an “early warning system” for use by faculty and selected staff, including the University Registrar, Director of Student Financial Services, Director of Admissions, and key staff such as Course Administrators and Clerkship Coordinators and other key personnel in Academic Affairs.

The Multisource Feedback Tool (MSF), Academic Remediation and Resource Team (ARRT), and Learning Community Navigators (LCN) are ways for the Associate Dean of Students, School of Medicine to be aware of any problems in a timely fashion so that an early monitoring and prevention strategy may be implemented. The Medical College is interested in knowing about behaviors that may result from stress, problems in judgment, chemical dependency, and other issues of professional conduct. The Medical College’s goal is to prevent situations that may result in academic standing problems. If the Associate Dean of Students, School of Medicine

receives a notification from a faculty or staff member regarding professional attributes and associated behaviors of a particular student, the Associate Dean may wish to speak with that student or to the Academic Standing and Professional Conduct Committee (ASPC), depending on the severity of the problem. If the Associate Dean receives multiple notifications, the student will be required to meet with the Associate Dean of Students, School of Medicine, and/or the ASPC to review their professional conduct with the Committee members. Based on the review of the ASPC a process may be initiated in accordance with existing policies on professional conduct.

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 are 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 they

have 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., History & Physical examination (H&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.
- g. Duty Hours

To be compliant with LCME ED-38, clinical time for medical students cannot exceed the 80/30 rule with one day off per week averaged over four weeks.

- a. Clarifications – per Curriculum and Evaluation Committee provided by M3 Clerkship Directors (from OASIS Duty Hour Evaluation)
 - i. 30 hours = work more than 30 hours consecutively in clinical or educational activities
 - ii. 80 hours per week (averaged over a four-week period) during a clerkship in clinical or educational activities.
 - iii. Hours refer to time spent in hospitals and clinics or attending required didactic sessions. It /does NOT refer to time spent studying or working on other clerkship/self-study projects.
 - iv. Students on any MCW rotation must not be placed on call the last night of the rotation.

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 experience sites. 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.
- c. Student course evaluations

- i. Evaluation is a critical part of medical education at the Medical College of Wisconsin. Students are required to evaluate all courses and clinical clerkships.
- ii. Evaluation data is processed and compiled in the Division of Educational Services while the Office of the Registrar maintains evaluation data for away rotations. A cumulative report of the MCW data, including all narrative comments, is sent to the Course Director and to the Curriculum and Evaluation Committee (CEC), which is comprised of faculty and student representatives with responsibility for curriculum oversight. Committee members discuss and review each course and write a summary of its strengths and weaknesses. This summary is then sent to the Course Directors and chair of the pertinent department with a request that the Course Director respond in writing, or sometimes in person, to address modifications and/or changes they will make in response to feedback. Course evaluations for away rotations are posted on the Office of the Registrar's scheduling website for review by fellow students.
- iii. To continuously improve the educational programs, MCW regularly seeks student perceptions regarding their educational experiences. In accordance with our professionalism competency, the Curriculum & Evaluation Committee expects that all students will complete all course evaluations within the established times, usually 14 days after the end of the class, providing honest and constructive feedback as appropriate. Consistent with this expectation, the period in which they complete their evaluations is recorded. Failure to complete evaluations by the stated evaluation period will result in a grade of "IE" for Incomplete, pending completion of course evaluation for a course graded Pass/Fail course or

using the 4-point grading system or “IV” for Incomplete, pending completion of course evaluation for a course graded Satisfactory/Unsatisfactory. This will be addressed consistent with the established policies and procedures associated with academic progress.

1. Phase I course evaluations for courses ending in December of the fall semester are open for 11 days. The evaluation is opened 4 days prior to the end of the class and is closed 8 days after the end of the course.
2. Phase I course evaluations for all fall semester courses ending before December and all spring semester courses are open for 19 days. The evaluation is opened 4 days prior to the end of the class and is closed 15 days after the end of the class. Scholarly Concentrations course evaluations are open for 35 days; the evaluation is opened 2 days prior to the end of the class.
3. Phase 2 and 3 clerkship/class evaluations are open for 18 days. The evaluation is opened 3 days prior to the end of the clerkship/class and is closed 15 days after the end of the clerkship/class.

d. Substance Use Testing

- i. Mandatory testing upon matriculation within the first 3 months
 - a. 9-panel urine drug testing will be conducted through Occupational Health
- ii. Substance Use Self-Identification
 - a. The Medical School encourages students who have developed substance use problems to voluntarily identify themselves and to seek immediate treatment.

