



## 4<sup>th</sup> YEAR SCHEDULING PROCEDURES

(Updated 10/30/2009)

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## SCHEDULES

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Students have the opportunity for selecting and sequencing their courses. While every effort is made to accommodate student requests, preceptor availability as well as departmental and site needs/limitations take precedence over student preferences. **By necessity, elective courses must be scheduled around required courses since Required Surgery, Required Emergency Medicine and Required Medicine have limited offerings.** Each department is responsible for the number of students accepted for each rotation, and MUSOM students are given priority over Visiting Students.

The Office of Academic Affairs maintains the approved (official) schedule of clinical rotations of all Fourth Year Students. Approval of the department (if a Huntington-based rotation) must be obtained before the Office of Academic Affairs will approve the course or the schedule change. **Students are discouraged for scheduling any elective that would involve being taught and/or evaluated by a family member.**

**According to the State Liability Policy, students are NOT covered for liability insurance if a rotation has not been registered for the course (received final approval from the Office of Academic Affairs). If you are not registered for the course, you will not receive credit even if it has been completed.**

### SCHEDULE CHANGE POLICY - 14 day Rule

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Changes to fourth year student schedules may be made via the Student Scheduler up to 14 days prior to the course. Approval, however, must be secured by the appropriate department approving the request.

Students are also responsible for contacting coordinators for any rural, out-of-Huntington, or out-of West Virginia rotation regarding any schedule change including cancellation.

## DEADLINE FOR SCHEDULE CHANGES

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**NO MS IV SCHEDULE may be changed after the due date for Graduation Applications.**

Requests for schedule changes submitted prior to the due date for Graduation Applications will only be granted if in compliance with the 14-day rule and are submitted, via the Student Scheduler.

## COMPENSATION

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In order to preserve the academic integrity of the School of Medicine while simultaneously promoting student initiative and achievement, only those medical students who receive nationally recognized fellowships and/or scholarship monies associated with clinical or research obligations may be eligible for fourth year elective credit. **Such credit will be granted only following advance written approval by the Office of Academic Affairs.**

Students receiving multiple (more than one) fellowship and/or scholarship stipends will warrant additional review by the Office of Academic Affairs. The Office may deny, grant or modify paid fourth year elective credit based upon the composite educational and clinical plan presented by the student. Military stipends may be exempt for this policy.

## DELAYED GRADUATION/ISSUANCE OF A DIPLOMA

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Year IV students will be graduated, assuming all requirements are satisfactorily completed either in May, July, August or December. An official diploma will not be released to a student until all requirements are met and verified, including passage of the USMLE Step 2 CK and CS. All retakes for Step 2 CK and CS must be scheduled before May 1st to be eligible for May graduation.

If, for any reason, graduation requirements are not fulfilled within prescribed deadlines the student will be registered for those remaining courses during the subsequent term. The student will then be a candidate for a later graduation. Appropriate tuition and fees will be assessed.

## **INTERNATIONAL ELECTIVES**

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The School of Medicine permits students to pursue clinical experiences in foreign countries. Numerous opportunities for study overseas are available throughout the world. Availability of electives and travel information may be obtained by contacting Dr. John Walden, Department of Family and Community Health, Center of Rural Health, First Floor (691-1199) or Dr. Richard Crespo, Department of Family Practice (691-1193). It is the student's responsibility to acquire proper immunizations, travel arrangements and evacuation insurance.

## **SCHEDULING LIMITATIONS**

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The following scheduling limitations have been set for the Fourth Year:

No more than 12 weeks of Out-of-State Electives can be scheduled.

No more than a total of 4 weeks may be scheduled for any combination of:

Surgical Anatomy

Board Review

Medical Spanish

In addition to the above, Research, Readings, Special Projects or Independent Study Courses are limited to a total of 4 weeks but may be extended if special permission is obtained by the sponsoring faculty member and the Office of Academic Affairs.

## **SCHEDULING REQUIRED COURSES**

Required Courses (EMS, MED, SUR) MUST be completed here in Huntington, during a specific block.

These courses will be scheduled through Academic Affairs and Department Coordinators. However, students will have an established time limit to switch blocks with classmates as long as both students involved in the exchange submit an email to the Registrar permitting to the switch.

## **SCHEDULING ELECTIVE COURSES -- WEB BASED REGISTRATION PROCEDURES ELECTIVES/REQUIREMENTS**

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Senior Students are responsible for ensuring their schedules are correct on the Student Scheduler. <https://musom.marshall.edu/students/scheduler/>

To schedule an elective, students log on to the Student Scheduler and submit the appropriate information (elective requested, dates, preceptor name)

Once the electronic request is submitted, the department will electronically approve or deny the request. The Departments are responsible for limiting the number of students eligible to register monthly for the course and verifying availability of MUSOM faculty. The Office of Academic Affairs will be notified of approvals and/or denials.

Should a student request a schedule change that is less than 14 days from the beginning of the course (elective or required), an automatic denial will be generated. The Office of Academic Affairs may override the system for emergent needs.

## **OUT OF STATE ELECTIVES**

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To arrange Out Of State (OOS) Electives, student must:

- 1.) Obtain a Visiting Student (VS) Application Start by going to (<http://www.aamc.org/students/medstudent/electives/start.htm>)
- 2.) Submit the Visiting Student Application to the Academic Affairs Office for completion.
- 3.) Once the request has been approved by the Away School, the student must submit documentation of the approval to the Office of Academic Affairs and add the elective to the Student Scheduler. Only upon receipt of the elective approval will the elective be approved on the Student Scheduler.

Beginning Fall 2009, medical schools may opt to use the Visiting Student Application System (VSAS). For instructions on applying for electives thru this system, please visit <http://www.aamc.org/programs/vsas/start.htm>

**ALL Out of State Electives are Pass/Fail.**

## **RURAL ELECTIVES**

To graduate, all students must complete at least two months of rural experience at an approved site. **It is imperative to note that LCME requires us to have all rural preceptors listed as faculty members so those not already on the MUSOM faculty list, will have to be established well in advance for appointment/ approval paperwork purposes.**

To arrange rural electives, students must:

- 1) Contact the WVRHEP Site Coordinator to determine elective and preceptor availability.
- 2) Once a mutually agreed upon rotation and preceptor have been determined, the student must submit an elective request to the Office of Academic Affairs by using the Student Scheduler) by entering course, dates of elective, etc.
- 3) In the comment section, students must indicate that this elective has been approved by the appropriate RHEP Site Coordinator.  
([www.wvrhep.org](http://www.wvrhep.org))
- 4) Once the rural request has been approved on TRACKER, the Office of Academic Affairs will approve the Student Scheduler request.

Approved by President's Designee Nerhood: 9-1-09