



“The MSUCOM Student Experience: Recruitment to Postgraduate Education!”

“What is Important for You to Know and How May You be able to Assist and Provide Guidance to our Students?”

Workshop Goal

- This workshop will provide you with information on what MSUCOM students experience and how the College assists them, from the time they are recruited to the College, through the Preclerkship and Clerkship Curricula, applying for postgraduate education, graduation and residency. At the end of this workshop you will have a better understanding of the entire student experience at MSUCOM and how you may be able to help assist and provide guidance to students during their tenure in the College and beyond.

Sparty wants you to help us
assist and provide guidance to
our students!





Grading/Committee on Student
Evaluation/College Hearing
Committee/Retention/Graduation

Grading

- MSUCOM employs the P/N (Pass/No grade) grading system and issuance of these grades shall be in accordance with University policy. Grading on the P/N system may be postponed by use of the "I" (Incomplete) or "ET" (Extension) grade.
- There is no "Honors" designation.
- Each student has access to a "Student Grade Report" through the "Student Portal." This report shows a student's:
 - percentage and percentile rank in each course during the Preclerkship Program.
 - overall class rank in quintiles for all courses during the Preclerkship Program.
 - this information is included in the Medical Student Performance Evaluation (MSPE; Dean's Letter) for each student as part of the residency application.

Committee on Student Evaluation (COSE)

- Standing Committee of the College
- Faculty Membership
- Administrative Responsibility
 - Associate Dean/Student Services
- Administrative Support
 - Office of the College Registrar
 - Office of Academic/Career Guidance

College Policies

- COSE – “Policy for Retention, Promotion and Graduation”
- COSE – “Committee on Student Evaluation (COSE) Procedures”
- College Hearing Committee (CHC) – “Medical Students Rights and Responsibilities”
- College Hearing Committee (CHC) – “College Hearing Committee Procedures”
- Location -
<http://www.com.msu.edu/Students/Registrar/Policies.html>

COSE Compared to CHC

- COSE
- Cases
 - Academic (Preclerkship/Clerkship)
 - Examples - "Reinstatement" following "Academic Dismissal" (e.g. % total "N" grades above retention level) and "Voluntary Withdrawal" from College
 - "Academic Probation" (Preclerkship Performance Subcommittee)
 - "Unsatisfactory Clinical Performance" (Clerkship Performance Subcommittee)
- CHC
- Cases
 - Non-Academic (Preclerkship/Clerkship)
 - Examples – unprofessional behavior, embezzlement, plagiarism, danger to patients, substance abuse, false identification, treated unfairly (not like other students), grade given unfairly, academic dishonesty

CHC

- Membership – 4 faculty and 4 students
- Types of Cases Heard:
 - Complaint – allegation by student/faculty/university member (e.g. staff) against a student
 - Grievance – allegation by a student against a faculty/university member (e.g. staff)

CHC

- Complaint Decisions (examples):
 - Probation
 - Dismissal
 - Suspension
 - Counseling
 - Letter in academic file
 - Remain in good standing
- Grievance Decisions (examples):
 - Not support grievance
 - Grade change in course (e.g. from and N to a P)
 - Retake an examination or required activity
 - Recommendation to Dean for action against a faculty member/staff

CHC

- All decisions sent to Dean, University Ombudsman and both parties
 - Dean sees that CHC decisions are carried out
 - Dean can ask CHC to reconsider decision based on additional information received
- Appeal
 - University Graduate/Professional Judiciary (UGPJ)
 - Appeal can only be based on perceived procedural irregularities during hearing

COSE

- Confidentiality of issues discussed during meetings with students
 - Confidentially Form
 - FERPA (Family Educational Rights and Privacy Act)
 - HIPAA for students and educational institutions
 - “Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions :

FERPA

- *School officials with legitimate educational interest:*
- Other schools to which a student is transferring;
- *Specified officials for audit or evaluation purposes:*
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law."

Giving Advice

- Be careful about giving advice to a student if you do not know the entire student story and are unsure of COSE/CHC policies
- Always check with the office of the Associate Dean/Student Services and/or the Office of the College Registrar regarding COSE/CHC policies and giving advice to a student with regard to academic issues and/or non-academic issues

“Policy for Retention, Promotion and Graduation”

- Important Sections to be familiar with:
 - Graduation and Additional Requirements
 - Grades
 - Academic Status
 - Appeal
 - Leave of Absence
 - Voluntary Withdrawal
 - Reinstatement

Progression of Academic Status in MSUCOM

Academic Good Standing

>20 percentile Ranking

Academic Notice

- Letter from Associate Dean
- Meet with Director of Academic and Career Guidance (designee)
- Encourage withdrawal from Extracurricular Activities

