

Phase IV

Guidebook

Class of 2020

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Office of Student Life

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Information will be sent via your UCDenver email. It is required that you check it daily. You are responsible for reading it and responding when appropriate.

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Overview of Fourth Year/How to Use this Guide:

Fourth year represents 25% of your medical education. Think of fourth year as a chance to add both breadth and depth to your education. It is the one part of medical school that is completely individualized. We want you to be fully prepared for your chosen internship, but fourth year is your last opportunity to learn about particular conditions that you may not see as a resident. It is also a time to complete graduation requirements and prepare for the next step in your training. There are a lot of competing priorities, so careful planning is crucial to get the most out of fourth year.

In addition to fulfilling the requirements for the CUSOM MD Program, there are at least four additional goals for fourth year:

- Select a specialty, apply for residency, interview, and match
- Strengthen skills needed for your chosen career
- Fill gaps in your education and ensure that you are competent in all core areas before graduation
Explore areas of medicine that interest you, or that you may not have time to explore in residency

You can think of the fourth year as being divided into three phases:



Because of the complexity and individualized nature of fourth year, students are expected to take an active role in planning and meeting all of the requirements. This can often lead to questions. This guide provides a summary of the year and the expectations of students. It should serve as a resource and reference as you progress through the year. It complements the MD Policies and Procedures, as well as the course catalog, which includes the options for course work. An updated version of the course catalog is always available on the electives website:

http://www.ucdenver.edu/academics/colleges/medicalschoo/education/degree_programs/MDProgram/electives/Pages/Phase-IV-Electives.aspx

Requirements for Phase IV

The general requirements for completing Phase IV are:

- **Complete 32 weeks (64 credits) of senior (8000 level) courses.**
 - **four weeks (eight credits) in one of the SOM approved sub-internships**
 - **four weeks (eight credits) of required Integrated Clinicians Courses**
 - **24 weeks (48 credits) of additional rotations**
- **Sit for USMLE Step 2 Clinical Knowledge and Clinical Skills Exams by the November 1st deadline.**
- **Complete the requirements of Mentored Scholarly Activity (or Research Track or approved alternative).**
- **Comply with SOM policies: No more than 16 weeks of away electives and no more than 12 weeks of research electives.**

Requirements for Graduation

The requirements for advancement, retention, and graduation are described in sections 3.7 and 3.8 of the [MD Policies and Procedures](#).

- Complete all requirements for the program within the specified time limit of six years of academic enrollment.
- Achieve passing scores on National Board exams by the specified dates.
- Maintain a satisfactory level of performance in all School of Medicine course work.
- Discharge all financial obligations to the University prior to graduation.

You Are Here: *What you need to accomplish during Phase IV*

Below is a checklist for the MD Program and graduation requirements. You can use this checklist to make sure you are on track. Requirements for advancement and graduation are found in sections 3.7 and 3.8 of the [MD Policies and Procedures](#).

	Check	Requirement
Overall		Maintain status as a full-time student for a minimum of four academic years, including payment of tuition for each of the semesters of those academic years.
		Complete the program in no more than six years of academic enrollment.
End of Phase II		Successfully complete Phase I & II required courses and achieve passing grades in both required courses and electives. <i>Confirm that passing grades are posted on your transcript.</i>
		Achieve a passing score on USMLE Step 1 within the specified time frame.
Phase III		Complete the one-week ICC 7001 course in April.
		Complete a formative CAPE assessment Fall Semester of Phase III.
		Complete the one-week ICC 7002 course in December.
		Successfully complete Phase III required clinical blocks and/or clerkships. <i>Confirm that passing grades are posted on your transcript.</i>
		Complete the two-week ICC 7003 course at the end of Phase III.
		Successfully complete the Clinical Practice Exam (CPE) at the end of Phase III.
Phase IV		Complete 32 weeks (64 credits) of 8000 level courses. Restrictions and special instructions apply.
		Complete at least one SOM-approved sub-internship.
		Sit for USMLE Step 2 CK and Step 2 CS by November 1st.
		Achieve a passing score on USMLE Step 2 CK (clinical knowledge) and Step 2 CS (clinical skills) within the specified timeframe and guidelines.
		Meet and Review MSPE letter with one of the Deans.
		Apply for residency through ERAS/Urology/Military Match/San Francisco Match
		Successfully complete the requirements for Mentored Scholarly Activity or Research Track.
		Complete the two-week ICC 8004 in February.
		Complete the two-week ICC 8005 in April.

