

University of Missouri-Kansas City School of Medicine

Council on Curriculum Policy Manual & Guidelines

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Contents

Part I: Curriculum and Rotation Information	3
REQUIRED MEDICINE COURSES & ROTATIONS, YEARS 3 – 6.....	3
BACHELOR’S DEGREE REQUIREMENTS	3
MD DEGREE TRACK	3
ORAL AND MAXILLOFACIAL SURGERY/MD DEGREE – 2 YEAR TRACK	4
MEDICAL SCHOOL BLOCKS CREDIT POLICY	4
GENERAL DUAL ENROLLMENT POLICY	4
DUAL ENROLLMENT IN MEDICAL AND BACHELOR’S DEGREE COURSES	4
INTERNAL MEDICINE DOCENT ROTATION, YEARS 4 – 6.....	4
CONTINUING CARE CLINIC POLICY	5
POLICY FOR THE SELF-PACED PHARMACOLOGY SERIES, YEARS 3 – 6	5
YEAR 1 & 2 ALTERNATE PROGRAM CURRICULUM POLICY	5
CURRICULUM PLANS FOR STUDENTS FAILING OR WITHDRAWING FROM HUMAN STRUCTURE FUNCTION	6
BA/MD Students.....	6
MD Students	6
CUMULATIVE SCIENCE GPA.....	7
POLICY ON READMITTED STUDENTS	7
TRANSFER STUDENT ADMISSION WITH ADVANCED STANDING.....	7
Part II: USMLE Step 1 and Step 2 Clinical Knowledge (CK) Policies	8
USMLE STEP 1 GENERAL REQUIREMENTS	8
MINIMUM CRITERIA FOR THE FIRST-ATTEMPT USMLE STEP 1 EXAMINATION	8
CBSE Requirements.....	9
Deadline for Taking USMLE Step 1 Examination.....	10
USMLE STEP 1 FAILURE POLICIES.....	10
USMLE STEP 2 CLINICAL KNOWLEDGE GENERAL REQUIREMENTS	11
REQUIREMENTS & READINESS CRITERIA FOR STEP 2 CLINICAL KNOWLEDGE (CK)	11
Requirements for Taking the USMLE Step 2 CK Examination	11
Readiness Criteria for USMLE Step 2 CK	12
STEP 2 CLINICAL KNOWLEDGE (CK) FAILURE POLICY	12
USMLE STEP 1 OR STEP 2 REVIEW PROGRAM STUDY BLOCK POLICY.....	12
Part III: Clerkship Policies	14
SUBJECT EXAMINATION POLICY	14
POLICY ON RESIDENCY INTERVIEWING AND ABSENCES FROM REQUIRED CLERKSHIPS	14

SPLIT 2-BLOCK ROTATIONS.....	15
REQUIRED CLERKSHIPS WITH FAMILY MEMBERS.....	16
PATIENT TRACKING POLICY.....	16
COURSE EVALUATION COMPLIANCE POLICY.....	17
PEER ASSESSMENT POLICY.....	17
POLICY ON STUDENT WORKLOAD AND CLINICAL DUTY HOURS FOR CLERKSHIPS.....	17
POLICY ON STUDENT WORKLOAD HOURS FOR PRECLINICAL COURSEWORK.....	17
PROFESSIONALISM COMPETENCY ASSESSMENT FOR CLERKSHIPS.....	17
Part IV: Elective Policies.....	18
ELECTIVE STUDY AND READINGS BLOCKS.....	18
CLINICAL ELECTIVES POLICY.....	19
CLINICAL ELECTIVES HOURS POLICY.....	19
NON-CLINICAL ELECTIVES.....	19
AUDIT OR NOT-FOR-CREDIT ELECTIVES.....	20
ELECTIVE REQUIREMENT SCHEDULING POLICY.....	20
ADVISING GUIDE FOR CLINICAL ELECTIVE SELECTIONS.....	20
CHOOSING ELECTIVES.....	20
ELECTIVES WITH A TIMEFRAME OF THREE WEEKS OF LESS.....	20
SCHEDULING OUT-OF-TOWN ELECTIVES.....	20
PROCEDURES FOR ESTABLISHING NEW ELECTIVES.....	20
ELECTIVES WITH FAMILY MEMBERS.....	21
ELECTIVE MILITARY SCHOLARSHIPS.....	21
VISITING STUDENT POLICY.....	21
Part V: Petition Policies.....	24
GUIDELINES FOR CURRICULUM CHANGES.....	24
CURRICULUM REVISIONS THAT REQUIRE A FORMAL PETITION.....	24
PROCESS TO CHANGE SCHEDULED ROTATIONS OR ELECTIVES.....	24
DOCENT UNIT OR ROTATION PETITIONS.....	25
APPEAL PROCESS FOR DENIED PETITIONS.....	25

Part I: Curriculum and Rotation Information

REQUIRED MEDICINE COURSES & ROTATIONS, YEARS 3 – 6

This [chart](#) is composed of all required courses and rotations that are scheduled in Years 3 through 6. This chart lists guidelines that are designed to provide the student with a framework for scheduling medicine blocks. The minimum prerequisites for each rotation are given to ensure that students are adequately prepared for each experience. The guidelines offer recommendations for the year level in which a student may schedule a required medicine block. If prerequisites are met, the student may take that medicine block before he/she is formally promoted to the year in which the course is recommended. The Council on Curriculum, in consultation with the Education Team Coordinators (ETC's), may limit the use of flexibility to maintain an overall balance in scheduling to prevent excessive postponement of courses and/or an imbalance of student enrollment for required rotations. It is imperative that the balance of rotations is maintained whenever possible to provide each student with an optimal educational experience.

The purpose of this chart is to identify the areas of flexibility in the curriculum plan and try to fit the curriculum with the academic needs of each student. When preparing student schedules, ETC's and Docents should keep in mind such things as when the student plans to take the United States Medical Licensing Examination (USMLE), the student's need for elective time in Year 6, etc.

BACHELOR'S DEGREE REQUIREMENTS

Years 1 & 2: Year 1 and 2 BA/MD students must register as full-time students as established by the Office of Registration and Records. Each student must be enrolled in a minimum of 12 credit hours during a Fall or Spring undergraduate semester and a minimum of 6 credit hours during a Summer undergraduate semester. Full-time enrollment in Years 1 and 2 can be fulfilled by a combination of required medicine courses and undergraduate courses.

- Year 1 students are limited to 22 hours of enrollment in each of the Fall and Spring semesters. Enrollment in more hours must be petitioned to the Council on Curriculum.
- Year 2 students are limited to 10 hours of enrollment in Summer Semester and 22 hours in Fall Semester. Enrollment in more hours must be petitioned to the Council on Curriculum.
- Year 2 students in Spring Semester can enroll in only their scheduled required coursework (HSF I-III and Fundamentals of Medical Practice IV). Additionally, students participate in Clinical Correlations in Year 2 Spring Semester, though enrollment on the official transcript does not appear until Year 3 Summer Semester. Enrollment in additional courses will not be allowed.

Years 3 – 6: BA/MD Students will continue undergraduate degree coursework during the Summer Semester of Year 3 (Human Structure Function IV and Clinical Correlations). Enrollment in additional coursework during this semester will not be allowed.

