

Curriculum & Enrollment Policies

Section One: Graduation Requirements	2
Overview of Graduation Requirements	2
Section Two: Years 1 and 2 Enrollment Policy	2
Policy on the Sequential Completion of Blocks in Years 1 and 2	2
Section Three: Year 3 Enrollment Policies	3
A. Enrollment in Clerkships and Intersessions	3
B. Clerkship Scheduling Guidelines	3
1) Clerkship Enrollment.....	3
2) Clerkship Enrollment- Rural Locations	3
3) Year 3 Elective Enrollment	3
Section 4: Year 4 Requirements.....	4
A. Year 4 Units and Required Courses	4
B. Year 4 Units and Required Courses – Class of 2021.....	4
C. Year 4 Core Subinternship Rotations	4
Section Four: Year 4 Enrollment Policies	5
A. Double-Dipping Policy.....	5
B. Discretionary Time	5
C. Limit on the Number of Weeks in Any One Subspecialty Field	6
D. Limit on the Number of Non-University of Arizona CoM Rotations.....	6
E. Maximum Units of Independent Study Credit	6
F. Year 4 Holiday Policy	6
Section Five: Elective Policies Applicable to All Years.....	6
A. Elective Block Scheduling.....	6
B. International Elective Enrollment	7
C. Longitudinal Elective Course Credit Policy.....	7
Section Six: Rural/Underserved Required Experience.....	7

Section One: Graduation Requirements

Overview of Graduation Requirements

Approved: February 15, 2012

Every student must meet the following requirements in order to graduate:

- 1) The student must pass all required courses.
- 2) The student must take and pass the requisite number of electives as set forth by the Educational Policy Committee (EPC).
- 3) The student must pass both the USMLE Step 1 exam and the USMLE Step 2 Clinical Knowledge (CK) exam.
- 4) The student must take the USMLE Step 2 Clinical Skills (CS) exam prior to graduation.
- 5) The student must pass the third-year Objective Structured Clinical Examination (OSCE) exam, including any necessary remediation, prior to graduation.
- 6) The student must complete any other academic or non-academic requirement established by the TEPC for the educational program associated with the MD degree.

Section Two: Years 1 and 2 Enrollment Policy

Policy on the Sequential Completion of Blocks in Years 1 and 2

Approved: August 7, 2013

- 1) A student must complete the curricular blocks and courses of Years 1 and 2 in the sequence they are offered.
- 2) A student may be enrolled in only one block at a time.
- 3) Special requests for exemptions from attendance in required blocks and courses will not be considered.

Section Three: Year 3 Enrollment Policies

Approved: December 14, 2011

Revised: June 18, 2014; May 6, 2015; February 1, 2017

A. Enrollment in Clerkships and Intersessions

- a) Enrollment in required clerkships and the Intersession courses will NOT be electively postponed to Year 4. Exceptions may apply to:
 - 1) A student whose academic progress is delayed because of remediation of a block at the end of Year 2 or failure of the USMLE Step 1 exam, as approved by the Associate Dean for Admissions and academic progress committees; or
 - 2) A student on an approved medical or personal leave of absence.
- b) A student for whom an exception is granted under (a)(1) or (a)(2), above, must complete all required clerkships by the end of the fall semester of the student's fourth year.

B. Clerkship Scheduling Guidelines

1) Clerkship Enrollment

- a) A student must be enrolled in a required clerkship rotation 21 days prior to the start of that rotation's published start date.
- b) A student not enrolled in a clerkship prior to the 21-day deadline will not be allowed to begin his/her rotation.
- c) A student who is returning to clerkships after stopping progress to successfully complete USMLE Step 1 can be enrolled within the 21-day deadline, assuming the availability of an opening in a given clerkship's schedule.

2) Clerkship Enrollment- Rural Locations

- a) A student's enrollment in a required clerkship rotation at a designated rural teaching site must be confirmed 60 days prior to the start of that rotation's published start date.
- b) Exceptions to the 60-day enrollment deadline require the approval of the Director of the Rural Health Professions Program and the Associate Dean for Admissions and Student Affairs.
- c) A student who cannot begin a planned rural clerkship rotation due to failure to pass his/her USMLE Step 1 exam is excused from compliance with the 60-day rule. Student Affairs will notify clerkships of students requiring this exemption as soon possible.