Phase IV Academic Calendar for AY 2019-20



Class of 2020 - Phase IV
2019 - 2020 Academic Calendar

Holidays and weekends are not guaranteed time off

SPRING SEMESTER 2019 - CLASS OF 2020 (Phase IV begins in spring semester 2019)			
1	6-May	10-May	
2	13-May	17-May	
3	20-May	24-May	CUAMC 2019 Commencement, May 24
4	27-May	31-May	Holiday, Monday, May 27, Memorial Day
SUMMER SEMESTER 2019 - CLASS OF 2020 PHASE IV			
5	3-Jun	7-Jun	
6	10-Jun	14-Jun	
7	17-Jun	21-Jun	
8	24-Jun	28-Jun	
9	1-Jul	5-Jul	Holiday, Thursday, July 4, Independence Day
10	8-Jul	12-Jul	
11	15-Jul	19-Jul	
12	22-Jul	26-Jul	
13	29-Jul	2-Aug	
14	5-Aug	9-Aug	
15	12-Aug	16-Aug	
16	19-Aug	23-Aug	
FALL SEMESTER 2019 - CLASS OF 2020 PHASE IV			
17	26-Aug	30-Aug	
18	2-Sep	6-Sep	Holiday, Monday, Sept 2, Labor Day
19	9-Sep	13-Sep	
20	16-Sep	20-Sep	
21	23-Sep	27-Sep	
22	30-Sep	4-Oct	
23	7-Oct	11-Oct	
24	14-Oct	18-Oct	
25	21-Oct	25-Oct	
26	28-Oct	1-Nov	
27	4-Nov	8-Nov	
28	11-Nov	15-Nov	
29	18-Nov	22-Nov	
30	25-Nov	29-Nov	Holiday, Nov 28 & 29, Thanksgiving
31	2-Dec	6-Dec	
32	9-Dec	13-Dec	
	16-Dec	1-Jan	Winter Break
SPRING SEMESTER 2020 - CLASS OF 2020 PHASE IV			
33	2-Jan	3-Jan	Holiday, Wednesday Jan 1, New Year's Day
34	6-Jan	10-Jan	
35	13-Jan	17-Jan	
36	20-Jan	24-Jan	Holiday, Monday Jan 20, MLK Day
37	27-Jan	31-Jan	
38	3-Feb	7-Feb	
39	10-Feb	14-Feb	
40	17-Feb	21-Feb	Holiday, Monday, Feb 17, Presidents' Day
41	24-Feb	28-Feb	Required, IDPT 8004, ICC 4 (2 weeks)
42	2-Mar	6-Mar	
43	9-Mar	13-Mar	
44	16-Mar	20-Mar	
45	23-Mar	27-Mar	
46	30-Mar	3-Apr	
47	6-Apr	10-Apr	
48	13-Apr	17-Apr	
49	20-Apr	24-Apr	
50	27-Apr	1-May	
51	4-May	8-May	Required, IDPT 8005, ICC 5 (2 weeks)
52	11-May	15-May	
53	18-May	22-May	CUAMC 2020 Commencement, Friday May 22

Dates and Deadlines

PLEASE NOTE THAT ALL DATES IN THIS SECTION ARE SUBJECT TO CHANGE - UPDATES WILL BE SENT TO YOUR UC DENVER EMAIL

Registering for electives and externships

Feb. 1, 2019	VSLO Opens Access granted when the Phase IV Brainstorming Worksheet and VSLO Permission Form have been submitted in Canvas.
Feb. 4, 2019	Oasis Opens
Feb. 10, 2019	Scholars Year Applications Due

MSPE Preparation

April - August	Schedule MSPE Review
Oct. 1, 2019	MSPE Letters uploaded into residency match systems

ERAS/Military/San Francisco Match

June 1, 2019	Start Applying to San Francisco Match (Ophthalmology & Plastic Surgery)
Summer 2019	Start applying to MODS (military match)
Sept. 6, 2019	Start Applying to residency programs in ERAS
Sept. 15, 2019	Residency programs start receiving applications
Sept 2019	NRMP Registration Opens
Nov. 30, 2019	NRMP Registration Deadline
Dec. 7, 2019	Navy/Army/Air Force Match Released
Jan. 12, 2020	San Francisco Match Released
Jan. 15, 2020	NRMP Rank order list begins
Jan. 18, 2020	Urology Match Released
Feb. 22, 2020	NRMP Rank Order List Deadline
March 9-12, 2020	Supplemental Offer and Acceptance Program (SOAP)
March 13, 2020	Match Day

Graduation

March – April 2020	Paperwork due for personal hooders
March 2020	Mandatory Loan Repayment Session & Optional Home Buying Session
March – April 2020	Graduation regalia order
April – May 2020	Senior Composite Photo Appointment scheduling & sittings
May 2020	AOA Banquet
May 20 & 21, 2020	Graduation Rehearsal
May 21, 2020	Honors Convocation
May 21, 2020	Silver and Gold Banquet
May 22, 2020	Graduation