- All BA/MD students must enroll in one semester of primarily undergraduate degree coursework in either summer, fall, or spring semester after promotion to Year 4 to complete the requirements of their undergraduate degree. Students must maintain full time-enrollment during this semester which can be fulfilled by a combination of required medicine and undergraduate courses. Full-time enrollment is defined by a minimum of 6 hours in the summer semester, a minimum of 12 hours in the fall semester, and a minimum of 12 hours in the spring semester. At least 6 of the hours in any semester must be undergraduate hours. Audited courses do not count toward the minimum credit hour requirement for the undergraduate semester.
- BA/MD students that completed their undergraduate degree requirements while in the Alternate Program are not required to enroll in one semester of undergraduate degree coursework after promotion to Year 3.

MD DEGREE TRACK

A limited number of students, referred to as MD students, enter this program with a minimum of a bachelor's degree and in some instances a graduate or professional degree. These students enter the medical program and enroll in the Human

Structure Function series. For students who wish to graduate in May of Year 6, the program allows for up to five blocks of leave of absence.

ORAL AND MAXILLOFACIAL SURGERY/MD DEGREE – 2 YEAR TRACK

OMS+MD students begin their first year of residency in June. After one year of residency, they begin the 26-block medical school curriculum. OMS+MD students transfer into the fifth year of the School of Medicine’s six-year program and complete 26 blocks of exclusive medical education. At the end of the medical school portion of their studies, they return to the Department of Oral and Maxillofacial Surgery to complete their residency.

A requirement of the OMS+MD transfer policy is that students must sit for Step 1 of the United States Medical Licensure (USMLE) examination before matriculating into the School of Medicine. OMS+MD students must sit for Step 1 during the first year of residency. OMS+MD students must also pass a standardized patient clinical skills examination.

The scheduled curriculum for this program is provided [here](#).

MEDICAL SCHOOL BLOCKS CREDIT POLICY

Students are required to successfully complete 38 Blocks (BA/MD) or 34 Blocks (MD only) of medical school credit for graduation. A block consists of 4 weeks, and 160 hours, of continuous curriculum. There are 13 blocks in the course of one academic year.

A student cannot enroll for credit in more than one medical school rotation or elective per block.

University Professional Liability Insurance will not cover students while on vacation or Leave of Absence.

GENERAL DUAL ENROLLMENT POLICY

Students that are enrolled in coursework for credit in the School of Medicine’s MD degree programs are not permitted to simultaneously enroll in another degree program that is not under the auspices of the Council on Curriculum. The Associate Dean of Curriculum will review petitions under exceptional circumstances and consider requests in cooperation with the Council on Evaluation.

DUAL ENROLLMENT IN MEDICAL AND BACHELOR’S DEGREE COURSES

Year 1-3 medical students will not receive credit for a medical school rotation or elective block other than required School of Medicine coursework while enrolled in semester courses.

Year 4-6 medical students will not receive credit for an undergraduate degree course while enrolled in a medical school rotation or elective block.

All students will receive credit for undergraduate and medical courses in Years 1 & 2 and during the return to undergraduate campus semester typically taken in Year 4 or 5.

The Associate Dean of Curriculum may grant an exception to this policy for students retaking required course(s) due to failure, withdrawal, GPA issues, or other documented extenuating circumstances.

INTERNAL MEDICINE DOCENT ROTATION, YEARS 4 – 6

Every student is required to complete a two-block Docent Rotation in Year 4, 5, and 6.

Cycle #	2019-20	2020-21	2021-22	2022-23
1	Block 3&4	Block 1&2	Block 5&6	Block 9&10
2	Block 1&2	Block 3&4	Block 7&8	Block 11&12

3	Block 9&10	Block 5&6	Block 1&2	Block 3&4
4	Block 11&12	Block 7&8	Block 3&4	Block 1&2
5	Block 5&6	Block 9&10	Block 11&12	Block 7&8
6	Block 7&8	Block 11&12	Block 9&10	Block 5&6

CONTINUING CARE CLINIC POLICY

All students are required to participate in Continuing Care Clinic for one half day per week beginning in Year 3 until they graduate from the program. Students do not attend clinic during vacation blocks and out-of-town electives. Year 5 & 6 students may not miss more than four blocks of Continuing Care Clinic per year. Year 4 students may not miss more than two blocks of Continuing Care Clinic per year.

Students who participate in an elective block within the Greater Kansas City Area (within a 25 mile radius of the School of Medicine) are required to participate in their regularly scheduled weekly clinic. Students participating in an elective outside of the Greater Kansas City Area are not required to participate in their weekly clinic and the block will be counted as one of their allowed blocks away from clinic during that academic year (includes one vacation block each year).

POLICY FOR THE SELF-PACED PHARMACOLOGY SERIES, YEARS 3 – 6

Each of the yearly self-paced pharmacology courses is a required element of the curriculum. Each Fall Semester, Year 3 students will register for 9385 and all Year 6 students will enroll in 9685. Each Spring semester, all Year 4 students will enroll in 9485 and all Year 5 students will enroll in 9585. The courses must be completed in sequence (e.g. 9385 is a prerequisite for 9485, and so on).

Students who are on leaves of absence or who will be extending, can complete the course work in a semester other than the assigned semester but the request should be made in writing, by the student and addressed specifically to the Course Director.

YEAR 1 & 2 ALTERNATE PROGRAM CURRICULUM POLICY

The Years 1 & 2 Alternate Program is designed to allow students more time in the Year 1 and 2 curriculum to acquire the essential knowledge, skills, and behaviors to successfully complete required courses.

Students may self-elect to enter the Years 1 & 2 Alternate Program due to specific personal reasons, such as a medical leave or other life circumstances, or they may be required to enter the Years 1 & 2 Alternate Program as a result of their placement into the academic probation.

Students will enter the Years 1 & 2 Alternate Program according to Council on Evaluation policy.

During their time in the Years 1 & 2 Alternate Program, students must:

- Meet all requirements of the Council on Evaluation as stated in the Council on Evaluation Policy Manual and Guidelines.
- Enroll in a minimum of two science courses each semester (Fall and Spring). This will be in addition to or in accordance with the requirements set by the Associate and Assistant Dean for Curriculum and the Assistant Dean for Years 1 and 2.
- Enroll in a clinically focused School of Medicine course, such as Fundamentals of Medicine or Ambulatory Care, in each fall and spring semester.
- Enroll only in those courses listed on the Alternate curriculum plan as approved by the Assistant Dean for Curriculum and Assistant Dean for Years 1 and 2.

- Extend the first two years of curriculum into three years. Thus, the minimum timeline for BA/MD program completion extends from six years to seven years.

Upon entering the Years 1 & 2 Alternate Program, students will be asked to sign an agreement acknowledging their acceptance of the alternate program requirements that are required to continue in the School of Medicine combined BA/MD degree program. Students will take coursework that fulfills requirements for their bachelor's degree and strengthens their knowledge and study habits in the basic sciences. Each student's curriculum will include repeating all failed program-required courses. Students may not alter their Alternate curriculum plan without receiving approval from the Council on Curriculum through the petitioning process.