≤20 percentile Ranking

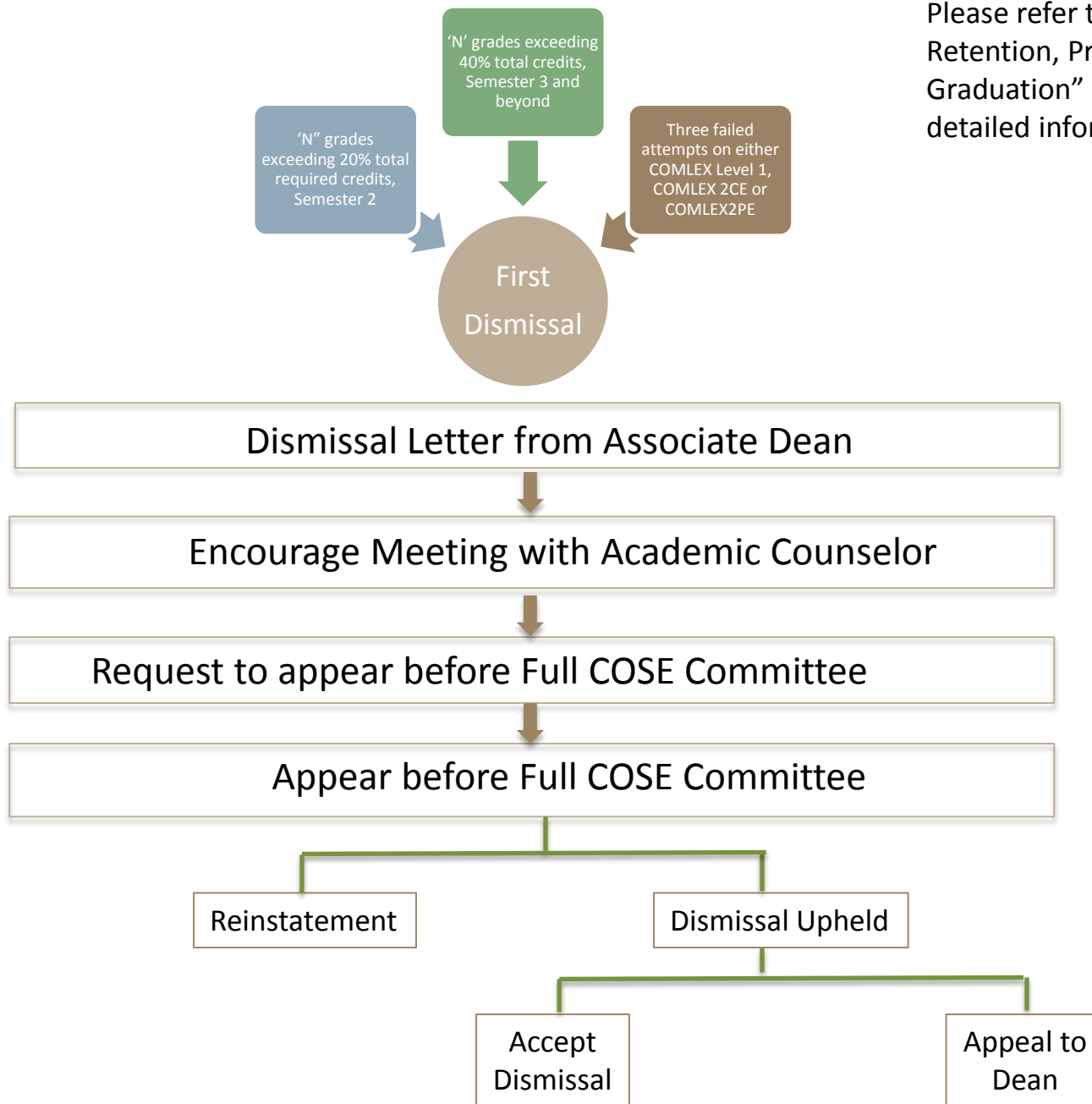
Academic Probation

- Letter from Associate Dean
- Meet with Director of Academic and Career Guidance (designee)
- Appear before appropriate COSE performance subcommittee
- Not allowed to enroll in Electives
- Must withdraw from Extracurricular Activities
- Must remediate N grades