Financial Aid

Oct. 1, 2018	Renew 18/19 FAFSA (www.fafsa.ed.gov)
April - May 2019	Accept Summer 2018 financial aid funds (2018 Academic Year in UCD Access)
June 3-7, 2019	Financial Aid disbursement - Summer 2018
July 2019	Accept Fall & Spring financial aid funds (2019 Academic Year in UCD Access)
Aug. 26- 30, 2019	Financial Aid disbursement - Fall 2018
January 6-10, 2020	Financial Aid disbursement - Spring 2019
Feb.-March, 2020	Required: ICC4 Small Group Loan Repayment Session
April – May, 2020	Optional: Individual Loan Repayment Planning Sessions

Miscellaneous

Mid-July, 2019	Senior AOA Applications
Nov. 1, 2019	Complete influenza vaccination documentation
Nov. 1, 2019	Deadline to sit for both Step 2 CK and CS

December Graduation

Dec. 13, 2019	December Graduation
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Suggested Timeline of Activities for the 4th Year

End of Phase 3	January - March	<ul style="list-style-type: none"> • Meet with advisors in potential specialties and the Office of Student Affairs about your career options. You may also want to contact other faculty members whom you believe will give you good advice. • Plan a fourth-year schedule that is consistent with your career goals; review this schedule with your advisor/mentor • Schedule Step 2 CS and CK exams • Organize and gather information that you may need for externships or residency programs: Immunizations, HIPPA certification, background checks, transcripts, USMLE transcripts, letters of recommendations, etc. • For information on specialties, career planning, and preparing a competitive application refer to Careers in Medicine, https://www.aamc.org/cim/ • Update Curriculum Vitae (CV)
End of Phase 3	April - May	<ul style="list-style-type: none"> • Mid-May: ERAS 2020 Applicant Manuals will be available on the ERAS web site. • Research programs, application requirements, and deadlines online. • Schedule required Summative Clinical Practice Exam with CAPE (IDPT7102). • Visit the FREIDA (www.ama-assn.org) website to research residency programs. • Begin to inquire, research websites, and contact other hospitals/medical schools regarding residency programs and away elective sites – especially ones in early match programs and competitive programs. VSLO (Visiting Student Learning Opportunities) is an Association of American Medical Colleges application for fourth-year clinical away electives. • If you are thinking about doing an early match program, find out about application deadlines by visiting https://www.sfmach.org or www.aunet.org. Keep in mind that deadlines are ultimately determined by each program. • Think about physicians who might be good writers of letters of recommendation. You will need three-four letters minimum.

Phase 4	May	<ul style="list-style-type: none"> • MSPE Process: <ul style="list-style-type: none"> ○ The Medical Student Performance Evaluation (MSPE) questionnaire will be emailed to you by Student Affairs. ○ Once you have completed this questionnaire, you may schedule an appointment with one of the deans to discuss your MSPE letter. Schedule early! • Letters of Recommendation – At least one typically comes from sub-internships. • Schedule an appointment to have your senior composite picture taken.
Phase 4	June	Prepare your personal statement. Your departmental advisor can provide guidance. Have three-four people review your Personal Statement (plan on multiple drafts).
Phase 4	July - September	<ul style="list-style-type: none"> • Letters of recommendation can start to be uploaded during Phase III • ERAS, San Francisco, and MODS letters will need to be uploaded to the relevant portal by the letter writer.
Phase 4	August	<ul style="list-style-type: none"> • MSPE APPOINTMENTS WILL END IN EARLY AUGUST. • Registration for the National Resident Matching Program (NRMP) is an online process which begins in August. You will need to complete the form, pay, and agree to the Terms and Conditions. The NRMP website is: http://www.nrmp.org/. • Non-ERAS: If you're applying to a non-ERAS program, follow directions and application procedures established by the program. Please note: in order to participate in SOAP, you must have registered with the NRMP. • Review your transcript when prompted to do so by email.

Phase 4	September	<ul style="list-style-type: none"> ERAS opens to program directors on September 15. Plan to have your application completed prior to September 15th. Proofread your application multiple times. You may submit parts of your ERAS application without waiting until all items are available, but please note that once applications are submitted, you can no longer make changes. You will apply to the programs by designating them in ERAS. Apply to programs that range in competitiveness from “stretch” to “backup.” Early Match specialty applications should be completed and submitted. Prepare for residency interviews. Think about appropriate clothing for a professional appearance, as well as the weather where you will be interviewing. Consider participating in the mock interview session organized by the Office of Student Life and the Advisory College Program. Most residency programs ask for photos and you may use your senior composite picture. Verify transcript prior when prompted by Student Affairs – they will be uploaded to ERAS on September 15th Proofread your MSPE final draft before the deadline in early September.
Phase 4	October	<ul style="list-style-type: none"> October 1: National MSPE release day. Regular match specialties applications should be completed and submitted. Start scheduling interviews, make travel arrangements.
Phase 4	November	<ul style="list-style-type: none"> November 1: Deadline to sit for USMLE Step 2 CS and CK. Continue scheduling interviews. Start interviewing (continue through January for regular match).
Phase 4	December	<ul style="list-style-type: none"> Interview Military match results are announced in mid-December May graduates apply for your diploma. Email notification will be sent by Student Affairs.
Phase 4	January	<ul style="list-style-type: none"> Continue interviewing Finalize and submit Rank Order Lists for early match programs. Urology match results announced Ophthalmology match results announced