A student's academic performance while in the Years 1 & 2 Alternate Program will be monitored each semester. Students maintain eligibility for each semester in accordance with Council on Evaluation Policy.

CURRICULUM PLANS FOR STUDENTS FAILING OR WITHDRAWING FROM HUMAN STRUCTURE FUNCTION

All students, at the end of Year 3, must achieve a science GPA of 2.8 or better in order to promote to Year 4.

BA/MD Students

Curriculum for BA/MD Students Failing or Withdrawing from Human Structure Function I:

- Any BA/MD student failing or withdrawing from Human Structure Function (HSF) I will automatically enter the Alternate Year 2 program.
- The Alternate Year 2 student must enroll in HSF II and III on an audit basis while completing concurrent Spring semester coursework (Fundamentals of Medical Practice IV).
- During the Summer and Fall of Alternate Year 2, the student enrolls in a minimum of two science courses in each semester. If student received a grade of "C" in a previous science course offered they must repeat that course, if available, in that semester.
- During the Spring of Alternate Year 2, the student re-enrolls in HSF I, HSF II, and HSF III for credit.

Curriculum for BA/MD Students Failing or Withdrawing from Human Structure Function II:

- Any BA/MD student failing or withdrawing from HSF II will automatically enter the Alternate Year 2 program.
- The Alternate Year 2 student must enroll in HSF III on an audit basis while completing concurrent winter semester coursework (Fundamentals of Medical Practice IV).
- During the Summer and Fall of Alternate Year 2, the student enrolls in a minimum of two science courses in each semester. If the student received a grade of "C" in a previous science course offered they must repeat that course, if available, in that semester.
- During the Spring of Alternate Year 2, the student re-enrolls in HSF I, HSF II, and HSF III for credit.

Curriculum for BA/MD Students Failing or Withdrawing from Human Structure Function III:

- Any BA/MD student failing or withdrawing from HSF III will automatically enter the Alternate Year 2 program.
- During the Summer and Fall of Alternate Year 2, the student enrolls in a minimum of two science courses in each semester. If the student received a grade of "C" in a previous science course offered they must repeat that course, if available, in that semester.
- During the Spring of Alternate Year 2, the student re-enrolls in HSF I, HSF II, and HSF III for credit.

Curriculum for BA/MD Students Failing or Withdrawing from Human Structure Function IV:

- Students will continue to enroll in Year 3 coursework. Students must enroll in a retake of HSF IV in the Summer semester following Year 3 coursework.

MD Students

Curriculum for MD Students Failing or Withdrawing from Human Structure Function I:

- Students must enroll in HSF II and III on an audit basis while concurrently enrolled for credit in Fundamentals of Medical Practice IV.
- These students will go on Leave of Absence for June-December.
- Following leave of absence, enroll in HSF I, II, III, and IV for credit.

Curriculum for MD Students Failing or Withdrawing from Human Structure Function II:

- Students must enroll in HSF III on an audit basis while concurrently enrolled for credit in Fundamentals of Medical Practice IV.
- These students will go on Leave of Absence for June-December.
- Spring semester: re-enroll in HSF I, HSF II, and HSF III for credit.
- Upon successful completion of HSF III, the student will continue on to enroll in HSF IV in the summer.

Curriculum for MD Students Failing or Withdrawing from Human Structure Function III:

- Students will take a Leave of Absence for June-December.
- Spring semester: re-enroll in HSF I, HSF II, and HSF III for credit.
- Upon successful completion of HSF III, the student will continue on to enroll in HSF IV in the summer.

Curriculum for MD Students Failing or Withdrawing from Human Structure Function IV:

- Students will continue to enroll in Year 3 coursework. Students must enroll in a retake of HSF IV in the Summer semester following Year 3 coursework.

CUMULATIVE SCIENCE GPA

The Council on Curriculum, in collaboration with Council on Evaluation and Student Affairs, will approve the curriculum plan for all students who need to meet cumulative science GPA requirements as determined by the Council on Evaluation.

POLICY ON READMITTED STUDENTS

In order to be considered for readmission, an applicant must first contact the School of Medicine Office of Admissions at medicine@umkc.edu for the full readmission policy, requirements, and application materials. The Council on Curriculum will determine the curriculum plan for all readmitted students.

TRANSFER STUDENT ADMISSION WITH ADVANCED STANDING

Students wishing to transfer to complete the clinical components of their education are considered for admission with advanced standing to the UMKC School of Medicine. Students will only be considered for transfer into the fifth year of our six year program, and must complete two years of medical education at the UMKC School of Medicine. In a given year, a limited number of positions may be available.

For more information about the Transfer Student Admission with Advanced Standing process, please go to http://med.umkc.edu/md/transfer_program/ or contact the School of Medicine Office of Admissions at medicine@umkc.edu or 816-235-1870.

Part II: USMLE Step 1 and Step 2 Clinical Knowledge (CK) Policies

Council on Curriculum

USMLE STEP 1 GENERAL REQUIREMENTS

1. Students must be enrolled in School of Medicine coursework in order to sit for USMLE examinations. Students are not permitted to take an examination while on leave of absence.
2. Students must sit for USMLE Step 1 prior to participating in any required clerkship other than Continuing Care Clinic, Year 4 Docent Rotation, and Family Medicine. Students who do not sit for the Step 1 exam by the end of the first week of any required clerkship (except Continuing Care Clinic, Year 4 Docent Rotation, and Family Medicine) will be automatically withdrawn from the clerkship and placed on administrative leave of absence until completion of the exam.
3. Students are not permitted to take USMLE Step 1 until they have successfully demonstrated readiness to sit for the exam by earning a qualifying score on the required Comprehensive Basic Science Exam (CBSE). Students who do not demonstrate readiness on the CBSE, as described below, will meet with the USMLE counselor to establish new readiness criteria.
4. A student who has shown readiness to sit for Step 1 cannot postpone any required clerkships.
5. Students who do not sit for Step 1 within 6 weeks of demonstrating readiness will be required to re-demonstrate readiness to sit for the exam. The student will meet with the USMLE counselor, who will establish new readiness criteria. The student will be responsible for the cost of any additional testing.
6. The deadline for a first attempt at Step 1 is 29 blocks (116 weeks) following the start date of Human Structure Function IV. The deadline for off-track students is determined by the Associate Dean for Curriculum. Students who do not meet this deadline will be placed on administrative leave of absence until they successfully demonstrate readiness to sit for Step 1.
7. Students are not permitted to withhold USMLE score results from the School of Medicine.
8. Students must pass the USMLE Step 1 examination within three attempts, time permitting. Graduation and deadline criteria are not suspended in order to permit three attempts on an examination.
9. Failure to pass USMLE examinations on the first or second attempt may result in a revised or extended curriculum. Additionally, students earning a second-attempt failing score on the USMLE Step 1 examination will be placed on administrative leave of absence.
10. Students earning a third-attempt failing score on any USMLE examination meet criteria for separation (dismissal) from the program and will be placed on immediate administrative leave of absence.