- b. A student who voluntarily identifies as a user may be permitted to continue his/her current course of study without suspension, provided:
 - 1. This self-identification occurs PRIOR to any incident that is grounds for suspension or dismissal under institutional policy.
 - 2. The student immediately enters an approved treatment program*for drug or alcohol use.
 - 3. The student's conduct and academic performance remain consistent with the demands of the curriculum and profession.
 - 4. A student who voluntarily identifies as a user 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.

- e. Notification of arrests/convictions
 - i. 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.

Attendance and Absence Requests

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 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.

For detailed description of the is policy, please see the [Absence Request Policy](#) and [Absence Request Form](#)

Temporary Withdrawal or Leave of Absence

- 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.

- Students requiring more than twelve months of leave will be regarded as making unsatisfactory academic progress.
- Importantly, financial aid will be affected by temporary withdrawals or leave of absence.
- Students considering taking leave should check with Financial Aid regarding their specific situation.

MCW-Milwaukee

A student seeking a temporary withdrawal must submit a written request, 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, including the reason for the temporary withdrawal and the proposed duration, and meet with the Campus Dean. The Campus Dean will communicate his/her recommendations to the Associate Dean for Student Affairs, School of Medicine.

For details, please see [Temporary Withdrawal Policy](#)

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.

Master of Science in Medical Sciences Degree

Program purpose: The Master of Science in Medical Sciences (MMS) degree offers medical students who have successfully completed the basic science curriculum in School of Medicine but who choose not to pursue the additional clinical training necessary to earn an MD degree.

Program requirements: A student applying for the MMS degree must complete the following overall requirements in order to qualify for the degree:

- Successful completion of all M1 required courses at their respective campus.
and Successful completion of all M2 required courses at their respective campus.
or
Successful Completion of all Phase 1 required 6courses at their respective campus.
- Completion of requirements in a Pathway/Scholarly Concentration for both the M1 and M2 years or Phase 1.
- Continuous full-time enrollment in the established medical school curriculum.
- Application for the MMS degree must be submitted no sooner than the completion of the M2 curriculum and no more than 12 months after the completion of the student's final course in the medical school.
 - Students who do not meet the 12-month enrollment requirement may petition the Dean's office for an exemption when extenuating circumstances are present.

Enrollment in the MMS program:

- The MMS Program is available only to students who have enrolled in the MD Program and are no longer pursuing an MD at MCW.
- A student who earns an MMS degree may not seek readmission and return to the MCW School of Medicine in the MD program.

Academic Standing and Professional Conduct Committee

The Academic Standing and Professional Conduct Committee (ASPC) oversees the academic status and advancement of medical students, the guidelines, and policies for ASPC activities are described in the ASPC Handbook. ASPC policies and procedures have been developed to ensure that students pursuing the Doctor of Medicine (M.D.) degree, including students in the MD/MS, MD/MPH, and MSTP programs, maintain an acceptable rate of academic progress towards the completion of that degree and meet the expected academic standards of the Medical College of Wisconsin. This policy will also ensure that the student financial aid program meets or exceeds requirements set forth by federal regulations governing academic standards for financial aid eligibility.

Details of the policies and procedures of ASPC can be found here. Please see the [ASPC Handbook](#)

MCWFUSION CURRICULUM

The MCWfusion curriculum features clinically applicable and fully integrated basic science teaching. Throughout the medical school experience, students will be engaged in active, small group inquiry-based learning, patient care, and healthcare team experiences, and individualized, differentiated training to become a well-rounded physician ready to practice in a rapidly evolving healthcare environment.

Courses in the MCWfusion Curriculum are led by course coordinators and directors in several basic science and clinical departments as well as centers and institutes.

