Name of Policy:	**College of Medicine & Life Sciences: Graduation Requirements for the M.D. Degree Program**	THE UNIVERSITY OF TOLEDO 1872
Policy Number:	3364-81-04-013-05	
Approving Officer:	Dean, College of Medicine and Life Sciences	**Revision date:** May 1, 2024
Responsible Agent(s):	Chair, Executive Curriculum Committee, Associate Dean for Student Affairs, University Registrar	**Original effective date**: 08/25/85
Scope:	M.D. Program, College of Medicine & Life Sciences	

☐	New policy proposal	☐	Minor/technical revision of existing policy
☒	Major revision of existing policy	☐	Reaffirmation of existing policy

(A)   Policy statement

In accordance with the Liaison Committee on Medical Education (LCME)'s standards for accreditation of the program leading to the M.D. degree, the curriculum of a medical education program must provide a general professional education and prepare medical students for entry into graduate medical education. A specific set of requirements has therefore been established that students must meet in order to graduate from The University of Toledo College of Medicine and Life Sciences with the Doctor of Medicine (M.D.) degree, as follows:

(1)   Successful completion of all required courses in the foundational sciences curriculum.

(2)   Successful completion of all transition courses.

(3)   Successful completion of all required core clinical clerkships.

(4)   37 weeks of instruction in the fourth year, as follows:

    (a)   A minimum of 26 weeks of "clinical" electives, including

- 4 weeks of an Acting Internship (must be done at UTCOMLS or a UT affiliate).

- A maximum of 16 weeks in any ACGME core discipline (i.e., residency specialties that one can enter immediately out of medical school) including the Acting Internship

- A minimum of 12 weeks of clinical electives must be completed at UTCOMLS or affiliated institutions: Note: MD/PhD 745 electives

count toward the UTCOMLS requirement; global health electives do not.

(5)   2 weeks of Emergency Medicine Core Rotation (Career Exploration does not meet this requirement).

(6)   A student must be in good academic standing and not have any incomplete grades in order to participate in an "Away Elective." Good academic standing is defined as no non-remediated grades of Fail or Defer.

(7)   Students cannot add or drop a clinical rotation during the fourth year within 30 days of the start date of a rotation. Any exceptions/extenuating circumstances, including but not limited to adjustments needed for residency interviewing, will be evaluated on an individual basis by the Associate Dean for Clinical Undergraduate Medical Education.

(8)   A minimum of 8 weeks of Area Health Education Center (AHEC) clerkships in Years 3 and 4 are required. See the AHEC policy (3364-81-04-012-08) for more information.

(9)   A maximum of 6 weeks of Flexible Time, which can be taken in 2-week blocks, or as 1-week intervals to align away rotations with UTCOMLS schedule, is available in Years 3 and 4 combined. In addition, 10 (ten) "flexible days" will be allowed during the M4 year for the purpose of residency interviews and related activities (such as travel). No more than an average of 1 (one) day may be taken per week during any rotation, including flexible time and excused absence time (e.g., no more than 2 flexible days may be taken during a 2-week rotation). These flexible days will not be counted toward the 5 days of allowed excused absence per academic year. Remaining flexible time weeks or days are not credited towards graduation and may not be taken afterthe designated date determined each academic year. Flexible days may be permitted after the designated date with special permission.

(10) No grade of Incomplete (I), Defer (DF) or Unsatisfactory (U) on transcript.

(11) Any course/clerkship with grade of Fail (F) must be rectified with a passing grade in the same or an approved substitute course/clerkship.

(12) No grade of Not Recorded (NR) on transcript, with the exception of Flexible Time in Years 3 and 4.

(13) A passing score must be reported to the institution by the National Board of Medical Examiners (NBME) for the following licensure examinations:

   - USMLE Step 1
   - USMLE Step 2 Clinical Knowledge (CK)

(14) Successful completion of a comprehensive clinical skills assessment.

(15)   In addition to the academic requirements listed above, students must meet all financial obligations to the University prior to receipt of their diploma.

      (a)   Students must be enrolled full time unless on an approved academic plan or leave of absence.

      (b)   Students must be continuously enrolled unless on an approved leave of absence.

(B)   Purpose of policy

Establishment of strict criteria that must be met in order to receive a M.D. degree serves to ensure that all graduates of the Doctor of Medicine program have met the requirements for completion of a curriculum that provides a general professional education with both basic and clinical sciences, as well as successful completion of medical licensure examination, all of which are prerequisites for medical student entry into graduate medical education.

(C)   Scope

This policy applies to all students enrolled in the Doctor of Medicine program, as well as to the faculty, administration, COMLS Office of Student Affairs and Office of the Registrar charged with monitoring student progress and ensuring compliance with the policy.

(D)   Procedure

(1)   The Graduation Requirements policy will be posted on the College of Medicine and Life Sciences policy website and disseminated (in whole or applicable part) to the student body at key orientation/transition information sessions (i.e., Orientation for incoming students, USMLE Step 1 Information Session, Introduction to 3rd-Year Clerkships, Fourth-Year Clerkships Advising and Information Session, and the Graduation and Rank Order List Information Session).

(2)   Students must pass all of the required courses in Year 1 before advancing to Year 2.

(3)   Students must complete all of the required courses in Year 2 before advancing to Year 3.

(4)   In addition to the requirement for passing all core clinical clerkships, progression in the core clerkships is subject to requirements listed in the Satisfactory Academic Progress in the Required Clinical Clerkships Policy No. 3364-81-04-007-00.

(5)   Student progress will be monitored by the academic progress committee and students not progressing will be identified and addressed per policy 3364-81-04-036.

(6)   Off track students who do not have sufficient time to complete their outstanding requirements prior to graduation that academic year will not be able to participate in the NRMP Match that year.

The final degree audit and clearance for graduation is conducted by the Associate Dean for Student Affairs. At the time of the final degree audit and clearance for graduation, if a student had been previously certified for the NRMP Match that academic year and has courses that are required for graduation and have grades of "I", "DF", "NR", "In Progress", "U" or "F", the NRMP will be contacted in writing that the student will not be eligible to start residency on July 1. If the student has a plan approved by the Associate Dean for Student Affairs to complete the requirements by June first of that year, the contact with the NRMP may be deferred until June first.

(7)   Students failing to meet all of the graduation requirements defined in this policy will **NOT** be permitted to graduate.

Approved by: /s/ Christopher Cooper, M.D. Dean of the College of Medicine and Life Sciences May 1, 2024 Date *Review/Revision Completed by:* Senior Associate Dean for Student Affairs	**Policies Superseded by This Policy:** *Graduation Requirements 3364-81-04-013-05 8/25/85-2/7/12 3364-81-13 Curriculum for the College of Medicine, 3364-81-09-002 Fourth year Medical School Curriculum Requirements* **Initial effective date:** 08/25/85 **Review/Revision Date:** • *08/25/86* • *08/22/89* • *08/15/90* • *10/01/91* • *08/13/87* • *07/01/95* • *08/19/96* • *04/01/98* • *08/21/00* • *08/20/01* • *08/18/03* • *09/17/04* • *04/22/07* • *02/07/12* • *04/23/13* • *9/22/16* • *11/01/18* • *04/01/19* • *9/16/20* • *08/25/21* • *5/24/22* • *11/23/2022* • *05/01/2024* **Next review date: 05/01/2027**(three years from most recent revision/review date)