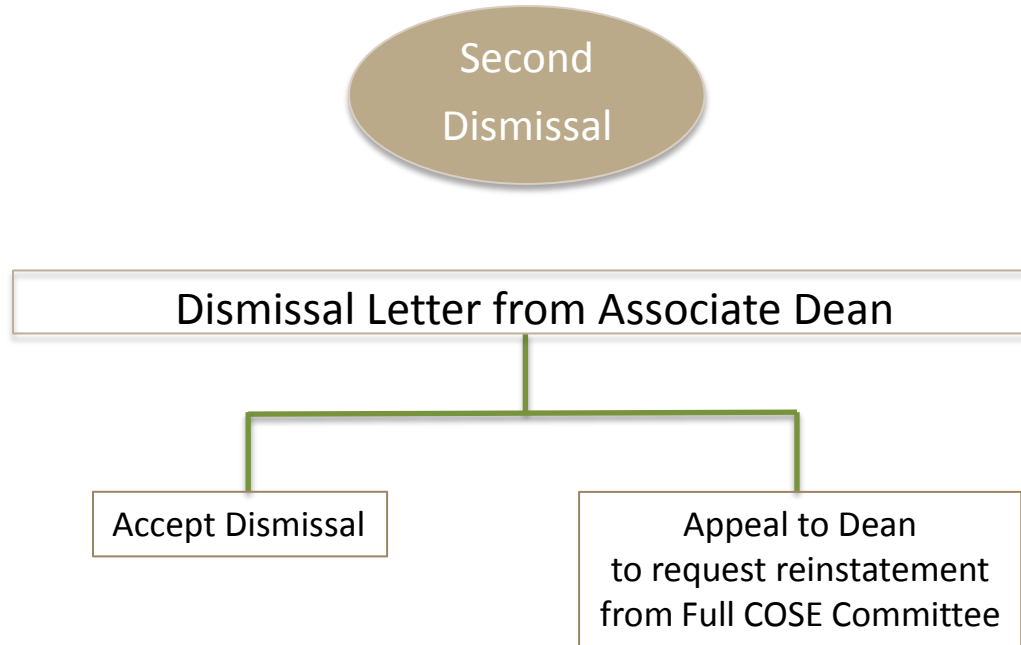
>15% total 'N' grades

Please refer to “Policy for Retention, Promotion and Graduation” for more detailed information

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COSE Committee Structure and Meeting Times

Full Committee-Described in bylaws of MSUCOM

Full COSE Committee

- Described in Bylaws of MSU COM



Meeting time:
Every semester

Preclerkship Performance Subcommittee

- Three voting members of Full COSE Committee (Chair elected)



Meeting time:
Every semester

Clerkship Performance Subcommittee

- Three voting members of Full COSE Committee, two of Whom must be physicians.



Meeting time:
monthly or as necessary

Graduation

- To graduate from the MSUCOM with a Doctor of Osteopathic Medicine (D.O.) degree, a student must satisfactorily complete all required courses (or approved equivalent) in the Preclerkship and Clerkship Curriculum Programs, successfully completing the equivalent of twelve semesters of academic study, successfully pass the COMLEX Level 1, COMLEX Level 2CE and COMLEX Level 2PE examinations of the NBOME and complete four years of Responsible Conduct in Research (RCR) Training.
 - **Sexual Harassment/Misconduct Training**
- Six calendar years to complete the curriculum, with exception of the D.O./Ph.D. student who may have nine calendar years to complete the prescribed coursework.

Additional Requirements

- In the Preclerkship Program, each student must pass all required Basic Science courses before entry into Semester 3.
- Each student must be compliant with the following requirements before entry into the Clerkship Program:
 - Pass all Preclerkship Program courses
 - Take COMLEX Level 1 examination
 - Provide a negative urine drug screen. (Note: students may be subject to random drug screening while participating in the Clerkship Program)
 - Fingerprinting and criminal background check

Additional Requirements

- Completion of Basic Life Support(BLS)/Advanced Cardiac Life Support (ACLS) training and Respiratory Fit Test
- Centers for Disease Control and Prevention recommendations for immunization of healthcare workers (BBP).
- Annual OSHA (Occupational Safety and Health Act) training in Universal Precautions.
- Annual HIPAA (Health Insurance Portability and Accountability Act) training
- In order to continue in the Clerkship Program, a student must pass the COMLEX Level1 examination as a prerequisite for enrollment in Semester 9 (Spring Semester)

Excused Absence

- If a student requires an “excused absence” from an examination or mandatory course activity:
 - Refer student to Course Syllabus – policies may vary from course to course
 - Discussions currently underway to make the Course Coordinator the primary contact person/decision-maker for all excused absence requests impacting his/her course.

College Scholarships

- 86 Scholarships, Loans and Awards - ~\$2.5 Million Awarded in 2015
 - 24 Non-Resident Scholarships Annually (3 years) - \$25,000
 - 20 – 25 Canadian Scholarships Annually (4 years) - \$20,000
 - 18 MOCF Scholarships – Range from \$7,000 - \$36,000 Annually
 - Kabakovich Scholarship – Pays Tuition for 4 Years
- Electronic Application Due Date – January 15th
- Information/Application - “Students” Web Page “Scholarships” Link on Drop Down Menu



Medical Student Performance Evaluation (MSPE; Dean's Letter)

MSPE

- During a student's tenure in the College, particularly in the Clerkship Program, he/she will be exploring postgraduate training possibilities.
- ERAS (Electronic Residency Application Service) applications for residency require an MSPE and Dr. Falls is the College official who writes the letter on their behalf.

MSPE

- Assessment of a student's academic and clinical performance and professional attributes while in medical school.
- Not a Letter of Recommendation!

MSPE

- MSPE contains the following information:
 - Information from “Student Grade Report” including overall class rank in quintiles for Preclerkship Program courses.
 - Board Scores (COMLEX Level 1 and COMLEX Level 2CE and 2PE examinations; USMLE).
 - Clerkship Program clinical rotations (required and elective) – clinical instructor evaluation ratings and comments.
 - Professional Attributes.
 - Extracurricular Activities.
 - Personal Information (college attended, major, degrees).