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

MCW Global Competencies

MCW graduates will be assessed and develop knowledge and skills in the following competency domains:

Integration & Inquiry

II-1 Medical knowledge for practice

II-2 Clinical reasoning

II-3 Evidence-Based Practice

Patient Care & Systems

PS-1 History & physical exam

PS-2 Diagnosis & management

PS-3 Patient Safety & quality improvement

PS-4 System Navigation

Communication & Collaboration

CC-1 Communication with patients

CC-2 Team and Interprofessional Communication

CC-3 Communication with health professionals

Character & Professional Development

CP-1 Reflective Practice & Commitment to Personal Growth

CP-2 Accountability & Professional Conduct

CP-3 Self-awareness & Wellbeing

The following links provide more details: [MCW Curriculum](#)

[Phase 1](#) [Phase 2](#) [Phase 3](#) [Longitudinal Doctoring Threads](#)

Curricular Options

Decelerated Phase 1 Curriculum (Milwaukee Campus)

Phase I deceleration is an option designed for students who benefit from completing the Phase I curriculum at a slower pace. Entry into the deceleration pathway is made at the recommendation of the Associate Dean for Student Affairs. Students must opt into the deceleration pathway by the end of the Musculoskeletal Skin integrated science block in the first semester of Phase I; students may begin deceleration after either the Hematology–Immunology block or the Musculoskeletal Skin block. Students in the decelerated pathway complete Phase I over five semesters instead of the standard three, progressing through the integrated science blocks by taking every other block. The intervening blocks provide an additional 2-3 weeks of preparation time for midterm and final examinations. In addition to the integrated science blocks, students continue to meet with their learning communities as part of enrollment in The Good Doctor. In the fourth semester, students begin their chosen scholarly concentration and continue their early clinical curriculum with enrollment in Climb 2. In

semester five, they continue early clinical training with SOAR and complete their final integrated science block. Students then complete a dedicated Step 1 study period at the end of Phase 1.

Extended Phase 3 Curriculum (Regional Campuses)

During the admissions process, students indicate a preference for one of the 3-year Regional Campus programs, which focus on recruiting students interested in primary care and psychiatry. Given that students' clinical experiences are formative and interests can change as they gain exposure to various specialties during their required clinical rotations and electives, both Regional Campuses have the option to extend their accelerated Phase 3 curriculum to complete the full 4-year curricular requirements. Students declare their intention to complete the 3-year accelerated or full 4-year curriculum in August, upon completion of the Phase 2 curriculum. Entry into the 4-year curriculum requires a meeting with the curricular deans for advising and the Campus Dean/Associate Dean for Student Affairs for approval. The additional curricular time allows students to engage in additional research, clinical electives, and visiting rotations to build a successful application to their intended specialty.

Extramural electives

Research Electives

Phase 3 of the MCW-Milwaukee M.D. program provides the opportunity for elective rotations. Although most students choose clinical electives, as many as two months of this time can be spent in the research environment, working under the supervision of the student's faculty preceptor. There are several research electives listed on the Phase 3 Scheduling Site, as approved by the Curriculum and Evaluation Committee. In addition, "non-standard" research electives may be undertaken through mutual agreement among the student, the faculty member, and the Associate Dean of Students, School of Medicine. Use of elective time for an initial research experience is not encouraged. However, this time may be particularly useful for students completing the Honors in Research Program and others with continuing research interest.

Extramural Electives within the United States

Away electives are reviewed and approved through the Visiting Student Learning Opportunities (VSLO) platform. We verify students' background checks, OSHA/Bloodborne pathogen training, HIPAA certification, BLS certification, mask fit, and successful completion of Step 1. This ensures that students meet all eligibility requirements prior to applying for away electives. We upload any additional requirements specified by the host institutions within VSLO.

Extramural Global Health Electives

Extramural Global Health electives are subject to a thorough and comprehensive review and approval procedure. Approximately 12-18 months in advance of the proposed elective month, students meet with leadership from the MCW Department of Global Health to discuss the type of clinical settings they prefer. Students are asked to reflect upon how the elective will complement their medical school curriculum and help them achieve their educational goals. as part of their self-selection process. For further details see [Office of Global Health](#)

Further details on extramural electives are provided here. [Course Catalog](#)

Grading Policies

MCW has clear policies for grading medical students in all three phases of the curriculum.