3) Year 3 Elective Enrollment

- a) There is a three-week period during Year 3 that is designed for students to complete an elective.
 - i) A student will enroll in a designated Year 3 elective course during the elective period of Year 3.
 - ii) Students are strongly encouraged to complete their Year 3 elective at the home institution.
 - iii) Completion of the Year 3 elective course will not be delayed to Year 4.
 - iv) The Year 3 elective period will not be used for vacation or for discretionary time.
 - v) Students from schools other than the UA College of Medicine may not enroll in Year 3 elective courses.
 - vi) Year 4 requirements will not be met in the Year 3 Elective Period unless satisfying the exception herein:

- (1) Exception: A student may enroll in a designated surgical subspecialty during the Year 3 elective period.
- vii) Exceptions to the policies regarding the Year 3 elective must be approved by the Associate Dean for Admissions and Student Affairs.

Section 4: Year 4 Requirements

A. Year 4 Units and Required Courses

Approved: July 22, 2009

Revised: August 10, 2011

Year 4 consists of 35 total required units as follows:

- 1) 4 weeks Core Subinternship
 - a) Due to prerequisites, a student can only be enrolled in a subinternship during Year 4.
- 2) 4 weeks Selective in Emergency Medicine or Critical Care
- 3) 3 weeks Surgical Subspecialty (unless completed in Year 3)
- 4) If the surgical subspecialty is taken in Year 3, that requirement is satisfied. However, students must still enroll in 35 total units in Year 4.
- 5) 24 units additional elective courses.
- 6) A student must obtain approval from an advisor of plans for Year 4 courses

B. Year 4 Units and Required Courses – Class of 2021

Approved: January 18, 2017

Effective with the Class of 2021, Year 4 consists of 44 total required units as follows:

- 1) 4 weeks Core Subinternship
- 2) 4 weeks Integrated Emergency Medicine/Critical Care course (EMD 845)
- 3) 4 weeks Surgical Subspecialty
- 4) 4 weeks Back to Basic Science requirement
- 5) 28 units additional elective courses.
- 6) A student must obtain approval from an advisor of plans for Year 4 courses

C. Year 4 Core Subinternship Rotations

Approved: February 20, 2013

- 1) Core subinternships are Year 4 clinical rotations taken in one of six core clinical disciplines: internal medicine, general surgery, pediatrics, obstetrics & gynecology, emergency medicine, or family medicine. A subinternship serves as an experience which helps prepare students for residency by allowing them to function with increased responsibility compared to Year 3 clerkship rotations. A student on a subinternship rotation should function like a traditional intern or PGY-1 would function. Students are required to take at least one 4-week subinternship in a core discipline during

Year 4 to meet graduation requirements. This rotation must be taken with a UA faculty preceptor. Any exception must be approved by the Associate Dean for Medical Student Education.

- 2) The following are general criteria by which a rotation will qualify as a core subinternship. These criteria serve to distinguish a subinternship from a Year 3 clerkship rotation or a general Year 4 elective rotation.
 - a) Core discipline (internal medicine, general surgery, pediatrics, obstetrics & gynecology, emergency medicine, or family medicine)
 - b) Level of responsibility similar to an intern (PGY-1)
 - c) Responsible for an increased patient load
 - d) Typically caring for patients of higher acuity
 - e) Ability to manage patients at a higher level (e.g., time management, increased independence [within supervision], complexity)
 - f) Must involve on-call or after hours experience, initial patient assessments and management plans
 - g) Generally should be an inpatient, clinical rotation
 - h) If a primarily ambulatory experience, should include some emergency department, urgent care and/or ICU coverage (similar to typical PGY-1 schedule)
 - i) Consist of a single, four-week rotation
- 3) Although core subinternship goals and objectives will be specialty-specific, these will serve as general guidelines to designate a rotation as a valid core subinternship.
- 4) Students may take subinternship-level electives in non-core disciplines during their fourth year, but these rotations will not count toward the core subinternship requirement.

Section Four: Year 4 Enrollment Policies

Approved: September 18, 2013

Any exceptions to the limitations below must be pre-approved by the Associate Dean for Medical Student Education.

A. Double-Dipping Policy

Double-dipping is not permitted among courses that apply toward the surgical subspecialty, core subinternship and emergency medicine/critical care graduation requirements. Students are expected to complete 3 separate courses in order to meet the requirements.