MINIMUM CRITERIA FOR THE FIRST-ATTEMPT USMLE STEP 1 EXAMINATION

1. BA/MD and MD students must officially promote to Year 4 and successfully complete (achieve a passing grade) in the Year 4 courses listed below:
 1. MED 9472: Behavioral Science

2. MED 9408: Pharmacology
3. MED 9401: Docent Rotation-Year IV OR MED 9471: Family Medicine

2. Students must complete MED 9482: Patient, Physician, Society I (a grade must be received)
3. BA/MD and MD students must demonstrate readiness for the USMLE Step 1 examination by successfully completing the Comprehensive Basic Science Examination (CBSE).

CBSE Requirements

1. The CBSE is administered only at the School of Medicine. Students are responsible for ensuring that they are signed up for the correct test date.
2. An unexcused absence from a scheduled CBSE examination will be treated as a failed attempt and the student will be required to meet with the USMLE Step 1 Counselor, who will establish criteria to demonstrate readiness for a subsequent attempt.
3. In order to sit for the CBSE, a student must meet all criteria for promotion to Year 4 and have a cumulative science GPA of 2.80 or better.
4. Minimum CBSE performance to sit for USMLE Step 1:
 - A student scoring 194 or above on the CBSE is automatically cleared to sit for USMLE Step 1.

Specific CBSE Requirements for students whose initial Year 4 schedule contains two consecutive study blocks:

- Students whose initial Year 4 schedule contains two consecutive study blocks must sit for a CBSE during one of the study blocks. Petitions to postpone the CBSE past the second study block will be considered only under documented extenuating circumstances.
- Students whose initial Year 4 schedule contains two consecutive study blocks and earn a score of 181-193 on their first CBSE will be enrolled in a Council on Curriculum-approved elective for the block following their first attempt CBSE. These students must sit for a second CBSE during that elective.
- Students whose initial Year 4 schedule contains two consecutive study blocks and either 1) earn a score of ≤ 180 on their first CBSE, 2) earn a score of ≤ 193 on a second CBSE, or 3) fail to sit for a scheduled CBSE will meet with the USMLE counselor, who will establish readiness criteria for clearance for subsequent exams. These students will be enrolled in up to two blocks of MEDICINE 9714 - Academic General Elective, as determined by the USMLE counselor.

Specific CBSE requirements for students whose initial Year 4 schedule does not have two consecutive study blocks:

- Students whose initial Year 4 schedule does not have two consecutive study blocks will select a CBSE date in consultation with their Education Team Coordinator (ETC). Students may petition to move this selected CBSE date once, and must sit for the CBSE on or before the March test date.
- Students whose initial Year 4 schedule does not have two consecutive study blocks and earn a score of 181-193 on their first CBSE will be enrolled in Council on Curriculum-approved coursework for

the block following the first CBSE attempt. These students must sit for a second CBSE during that block.

- Students whose initial Year 4 schedule does not have two consecutive study blocks and either 1) earn a score of ≤ 180 on a first CBSE attempt, 2) earn a score of ≤ 193 on a second CBSE, or 3) fail to sit for a scheduled CBSE, will meet with the USMLE counselor who will establish readiness criteria for clearance for subsequent exams. Curricular adjustments may be required, including enrollment in up to two elective study blocks and/or up to two blocks of MEDICINE 9714 - Academic General Elective, as determined by the USMLE counselor.

Deadline for Taking USMLE Step 1 Examination

1. The deadline for a first attempt at Step 1 is 29 blocks (116 weeks) following the start date of Human Structure Function IV. The deadline for off-track students is determined by the Associate Dean for Curriculum. Students who do not meet this deadline will be placed on administrative leave of absence until they successfully demonstrate readiness to sit for Step 1.
2. Alterations to a student's schedule (e.g., repeating courses) will not change a student's Step 1 deadline.
 - If a student has not completed the Year 4 courses listed above by the end of the Step 1 first-attempt deadline, the last day of the block after the student completes those courses becomes the student's Step 1 deadline.
3. Failure to take USMLE Step 1 by the deadlines set forth above will place a student on immediate administrative leave of absence.

USMLE STEP 1 FAILURE POLICIES

1. Students failing the first or second attempt USMLE Step 1 examination must meet with the USMLE counselor and his/her ETC to design an appropriate Step 1 preparation program as soon as possible. The criteria for second or third-attempt readiness will be determined by the USMLE Counselor.
2. The Associate Dean for Curriculum will determine when a student has successfully completed the readiness criteria for a second or third attempt.
3. The Associate Dean for Curriculum will determine necessary curriculum and/or schedule changes for students failing the first or second attempt USMLE Step 1 examination.

Failure on First Attempt of USMLE Step 1

1. One block clerkship: Students receiving "notification of failure" while enrolled in a one block clerkship are permitted to complete the clerkship.
2. Two block clerkship
 - Students receiving "notification of failure" in the first block of a two block clerkship are permitted to complete only the first block, and must withdraw from the second block of the two block clerkship. An "Incomplete" grade will be issued for the entire rotation until the second block is satisfactorily completed. The second block must be completed within one year, or the grade will lapse to "No Credit/Fail."

- Students receiving “notification of failure” in the second block of a two block clerkship are permitted to complete the clerkship.
3. Enrollment in two block rotations will not be permitted until successful completion of USMLE Step 1.

Failure on Second Attempt of USMLE Step 1

1. Students will be placed on an administrative leave of absence after a second failure on USMLE Step 1. They will remain on an administrative leave of absence until readiness for a third attempt at Step 1 has been verified by the Associate Dean for Curriculum.
2. While awaiting results on a third attempt at Step 1, students may not enroll in required rotations.

Failure after Third Attempt of USMLE Step 1

1. A student who fails the third attempt at Step 1 meets criteria for separation (dismissal) from the program.
2. Students will automatically be placed on administrative leave of absence after a third failure on USMLE Step 1 and will remain on administrative leave of absence until the student’s status in the program has been determined.

USMLE STEP 2 CLINICAL KNOWLEDGE GENERAL REQUIREMENTS

1. Students must be enrolled in School of Medicine coursework in order to sit for USMLE examinations. Students are not permitted to take an examination while on leave of absence.
2. Students are not permitted to withhold USMLE score results from the School of Medicine.
3. Students are not permitted to take USMLE Step 2 CK until they have successfully demonstrated readiness to the Council on Curriculum.
4. Students must pass the USMLE Step 2 CK examination within three attempts (time permitting).
5. Failure to pass USMLE examinations on the first or second attempt may result in a revised or extended curriculum.
6. Students earning a third-attempt failing score on any USMLE examination meet criteria for separation (dismissal) from the program and will be placed on immediate administrative leave of absence. Graduation and deadline criteria are not suspended in order to permit three attempts on an examination.
7. Students on track to graduate in May of Year 6 must sit for the USMLE Step 2 CK examination by December 31 of Year 6. Failure to take the examination by this deadline may have consequences for participation in the National Resident Matching Program (NRMP).
8. Passing scores on all USMLE examinations must be received by the Council on Evaluation by April 30, prior to May commencement ceremonies of Year 6, for any student to be eligible to participate in those ceremonies. Students graduating in August or December of Year 6 must submit passing Step 2 CK scores to the Council on Evaluation prior to graduation.