Phase 1 Grading

All Phase 1 courses (Integrated Science, Early Clinical, and Scholarly Concentrations) are graded on a Satisfactory/Unsatisfactory scale. For more detailed information on the Grading Policies visit, [School of Medicine Policy and Procedure Guidebook](#)

Phase 2 Grading

The Clerkship Blocks are graded in the SY/UY format. At the end of Phase 2, grades will be assigned in the H/HP/P/F format for: Family Medicine, Internal Medicine, Obstetrics & Gynecology, Pediatrics, Psychiatry, and Surgery; and in the S/U format for: Anesthesiology and Emergency Medicine. All

Phase 2 grading will be criterion-based. Students should refer to the course syllabi for the detailed grading process. Course directors will also share these details during orientations.

The Good Doctor, Thriving During Clerkships, Scholarly Concentrations, and Capstone will all be graded on a Satisfactory/Unsatisfactory scale. For more detailed information on the Grading Policies visit [School of Medicine Policy and Procedure Guidebook](#)

Phase 3 Grading

Courses in Phase 3 on all campuses are graded as follows:

Acting Internships: Acting internships are graded as Honors/high Pass/Pass/Fail. Please see the syllabus of each Acting Internship course for individual components of grading.

Preparing for Residency course: Preparing for the residency course is graded as satisfactory/unsatisfactory. Please see the syllabus for individual components of grading.

Electives: Most of the electives are graded as Honors/High pass/Pass/Fail. Some electives have different grading systems based on the nature of the electives (e.g., Global Health Electives, Research electives, etc.). Please see the syllabi of each elective course for the individual components of grading.

Scholarly Concentrations: As in Phase 2, scholarly concentration courses in Phase 3 are graded satisfactory/unsatisfactory.

Remediation: Remediation for 'Fail' or 'Unsatisfactory' grade on Phase 3 courses is individualized as determined by the course director in conjunction with the student, LCN, and ARRT.

For more detailed information on the Grading Policies visit [School of Medicine Policy and Procedure Guidebook](#)

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.

ADMINISTRATIVE SUPPORT

Office of the Registrar

In accordance with institutional policies and federal/state regulations, the Office of the Registrar maintains academic records as well as manages the academic calendar, course catalog, registration, and transcripts. The Office of the Registrar is ethical and professional in all that it does and assures the integrity of degree requirements and the grading process while maintaining confidentiality under the Family Educational Rights and Privacy Act.

Family Educational Rights and Privacy Act the Family Educational Rights and Privacy Act (FERPA), as amended, is a federal law administered by the U.S. Department of Education that protects education records, allows for inspection of records, and allows for amendment of records. For more information on FERPA visit [FERPA Policy](#)

The Office of the Registrar manages academic calendar, registration procedures, transcript requests, enrollment verification, FERPA processes, record retention, enforcing grading guidelines, course scheduling, and similar administrative functions.

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.

Academic Calendar

The [academic calendar](#) outlines the dates classes are in session, holidays observed by MCW, and other important events.

Registration for Courses

MCW students register for fall term in April of each year, and for spring term in October of each year. The Office of the Registrar will communicate instructions for registration to all medical students. MCW and the Office of the Registrar are committed to providing equitable opportunities for all students. To that end, students may not contact academic departments, course coordinators or directors regarding additional spaces, special scheduling, etc. MCW students are given priority in registration. After MCW students are registered, electives may be offered to students visiting from other medical schools.

Students have first priority for classes at their respective campuses and may pursue cross campus registration opportunities after preliminary registration has occurred.

Students must address any holds which prevent registration prior to the add/drop deadlines.

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

Exceptions to Add/Drop Policy

The Associate Dean for Student Affairs will consider approval after the course/clerkship director has approved the change.

- **Away Electives:** a student who, in the final Phase of study, pursues an away elective and does not receive acceptance to the away elective until after the MCW add/drop deadline may add an away elective after the MCW deadline provided the student submits the dated acceptance letter to the Office of the Registrar at least 15 days (about 2 weeks) prior to the start of the MCW rotation.
- **Scholarly Concentration:** during Phase 1 first year students in Milwaukee may change Scholarly Concentration through the first Thursday of the class.
- Students who seek an exception to the add/drop deadline for reasons other than Away Electives or Scholarly Concentrations must complete the Add/Drop Exception Form and consult the Associate Dean for Student Affairs, School of Medicine for permission.
- Application for exception to the Add/Drop Policy should be made to the Associate or Assistant Dean for Student Affairs.