B. Discretionary Time

- 1) Students may use available discretionary time as they wish for such activities as vacation, residency interviewing, and other non-credit activities.
- 2) Students may take additional electives during the discretionary time at no extra tuition charge.
- 3) Students may continue to participate in elective experiences that are interrupted by graduation

C. Limit on the Number of Weeks in Any One Subspecialty Field

- 1) The maximum number of weeks allowed during Year 4 in one subspecialty field is 12.
- 2) “Subspecialty field” is defined as any field in which subspecialty board certification is possible.
- 3) Students may take multiple rotations within a broader discipline’s umbrella, as long as the rotations do not substantively overlap in curricular content. For example, a student may take multiple pediatric electives, so long as no more than 3 electives are in any one particular sub-specialty (e.g., a student may take a variety of pediatric subspecialty rotations, but no more than 3 general pediatric rotations or 3 pediatric cardiology rotations).

D. Limit on the Number of Non-University of Arizona CoM Rotations

- 1) The maximum number of weeks allowed for rotations completed at institutions and sites not directly supervised by University of Arizona COM faculty during the fourth year is 16.
- 2) For a directly supervised course, the course director is a UA COM appointed faculty member who has ultimate responsibility for the design, implementation, and assessment of the course. The course director may hold any faculty title, including a volunteer clinical position, lecturer, adjunct, as well as assistant, associate or full professor.

E. Maximum Units of Independent Study Credit

The maximum combined number of independent study units (including reading rotations) for which credit will be allowed is 8.

F. Year 4 Holiday Policy

Year 4 students participating in electives will observe the holiday schedule of the institutions of their elective rotations.

Section Five: Elective Policies Applicable to All Years

A. Elective Block Scheduling

Approved: December 5, 2012

- 1) The Year 4 template for scheduling electives will default to elective periods of 2 and 4 weeks.
- 2) The first elective period for any academic year will begin with the first week of the first month for that year.
- 3) Students who seek to schedule 3-week elective periods may apply to the Office of Student Affairs. Exceptions will be granted for compelling reasons, but any 3-week elective must fall within a 4-week block.
- 4) Year 3 students who use their 3-week elective period to take an elective, rather than a 3-week surgical subspecialty rotation, must choose an elective from among those designed specifically for the 3-week, Year 3 experience.

B. International Elective Enrollment

Approved: February 19, 2014

Revised May 6, 2015

Policy Statement:

- 1) Medical students at the University of Arizona College of Medicine-Tucson shall apply only for international electives associated with LCME-accredited institutions or courses offered in the College of Medicine-Tucson (COM-T) student electives catalog.
- 2) Any exceptions will require approval by the Associate Dean for Admissions and Student Affairs and the appropriate COM- department or COM- Office of Global and Border Health (OGBH); an affiliation/preceptor agreement with the clinical site of the proposed international elective; and travel authorization from the UA Risk Management Offices before enrolling in an international elective.

C. Longitudinal Elective Course Credit Policy

Approved: August 15, 2007

Policy Statement:

- 1) Longitudinal elective courses may be designed as two courses, in which the student will typically enroll sequentially, the first course being prerequisite to the second, except with the consent of the instructor.
- 2) The first course will provide credit for learning activities accomplished in Years 1 and 2; the second course will provide credit for learning activities, which are more complex and sophisticated, accomplished in Years 3 and 4.
- 3) Students enrolling in the first course of the pair will earn credit that will be reported on the student's transcript, but that will not count toward earning the required number of elective credits. If the student takes the second course [in Years 3 or 4], the earned units will count toward earning required elective credits.

Section Six: Rural/Underserved Required Experience

Approved: June 16, 2008

Revised: June 19, 2013

Policy Statement: The University of Arizona College of Medicine- Tucson supports the development of physicians who will care for the rural and underserved communities throughout Arizona. The College requires our medical students to have significant exposure to such communities and the people who live in these communities. Therefore, the College of Medicine- Tucson requires medical students to participate in an educational experience that serves a disadvantaged and/or resource-poor population. This requirement can be completed in a variety of venues throughout the students' medical education. These include:

- 1) A rural or underserved clerkship rotation---Banner-University Medical Center South Campus Hospital, any rural FCM clerkship, a rotation at Maricopa Integrated Health System or affiliated sites, a rotation at a community health center
- 2) 2-week elective at a rural or underserved site (see above for sites)
- 3) Involvement in the Rural Health Professions Program (RHPP)
- 4) A minimum of 30 Commitment to Underserved People (CUP) volunteer contact hours (not including training hours) in either CUP I or II