REQUIREMENTS & READINESS CRITERIA FOR STEP 2 CLINICAL KNOWLEDGE (CK)

Requirements for Taking the USMLE Step 2 CK Examination

- All students must successfully complete the following clerkships:
 - MED 9501: Year 5 Docent Rotation

- MED 9503: Pediatrics
- MED 9505: General Surgery
- MED 9506: Obstetrics & Gynecology
- MED 9571: Psychiatry
- Students must show readiness to sit for USMLE Step 2 CK by achieving a qualifying score on Step 1 that is greater than one standard deviation below the average national mean. Students must have achieved a qualifying score of 209 on their first attempt at Step 1 to be cleared to take Step 2 CK.

Readiness Criteria for USMLE Step 2 CK

- Students who achieve a qualifying score on Step 1 will be permitted to sit for Step 2 CK.
- Students who fail to achieve the qualifying score must complete the following:
 - Meet with the USMLE Step 2 CK counselor to determine any necessary curriculum changes, establish a readiness plan and set a Comprehensive Clinical Skills Examination (CCSE) date.
 - A student scoring 209 or above on the CCSE is automatically cleared to register and sit for USMLE Step 2 CK.
 - A student scoring 195-208 on a first-attempt CCSE must schedule a second CCSE, but does not need to meet with the USMLE Step 2 CK Counselor.
 - A student scoring 194 or below on a first-attempt CCSE is not permitted to schedule a second CCSE. The student must meet with the USMLE Step 2 CK counselor and show readiness in order to register for a second CCSE. The USMLE Step 2 CK counselor will determine any necessary curriculum changes.
 - No more than two attempts are permitted on the CCSE examination.
 - Students failing to reach the required CCSE score of 209 after two attempts must show readiness with criteria determined by the USMLE Step 2 CK Counselor.
 - An unexcused absence from a scheduled CCSE examination will result in a forfeiture of that attempt and the student will enter Step 2 CK remediation as if they had failed the CCSE.

STEP 2 CLINICAL KNOWLEDGE (CK) FAILURE POLICY

Failure after first or second attempts:

- The student must meet with the USMLE Step 2 CK Counselor and his/her ETC as soon as possible to alter their curriculum and determine readiness criteria.
- When readiness criteria are met, the USMLE Step 2 CK Counselor will clear the student to retake Step 2 CK.

Failure after third attempt:

- The student meets criteria for separation (dismissal) from the program per Council on Evaluation policy.
- The student will be automatically placed on an administrative leave of absence and will remain on administrative leave of absence until their status in the program has been determined per Council on Evaluation policy.

USMLE STEP 1 OR STEP 2 REVIEW PROGRAM STUDY BLOCK POLICY

The following policy applies ONLY to students enrolled in formal USMLE Step 1 or Step 2 board review programs:

- The student must submit a completed study block form to the Learning Resource Specialist at least one week prior to the beginning of the study block.

- The student must submit with his/her study block form proof of enrollment from the formal USMLE review program.

The student will be allowed to miss up to four weeks of outpatient continuing care clinic while enrolled in a study block and participating in a formal USMLE review program. This will count towards the total out-of-town experiences allowed in the academic year.

Part III: Clerkship Policies

SUBJECT EXAMINATION POLICY

Rotation	Score to Pass	Number of Attempts	Time Allowed to Pass Exam
Docent Rotation	60 or higher	2	Exam must be passed within a four-block period subsequent to the date of the failed exam.
Pediatrics	55 or higher	2	
OB/GYN	65 or higher	2	
Surgery	60 or higher	2	
Psychiatry	63 or higher	2	
Emergency Medicine	56 or higher	1	
Behavioral Science	340 or higher	2	

***passing scores updated as of 2020-2021 academic year

Number of Attempts & Time Allowance to Pass Subject Exam: When a student fails a required subject examination in a clerkship, he/she must post a passing score within a four-block period subsequent to the date of the failed examination. A student will be allowed to repeat the subject examination just once during that period. Failure to pass the subject examination within four blocks will mean failure of and re-enrollment in the clerkship. The subject examination schedule set by the Office of Assessment and Quality Improvement must be followed; no change in the schedule will be allowed except for documented illness or a family emergency.

No-Show/Unexcused Absence: A “no-show/unexcused absence” on the subject examination date scheduled at the end of the rotation results in a forfeiture of one of the two attempts. A second “no-show/unexcused absence” on an examination date scheduled by the student results in a failure of the rotation.

Multiple Subject Examination Failures

Effective for all first-time takers of subject exams:

1. Any student with two outstanding subject exams in different clerkships will not be permitted to enroll in any required clerkships until he/she has no more than one outstanding subject exam to complete. The student will receive remediation to address his/her difficulties and appropriate advising along with revision of his/her curriculum schedule.
2. If the student then has a third outstanding subject exam, he/she will not be permitted to enroll in any further required clerkships until all outstanding subject exams have been successfully completed.

Failure on First Attempt of Subject Examination: Students who fail on their first attempt at a Subject Examination or internally written required examination are NOT eligible to receive Honors or High Pass in that Clerkship.

Subject Exam Reporting on Medical Student Performance Evaluation (MSPE): Beginning with clinical clerkships in June 2005, the number of attempts a student needs to achieve a passing score on an NBME subject examination in a clinical discipline will be reported in his/her MSPE (dean’s letter). The passing score will also be reported.

POLICY ON RESIDENCY INTERVIEWING AND ABSENCES FROM REQUIRED CLERKSHIPS

The school recognizes a need for Year 4, 5, or 6 students to take time away from clinical responsibilities, i.e., emergencies, death in family, hospitalization, and in Year 6, Residency interviewing. Individual clerkships will address attendance requirements for non-clinical activities in the syllabus (i.e. missing didactics, conferences, etc.).

OBJECTIVE: To create an absence policy that applies to all clerkships and ensures consistent processes and approvals from Clerkship Coordinators.

Students requesting an excused absence from a clinical clerkship for any reason must make arrangements with the Clerkship Coordinator and/or Director two blocks prior to the clerkship start date; failure to do so may result in an unexcused absence. Students must follow the procedures as listed below and on the form:

1. Student must obtain and complete a "Request for Clerkship Excused Absence Form" from the Curriculum website or student's ETC.
2. Student must submit the Excused Absence Request form no later than two blocks prior to the clerkship start date.
3. Student must take the completed form to the Clerkship Coordinator FIRST, then the Director, for approval and signatures (do not leave the form to be signed; student must speak directly to the Clerkship Coordinator and Director to obtain their signature). The Clerkship Coordinator will keep approved forms on file for their future reference.

Students are expected to attend and participate in every session of a clinical clerkship. Excused absences are subject to approval by the Clerkship Director or Clerkship Coordinator and will be accommodated only to the extent that the absence does not interfere unreasonably with the goals and objectives established for the clerkship.

Excused Absences per Year 4 & 5 One-Block Clerkship: 3 days total

Excused Absences per Two-Block Clerkship: 6 days total, 3 days per 1 Block

Excused Absences for Year 6 Emergency Medicine: 5 days total

Excused Absences for Year 6 Docent Rotation: 10 days total, 5 days per 1 Block

Review the Request for Clinical Clerkship Excused Absence form for a list of approved absences. **Note: Continuity Clinic have separate policies related to the total amount of days a student can be absent.** Refer to the clerkship syllabus or contact the clerkship coordinator for more information.