Phase 3 Electives Scheduling

Phase 3 Scheduling Restrictions on taking vacation in Phase 3 (MCW-Milwaukee, MCW-Central Wisconsin, or MCW-Green Bay)

Students are entitled to a total of three vacation months, which may be taken during Phase 3 (as scheduling permits within the student's track). Students may not take more than eight consecutive weeks of time away, including winter break. Students are not permitted to take more than two vacation months in their final semester. Students should discuss any atypical scheduling with the Associate Dean for Student Affairs, School of Medicine.

Full-Time Student Status

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

Term limit

Students must successfully complete the curriculum of any given academic year in no more than two calendar years. Students are expected to complete the requirements for the M.D. degree within the following time limit.

Definition of Terms	Standard	Maximum
MD Program – MCW Milwaukee, MCW-Green Bay and MCW-Central Wisconsin	4 years in MKE	6 years
MD/MS Program	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 they fail to complete degree requirements within the requisite time limits, will be considered for dismissal from MCW

Medical School Grading System

GRADES

H	Honors
HP	High Pass
P	Pass
F	Fail
AU	Audit (Academic Enrichment courses)
I	Incomplete
IE	Incomplete, pending student completion of course evaluation in Pass/Fail course
IV	Incomplete, pending student completion of course evaluation in S/U course
IC	Incomplete in S/U course
C	Complete
S/SY	Satisfactory
U/UY	Unsatisfactory
W	Withdrawn
Y	Year, assigned to a course that spans academic terms or years

A grade of “W” for withdrawal is assigned when a student leaves a class before its completion, i.e., for deceleration, a permanent or temporary withdrawal. Except in extenuating circumstances, a student enrolled in M1-Phase 1 classes may not withdraw past November 15 of the fall term or April 15 of the spring term, and a student enrolled in M2 Phase 1-M4 Phase 3 classes may not withdraw past the 50% point of the class.

A grade of “I” for incomplete is used only when a student has completed at least 75% of the course and is otherwise not able to complete course requirements for some acute and unexpected circumstances beyond the student's control. A student may not take an

incomplete if they begin a permanent or temporary withdrawal during the course. If incomplete coursework is not completed by January 31 for the immediately preceding fall term or July 31 for the immediately preceding spring term, the incomplete grade will be converted to a grade of F or a grade of U pursuant to the course. A pending graduate with an incomplete grade on their record in the last term of enrollment must complete the coursework by the established deadlines. The date of graduation will reflect the graduation date for the term in which the course began, not the term in which the coursework was completed.

A grade of "IE" (4-point grading system) or "IV" (S/U grading system) signifying incomplete pending student completion of course evaluation is used only when a student has completed all coursework but has yet to complete the course evaluation. If the course evaluation is not completed by January 31 for the immediately preceding fall term or July 31 for the immediately preceding spring term, the IE or IV grade will be converted to a grade of F or U, respectively. The student's name will also be forwarded to the Academic Standing and Professionalism Committee to address remediation for the F or U grade and for consideration for possible disciplinary probation.

The academic transcript for a student who must remediate part of a class in the same term in which the class was originally taken will receive two final grades reflective of the first final grade and the remediated final grade.

The academic transcript for a student who must remediate an exam will reflect comments indicating the same.

The Medical School does not calculate a cumulative grade point average. Students may view final grades in MCWconnect and written assessments in OASIS. View the Transcript Key (PDF)

Student Account Services

Tuition

Students pursuing the standard curriculum, available at Central Wisconsin, Green Bay, and Milwaukee, are expected to pay a minimum of eight full terms of tuition, while students pursuing the accelerated curriculum, available only at the Central Wisconsin and Green Bay campuses, are expected to pay a minimum of six full terms of tuition. All Regional Campus students must declare their choice of standard or accelerated curriculum between February 15 of the M2 year and August 15 of the M3 year. Please note, Wisconsin Medical Student Assistance is only available for approved Wisconsin resident students for up to eight terms.

There is no add/drop period at Central Wisconsin, Green Bay, and Milwaukee campuses. Tuition starts being earned at the start of the term. With the exception of health, dental, vision, and life/disability insurance, all fees are non-refundable at the start of the term. Please see the [MCW All Student Bulletin](#) for additional information on Refunds related to withdrawal or dismissal.

Wisconsin Residents

The State of Wisconsin contributes money towards the tuition of Wisconsin residents for a maximum of eight full payments. If a student is enrolled for more than that scheduled time, the student is responsible for the entire tuition charge.

Regional Campus Tuition

All regional campus students start out on the 4-year curriculum; they must declare either the 4-year traditional program or the 3-year calendar-efficient program between February 15 and August 15 of the Phase 2 year. If regional students pursue the accelerated 3-year curriculum, but extend to 4 years, they first pay six full terms and then pay 50% repeat/35% voluntarily extend each term thereafter. If regional students pursue the traditional 4-year curriculum, they first pay eight full terms and then pay 50%

repeat/35% voluntarily extend each term thereafter. We base this off the logic that the 4-year degree is more extensive/can go into a specialty, etc.

Decelerated/Extended Terms

If a student voluntarily decelerates and completes year 1 over 2 years, they will get charged 35% tuition after 8 full terms of tuition/6 full terms for 3-year curriculum students. If a student must extend their time due to academic difficulties, they will get charged 50% after 8 full terms/6 full terms for 3-year curriculum.

Curricular Option	Definition	Tuition	Deadline/ Notes
Repeat	A student who must repeat the first 12 months of Phase 1 at the instruction of the institution	50%	Tuition discounts are applied after eight full terms (154-week curriculum), or six full terms (134-week curriculum) are first paid
Decelerated	A student who voluntarily opts to complete Phase 1 of studies over 30 months	35%	Tuition discounts are applied after eight full terms (154-week curriculum), or six full terms (134-week curriculum) are first paid
8 Weeks of Coursework or Less	A student enrolled in a term for 8 weeks or less, regardless of credits. Note: vacation time is enrolled time.	No additional tuition is charged	This is limited to students who have no more than 8 weeks of coursework to complete to graduate in a given year.
Enrichment year	A student who does not match and wishes to pursue additional training at MCW	\$3,500 per year in the Enrichment Program	Must apply by April 15 of the final year of school. Enrichment Year Program only begins after the student has graduated with an MD degree.

Tuition Refunds

If students withdraw or are dismissed, tuition will be refunded based upon the amount of tuition due less the percentage of days enrolled, up until the time Federal Regulations determine tuition has been fully earned via the Return of Title IV process (R2T4). With the exception of health, dental, vision, and life/dental insurance, all fees are non-refundable. After the R2T4 process determines tuition has been fully earned, no refund

will be issued. Insurance is refunded based on the number of months the student is enrolled in coverage regardless of the R2T4 determination.

If refunds are due to students who received financial aid during the current period, the amount of the refunds will normally be returned to the financial aid program(s) first according to Federal Regulations. Students who received institutional scholarships will retain past and current terms only, the dispersed scholarships upon dismissal or temporary or permanent withdrawal. In the event an overpayment still exists, any remaining funds will be refunded.

For more information on tuition visit, [Office of Student Accounts](#)

Financial Aid

Students must maintain acceptable academic progress to be eligible for Title IV financial aid programs, as set forth by federal regulations. Please refer to the Satisfactory Academic Progress requirements in the [All-Student Handbook](#)

For more information on Financial Aid resources visit, [Financial Aid](#)

PUBLIC SAFETY

Safety Services MCW produces an Annual Campus Safety Report in compliance with the Jeanne Clery Act. Campus specific security/public safety contact information:

- Central Wisconsin: Aspirus Security (715) 847-2926
- Green Bay: St. Norbert College Campus Safety (920) 403-3299
- Milwaukee: MCW Public Safety (414) 955-8295 or (414) 955-8299 (emergency)

Central Wisconsin and Green Bay: In the event of an emergency, dial 911 and then immediately contact the security/public safety department listed above.

Milwaukee: In the event of an emergency, call MCW Public Safety at (414) 955-8299.

MCW Public Safety will coordinate with any emergency responders. Please refer to the [MCW Public Safety](#) website for additional information and resources.

All students are required to have personal and emergency contact information on record in MCWconnect. This assists MCW Public Safety in emergency situations. Please note that failure to provide and/or update personal or emergency contact information may result in a registration delay.

STUDENT CONCERNS AND COMPLAINTS

The Medical College of Wisconsin is committed to holding the organization, including faculty, staff, trainees, and students, to the highest possible standards. From time to time, individuals may have questions or concerns regarding mistreatment that must be addressed to optimize their work and learning.