Missing clinical duties without an excused absence will result in the following consequences:

First unexcused absence: The students overall grade will be reduced by 10%.

Second unexcused absence: The students overall grade will be reduced by 25% and the student will be notified by the Clerkship Director.

Third unexcused absence: Failure of the clerkship.

Unexpected or unplanned absences should be immediately reported to the Clerkship Director and Coordinator. It is at the Clerkship Director's discretion to determine if an unplanned absence is excused or unexcused based on any extenuating circumstances provided.

For Residency interviewing, the school recommends that students be allowed to interview for a period of no more than five working days per block. Excused absences are subject to the approval of the Clerkship Director and will be accommodated only to the extent that such absences do not interfere unreasonably with the goals and objectives established for the clerkship.

SPLIT 2-BLOCK ROTATIONS

All required rotations in Years 3 through 6 that are more than one block in length must be taken consecutively. These rotations include:

- Docent Rotation
- Obstetrics/Gynecology
- Pediatrics
- Surgery

Exceptions to this policy will be determined by the Associate Dean for Curriculum.

The process for completing a split rotation is as follows: If a student cannot complete the second block of a two-block rotation due to Council on Curriculum or Council on Evaluation policy, the student will receive an INCOMPLETE for the first block and will have no more than one year to complete the second block for credit.

REQUIRED CLERKSHIPS WITH FAMILY MEMBERS

Students will not be allowed to do scheduled required clerkships with family members. In a situation where no alternative faculty exists, the situation will be examined on a case-by-case basis by the Council on Curriculum.

PATIENT TRACKING POLICY

The UMKC SOM learning objectives are articulated with the Competency-Based Curriculum and all required clinical clerkships must provide students with sufficient and consistent opportunities to satisfy these objectives. It is the responsibility of the individual clerkship faculty to confirm that their clerkship objectives support the goals of the Competency-Based Curriculum. They accomplish this partially by identifying which disease states/conditions/skills/procedures are essential, and partly by stating what level or responsibility should be achieved by each student, and by defining the appropriate clinical setting. Patient Tracking Software (PTS) exists to assist clerkship directors and clerkship faculty in assessing what students are experiencing during their clerkship and how closely they have met previously identified clerkship objectives. PTS also provides assistance to clerkships and the school in meeting the LCME ED-2 standard.

The following principles serve to guide clerkships in meeting this responsibility:

1. Clerkships are responsible for developing a list of clinical encounter and patient-type content (major disease states or conditions or clinical skills/procedures) that each student can reasonably expect to encounter during their clerkship. Most likely clerkships will identify general categories and provide specific disease states/conditions/skills/procedures which correspond to each of the identified categories.
2. The length of the content list(s) should be sufficient to satisfy the core clerkship objectives. At this time, there are no specific requirements on numbers of encounters. The clerkship must provide a mechanism for students to encounter this experience regardless of the time of year the clerkship is scheduled for a student.
3. The numbers of patients necessary to satisfy clerkship objectives is left to the individual clerkships to decide; however, these clerkship-defined numbers must be clearly identified for students. Requirements on numbers of experiences should be set consistent with the following:
 - The necessary time to experience the required numbers of patients should not exceed reasonable work hours for students.
 - A single patient may satisfy multiple content items (disease states/conditions/skills/procedures), but the requirements for a meaningful encounter (defined by the clerkship) must be satisfied for each.
 - The level of student responsibility for each encounter must be defined (participation, observation, etc.), as well as the clinical setting in which the encounter takes place.
 - As a component of the required mid-rotation assessment, a mid-rotation review of reported PTS activities should be documented by the clerkship director for all students to determine what each student has already encountered and what he/she is likely to encounter over the remainder of the clerkship. A timely review should allow the clerkship director sufficient opportunity to provide the student with a

personalized experience to help them meet all outstanding clerkship encounters which may include use of alternative methodology such as online cases, assigned readings, simulation experience or oral presentation.

4. All students should enter patient data in the PTS on a weekly basis to provide adequate information for the mid-rotation assessment. Students who do not comply with this requirement will be penalized as defined by the clerkship director. Students must enter all required patient data into the PTS by midnight of the last day of the clerkship to show their clerkship requirements have been met. Students who fail to meet this PTS requirement will have their final grade in the clerkship reduced by one level (e.g., honors to high pass).

COURSE EVALUATION COMPLIANCE POLICY

The School of Medicine continually and systematically collects, utilizes and responds to students' feedback regarding medical school courses, rotations and clerkships. Students' perceptions are a critical component of the curriculum evaluation process. Student ratings and comments are carefully reviewed by faculty, department chairs, and the Council on Curriculum in order to promote positive curricular change.

Therefore, students are required to complete evaluations of all courses, rotations, and clerkships that the School of Medicine requires by using OASIS. The OASIS evaluation form will be available for student use for a total of 14 days, seven prior to the close of the course, rotation, or clerkship and seven after the course, rotation, or clerkship is over.

Students who do not complete evaluations by the deadline (by the end of the seventh day after the course, rotation, or clerkship is over) are subject to action from the Council on Evaluation.

Faculty must communicate the course/rotation/clerkship evaluation policy to students at the beginning of the curricular experience. A summary of the policy and the consequence for noncompliance must be included in the syllabus along with the relevant information for accessing evaluations.

PEER ASSESSMENT POLICY

The purpose of peer assessment is to help students help their peers develop their clinical and professionalism competencies. Participation in peer assessment in medical school is also intended to prepare students for professional practice. Peer assessment in residency programs is commonplace, and it is a professional obligation that physicians in practice are expected to fulfill.

POLICY ON STUDENT WORKLOAD AND CLINICAL DUTY HOURS FOR CLERKSHIPS

[Click here for policy](#)

POLICY ON STUDENT WORKLOAD HOURS FOR PRECLINICAL COURSEWORK

[Click here for policy](#)

PROFESSIONALISM COMPETENCY ASSESSMENT FOR CLERKSHIPS

[Click here for policy](#)

Part IV: Elective Policies

ELECTIVE STUDY AND READINGS BLOCKS

Students may take up to four blocks of independent study or readings for credit. Any combination of study and readings for the four blocks is acceptable, either for credit or audit (e.g., 4 study blocks and 0 readings blocks, 2 study blocks and 2 audit readings block, etc.).

Any study block, credit or audit, granted for a student must be a supervised, organized experience, under the direction of the Learning Resource Specialist. A Study Block Goals and Objectives form must be completed by the student and submitted to the Learning Resource. Students are required to attend weekly Continuing Care Clinic while on a study block.

Any readings block, credit or not-for-credit, granted for a student must be a supervised, organized experience, and may be conducted with the Learning Resource Specialist or any physician approved by the Council on Curriculum. A Readings Block Goals and Objectives form must be completed by the student, signed by the evaluating physician, and submitted to the Council on Curriculum no later than the first calendar day of the block prior to the start date of the readings block or credit will not be issued. Students are required to attend weekly Continuing Care Clinic while on a readings block, whether credit or audit. Due to clinic responsibilities, a readings block may not be taken out of town.

CLINICAL ELECTIVES POLICY

Clinical electives are assigned to one of nine distinct categories by the Council on Curriculum: (1) Family & Community Medicine, (2) Internal Medicine, (3) Neurology/Psychiatry, (4) Obstetrics/Gynecology, (5) Pathology, (6) Pediatrics, (7) Radiology, (8) Surgery, and (9) Other. To promote a variety of experience, clinical elective selection must follow these guidelines:

- Students must complete at least three clinical electives, each from one of the nine categories, as a graduation requirement. Further selection of clinical electives may take place at the discretion of the student, with appropriate advising from the Docent and Education Team Coordinator.
- Students must also complete at least one Critical Care elective. This elective will also count toward the three required clinical electives chosen from the nine categories.
- All students must petition the Council on Curriculum to take more than 4 clinical electives from any one of the nine categories.

Participation in clinical electives can take place in any order.

All clinical electives available for medical students are reviewed by the Council on Curriculum. The Council on Curriculum assigns each individual elective experience to a general UMKC elective category, and within each category the elective is matched to the most appropriate UMKC elective title. These agreed upon elective titles correspond to ACGME approved postgraduate training programs.

CLINICAL ELECTIVES HOURS POLICY

In order to receive credit for any medical school elective fulfilling requirements of the Clinical Electives Policy, students will need to attend clinical and educational activities for a minimum of 160 hours for that one block rotation. To qualify as a “clinical” elective, the majority of the time or >50% is spent seeing patients in a clinical setting. Examples of educational activities include but are not limited to: interaction with patients in clinic/inpatient wards; conferences; discussions; rounds; assignments online with products specified such as answers to questions or exercises, essays, short papers, or reading assignments with a graded assignment; field trips with assignments; and case discussions or reflective meetings with faculty. In accordance with the Council on Evaluation policy that students cannot be absent for any reason, either excused or unexcused, more than four (4) working days from a one-block elective, students can and should use days of educational activities or additional clinical experiences to complete adequate time in a clinical elective. Should a student determine that they are unable to meet the requirements necessary to satisfy a clinical elective experience, the student is responsible for contacting their ETC and Council on Curriculum without delay.

NON-CLINICAL ELECTIVES

Students may enroll for credit in academic electives, research electives and humanities electives. These non-clinical elective experiences yield one block of required medicine credit, but they do not fulfill requirements for the three clinical elective categories required for graduation. All non-clinical elective experiences must be approved initially by the Council on Curriculum; to receive credit for the elective, students must satisfy all requirements specified in the elective description form. Students taking any elective experience must also comply fully with attendance policies. Should a student determine that they are unable to meet the requirements necessary to satisfy a non-clinical elective experience, the student is responsible for contacting their ETC and Council on Curriculum without delay.

AUDIT OR NOT-FOR-CREDIT ELECTIVES

Some clinical and non-clinical electives are designated as Audit (or “not-for-credit”) experiences. No academic assessment is made of student performance during an audit elective; however, the student is still responsible for adhering to all requirements outlined in the elective description form. Reasons an elective may be classified as audit could include: a clinical elective does not meet the minimum UMKC SOM standards for the assignment of credit (the clinical elective does not require 3 weeks attendance or 160 hours of contact). In these circumstances, only the Council on Curriculum may approve participation in an elective on an audit basis. Students may not designate any clinical or non-clinical elective as a not-for-credit experience, since only the Council on Curriculum has the authority to do so. Should a student determine that they are unable to meet the requirements necessary to satisfy a not-for-credit elective experience, the student is responsible for contacting their ETC and Council on Curriculum without delay.

ELECTIVE REQUIREMENT SCHEDULING POLICY

Students cannot schedule any of the three required clinical electives from the nine designated categories or the critical care elective requirement for the block of their graduation.

ADVISING GUIDE FOR CLINICAL ELECTIVE SELECTIONS

UMKC residency directors have assembled a list of elective recommendations that students can use to advance their career goals. The residency directors believe these elective choices would strengthen the competitiveness of a student applying for their residency. A list of commonly chosen residencies with elective suggestions from the different UMKC categories is provided [here](#) as a guide only.

CHOOSING ELECTIVES

Electives are an important aspect of each student’s medical education. Students have the responsibility of thoroughly investigating electives with the assistance of their Docent, Education Team Coordinators and Council on Curriculum staff. Students may choose to take any elective that has been previously approved by the Council on Curriculum. In order for students to determine if an elective has been approved, they should contact their Education Team Coordinator or the Coordinator of the Council on Curriculum. Approved electives can be viewed by searching the Electives Database maintained by the Council on Curriculum. If the elective is not in the Electives database, students should follow the steps listed under “Procedures for Establishing New Electives”.

ELECTIVES WITH A TIMEFRAME OF THREE WEEKS OF LESS

UMKC students are not permitted to enroll for credit in clinical electives which do not last for a duration of at least three weeks. Students who do enroll in approved clinical electives which last for three weeks or less will be permitted to do so only on a Not-For-Credit basis. Only in those instances where an approved clinical elective is scheduled for three weeks or less will an explanation for the assignment of a No Credit be provided within the official School of Medicine MSPE letter.

SCHEDULING OUT-OF-TOWN ELECTIVES

Out-of-town electives are handled differently than in-town electives. Elective information and course descriptions are available in the Electives database. It is the student’s responsibility to arrange out-of-town electives. Students should keep their Education Team Coordinator informed of the status of these electives. Electives that have not been approved by the Council on Curriculum must be arranged prior to the beginning of the elective. The approval process is explained under “Procedures for Establishing New Electives.”

Year 5 & 6 students may not miss more than four blocks of Continuing Care Clinic per academic year. This allows for three blocks of out-of-town electives and one block of vacation. Year 4 students are allowed two blocks away from clinic per academic year. This allows for one elective block and one vacation block.

PROCEDURES FOR ESTABLISHING NEW ELECTIVES

It is important that decisions concerning electives be made well in advance so the necessary approval may be obtained. If students wish to schedule new electives that have not previously been approved by the Council on Curriculum, they should use the [New Elective Course Description Form](#). Detailed instructions for completion can be found on the form.

The Course Description Form must be completed and returned to the Council on Curriculum no later than the first calendar day of the block prior to the start date of the elective. If course description information cannot be acquired within this period, the student should contact the Curriculum Office to discuss the situation.

ELECTIVES WITH FAMILY MEMBERS

If a student wishes to petition to take an elective under the supervision of a family member the following criteria must be satisfied:

- At least two-thirds of the clinical experience must be spent and supervised by a non-family member in the practice. A detailed daily schedule showing supervision by non-family member partner(s) will need to be provided with the elective petition.
- During the clinical elective a log of activities must be maintained and signed daily by the faculty that supervised the student. This log will be turned in at the end of the rotation to confirm item #1 above.
- Students who receive approval to take an elective with an immediate family member must have a non-family member be the evaluator of the student's performance. The name of the evaluator should be provided on the application to take the rotation or elective.