Examples of mistreatment include but are not limited to sexual harassment; discrimination or harassment based on race, religion, ethnicity, gender, gender identification, sexual orientation, physical disability, or age; purposeful humiliation; psychological or physical punishment; any form of retaliation; and the use of grading or other forms of assessment in a punitive manner.

Any person may report mistreatment at any time. If the aggrieved party is comfortable doing so, every attempt should be made to resolve the matter directly with the alleged offender. If further action is required or as an alternative to working with the alleged offender, the aggrieved party may file a formal report using one of the following means:

- Contacting the Medical School Office of Student Affairs: Associate Dean for Student Affairs Raj Narayan, MD at (414) 955-3636 or rnarayan@mcw.edu or Assistant Dean for Student Affairs Jed Calata, MD jcalata@mcw.edu

- Students who are uncomfortable filing a report through their respective school's Office of Student Affairs may file a report with MCW's Assistant Provost for Student Affairs: Jennifer Kusch, PhD, MS, MPH (414) 955-4860 jkusch@mcw.edu
- Submitting a complaint through MCW's third-party Compliance Reporting Hotline:
 - a. To submit a complaint by phone, call: (844) 703-8171.
 - b. To submit a complaint online, complete the form available at:
[Ethicspoint](#)

Anonymous reporting is optional. Reports will be acknowledged within 24 hours. No person will be subject to any adverse action for reporting what they honestly believe is a mistreatment violation. For more information, refer to MCW Students Concern Navigation.

LIST OF POLICIES AND PROCEDURES

MCW CORPORATE POLICIES AND PROCEDURES

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

Policy for Impaired Medical Students

For Cause Alcohol and Drug Testing

Substance Abuse Self-Identification

Notification of Arrests/Convictions

STUDENT AFFAIRS POLICIES AND PROCEDURES

Professional Behavior Policy

Medical Student Mistreatment Policy

USMLE Step 1 Registration Procedure

MCW USMLE Policy

USMLE Step 1 Registration

USMLE Step Attempts Policy

USMLE Step 1 Examination:

USMLE Step 2 CK Examination:

Temporary Withdrawal or Leave of Absence Policy

Permanent Withdrawal

Family Leave Policy

MD Program Term Limit Policy

MCW Enrichment Year Policy

ACADEMIC STANDING AND PROFESSIONAL CONDUCT COMMITTEE (ASPC) RELATED POLICIES AND PROCEDURES

Academic Probation

Academic Probation Review

Academic Dismissal Hearing Procedure

Procedure Relating to Medical Student Report of Professional Misconduct

Non-Academic Disciplinary Sanctions

Non-Academic Disciplinary Probation Procedure

Non-Academic Probation Review

MCW Appeal Policies for Medical Students

Grade Appeal Policy

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

Process to Appeal Non-Academic Suspension

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

Non-Academic Dismissal Hearing Procedure

CURRICULUM POLICIES AND PROCEDURES

Absence Policies

Phase 1 Absence Requests

MCW-Milwaukee Phase 2 Excused Absence Guidelines

Regional Campus Clinical Rotation Absence Guidelines

MCW-Milwaukee Phase 3 Excused Absence Guidelines

Religious Accommodations Policy

Process for Requesting Absences

Medical Student Dual Role Policy

Uniform Professional Conduct Policy for Clinical Rotations

Medical Student Immunization Requirements

Medical Student Exposure Policy

Environmental Exposure Policy

Medical Student Policy on Management of Allergies

Guidelines for Medical Student Dress

Rules for Administration of Medical School Examinations at MCW

Phase I Remote Examinations

Policy for Students Arriving Late to Take an Examination

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

Medical School Lab Practical Examinations

Medical School Weather Policy for Exam Administration

Procedures for Evacuation during ExamSoft and NBME Assessments

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

Medical Student Travel – Organ Procurement

ACADEMIC POLICIES AND PROCEDURES

Medical Student Record Access Policy

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

Annual FERPA Notice

Inspecting Education Records

Campus Reassignment Policy

Full-Time Student Status

Term Limit

Academic Progress

Add/Drop Courses

Add drop exception request procedure

MCW School of Medicine Extramural Electives Policy