If a student applies to take an elective without following the above procedure, the Council on Curriculum may decline the petition or accept the petition with a recommendation to the Council on Evaluation that the student will not receive credit for the elective or rotation.

ELECTIVE MILITARY SCHOLARSHIPS

Students on a military scholarship are required to use vacation and elective blocks to fulfill basic training or military maneuver requirements. If used, the elective block is classified as MEDICINE 9714 – Academic General. This block counts toward the required 38 medicine blocks but does NOT count as a clinical elective.

VISITING STUDENT POLICY

1. Department chairs and/or the director of medical education at an affiliated clinical site will decide whether to take visiting students into electives. Visiting students can be added to electives as long as:
 - UMKC students are given priority in choosing which blocks they will take electives.
 - The majority of elective placement occurs during the elective placement process, which occurs twice in each academic year at elective placement meetings. Students inform their education team coordinator of their elective choices, and are placed according to Council on Curriculum policy. UMKC students are placed in electives for blocks 1-8 in March, and in electives for blocks 9-13 in October. After these dates, visiting students may be accepted into electives.
 - So that the education of UMKC students is not compromised, limits on the number of visiting students accepted should be set and followed. Each visiting student is eligible to take no more than two electives, a total of 8 weeks, at UMKC.
2. Visiting students shall not be scheduled on the same teams/shifts as UMKC medical students during clerkships that are required for UMKC medical students. When accepting visiting students, the total number of students including the visitors should not exceed the maximum number of students set by each clerkship director.

All domestic MD or DO students must apply through the AAMC Visiting Student Learning Opportunities (VSLO) service to be considered for eligibility and placement in an elective.

- Students at MD or DO schools in the United States may view elective opportunities using the AAMC Visiting Student Learning Opportunities (VSLO) service. Students must complete all required elements of the application to be considered for placement. The coordinator will notify the student through VSLO regarding the status of the application(s) and any offers or denial of placement.
3. Students from medical schools outside of the United States must apply in one of the following ways:
- Students at MD schools outside of the United States whose institutions are listed as “home schools” in VSLO must apply through the AAMC Visiting Student Learning Opportunities (VSLO) service. Students must complete all required elements of the application to be considered for placement. The coordinator will notify the student through VSLO regarding the status of the application(s) and any offers or denial of placement.
 - Students attending one of the four affiliated international institutions should contact the coordinator in the SOM Medical Humanities/International Office for information about potential elective options and application materials.
 - Harbin Medical University – Harbin, China
 - Medical University of Graz – Graz, Austria
 - Instituto Tecnológico Y De Estudios Superiores de Monterrey – Monterrey, Mexico
 - Peking University – Peking, China
 - Students attending a school that is not listed as a “home school” on VSLO and are not attending one of the four affiliated international institutions must contact the coordinator in the SOM Medical Humanities/International Office for information about potential elective options and application materials.
 - International visiting students are strictly limited to an observational role in any approved elective rotation.
4. The decision to accept a specific domestic visiting student for an elective will be made by the elective coordinator or by the departments/hospitals in which the student wishes to take the elective. This decision is based on the maximum number of students that the elective can accept in each block, available faculty/staff, and other parameters as defined by the department.
- All visiting students from international institutions must be approved by the instructor/department.
5. All visiting students accepted at University Health will be responsible for completing compliance/HIPAA training. A University Health representative will contact students via email with instructions for completing this mandatory requirement. Each block, the electives coordinator will provide a list of all visiting students and elective assignments to the Administrative Assistant to the Chief Medical Officer, as well as University Health Security.
6. As required by the school’s accrediting body, the visiting student coordinator will keep a running record of numbers of visitors, the electives they took, and the type of school they attend (Liaison Committee on Medical Education accredited, America Osteopathic Association accredited, etc.). For that reason, each elective contact person at CMH and St. Luke’s Hospital must report to the School of Medicine’s elective coordinator every six months the number of students who take an elective and the type of school from which they came (LCME, AOA, etc.).

Part V: Petition Policies

GUIDELINES FOR CURRICULUM CHANGES

A petition is defined as a request to add or delete a confirmed rotation or elective, or vacation block in the student's curriculum.

By the beginning of Block 12 each year, all curriculum plans for the upcoming academic year should be finalized. These guidelines have been written to address ONLY changes requested after Block 12 preceding the new academic year (example: April 2, 2018 for the 2018-2019 academic year). The goal of these guidelines is to provide a procedure for the students to follow when a change in a scheduled rotation or elective is requested.

All students are expected to carefully review their curriculum plans for the upcoming year with their Education Team Coordinator. Students are expected to follow their curriculum plans as written.

CURRICULUM REVISIONS THAT REQUIRE A FORMAL PETITION

1. To waive a required vacation block
2. To modify required clerkships, electives, or courses
3. To modify curriculum in response to academic failure

Some revision(s) in a student curriculum may be considered without a petition. Any such revisions will be made and approved only by the Associate Dean of Curriculum.

PROCESS TO CHANGE SCHEDULED ROTATIONS OR ELECTIVES

Criteria for Petitions

1. The request must be submitted to the Council on Curriculum on a "Petition to Change Curriculum" form.
2. Student petitions requesting changes to curriculum must be submitted no later than the first calendar day of the block prior to the start date of the rotation or elective. Exceptions to this policy will be made only in the following instances:
 - An elective that is cancelled, that was previously confirmed by the institution.
 - A request to change curriculum that is based on an academic need that was not identified until after the one block deadline (e.g., Student drops a course due to academic reasons and needs to change curriculum for the next block).
 - A situation that is deemed an emergency by the Associate Dean of Curriculum.
3. The change requested must not affect the minimum or maximum required numbers for the rotation/elective.

Any petition placed on the Council on Curriculum agenda will be subject to final approval/denial by the Coordinating Council.

Process for Petitioning

1. See your Education Team Coordinator to obtain a petition form.
2. Complete the form with your ETC and obtain your ETC signature.
3. Have your Docent sign the petition.
4. Return the form to your Education Team Coordinator; your ETC will forward the petition to the Council on Curriculum.
5. The Council on Curriculum will note the received date as the date the completed petition is received in the Curriculum office.
6. The petition will be executively approved or denied by the Associate Dean of Curriculum, and the student's ETC will be notified.

7. The petition will be placed on the consent agenda for the next meeting of the Council on Curriculum.

DOCENT UNIT OR ROTATION PETITIONS

The current policy from Docent Council is that a student CANNOT change his/her Docent Rotation, except in the following situations:

- Changing the rotation will allow the student to graduate on time
- A required move by the Council on Curriculum due to student's withdrawal or failure in a required course or rotation
- Individual emergency situations

A student requesting to change a Docent Unit or Docent Rotation must complete a "Petition to Change Docent Unit or Docent Rotation" form. The form must be signed by appropriate parties and then forwarded to the Council on Curriculum for final approval or disapproval.

APPEAL PROCESS FOR DENIED PETITIONS

The petition will be reviewed by the Associate Dean of Curriculum and approved, denied or referred to the full Council for discussion. In the case of referral or denial, the student may request to be invited to the next Council meeting and allowed to make a personal appeal.

- If the petition is denied by the Council, the student may make a final appeal to the Student Appeals Subcommittee.