Phase 4	February	<ul style="list-style-type: none"> • Graduation Check: Make sure that everything shows on your transcript and you have completed (or scheduled) everything you need in order to graduate. (Note that Spring grades will not be entered until closer to graduation) • Finalize and submit Rank Order List for regular match (NRMP) programs • Required 2 week ICC 8004: Feb 24 - Mar 6, 2020 (MSA presentations)
Phase 4	March	<ul style="list-style-type: none"> • Order graduation regalia (cap and gown) for both yourself and your personal hooder. This should be done during ICC 8004 in early March. • Match Day: March 13, 2020. • Residency programs require a lot of paperwork. They will send out contracts and multiple forms (health insurance, tax forms, etc.) immediately following the match. If you plan to travel after the match, talk to your program re: timely completion of paperwork. Please bring your paperwork to Student Life if you need it notarized.
Phase 4	April	<ul style="list-style-type: none"> • Individual Loan Counseling • Explore options for housing for residency
Phase 4	May	<ul style="list-style-type: none"> • Required 2 week ICC 8005 (May 4 - 15, 2020) • Senior Skits • Silver and Gold Banquet • Honors Convocation • Cap and Gown Pick-up • Graduation rehearsals: Week of graduation (Required) • Graduation- May 22, 2020! (Attendance is required)

Fourth Year Courses

Remember that fourth year is divided into three important phases:



Spring and Summer Semesters (May-August)

This is prime time for sub-internships and rotations to help in determining specialty choice and obtaining letters of recommendation. After the initial lottery generates each student's schedule, Student Life will review the schedules to ensure that each student receives a sub-internship during this period. Due to the lottery system for sub-internships, you may not get the rotation in the exact month that you would prefer, so remember to be flexible in your thinking about your fourth-year schedule.

Fall Semester (September-December)

Starting as early as mid-October, students will begin receiving interview requests. A flexible schedule comprised of **research and longitudinal courses** will enable students to do interviews while also meeting school requirements.

Spring Semester (January-May)

Most interviews are completed by the end of January, therefore, the spring semester allows students to take rotations that will **strengthen their clinical skills, fill gaps in their education, and to explore areas of interest** that they won't experience in residency. There are several popular electives that are only offered during this semester. Students can put themselves on the waiting list for these courses in Oasis if they are not assigned to them via the lottery.

Types of Fourth Year Courses

There are several different types of courses available to students in fourth year. When designing your schedule, make sure to pay attention to the specific requirements for each course, as well as overall restrictions, including limits on the total amount of research or away coursework.

Sub-Internships – Four-week rotations devoted to the care of hospitalized patients. Students assume primary patient care responsibilities and must take call similar to the interns on the team.

Clinical Rotations – Two or four-week rotations in which students work in a clinical setting but may not have as high a degree of responsibility as in a sub-I. These rotations are a good way to confirm specialty choices and to fill gaps in your clinical education.

Two-week clinical rotations are not available for all courses and are only offered at certain times of year (See course book for specific information). These rotations must be scheduled manually with the help of the Student Life (contact som.schedule@ucdenver.edu).

Didactic courses – There are a few didactic courses that focus on strengthening particular skills – reading EKGs, drug choices, procedures, etc. These rotations usually do not involve patient care.

Longitudinal courses – There are several longitudinal courses which students complete over an entire semester while simultaneously completing other electives, doing research, or interviewing. Examples in this category include: Physician as Educator, Foundations Preceptor, etc.

Research courses – There are several options for getting credit for research. **The maximum total number of weeks of research is 12 (24 credits).** For all research courses, you must submit the electronic approval form in Oasis **at least one month prior to the start of the rotation.** Mentor approval is required and must be uploaded to Oasis.

- **MSA Research Electives** – There are two different courses that can be taken to complete your MSA. IDPT 8091 and IDPT 8093 are four-week electives that can be taken if additional time is needed to complete your project. You can take just 8091 or both 8091 and 8093
- **Research Track Electives** – These courses are similar to the MSA courses and are only for research track students (IDPT 8601 and IDPT 8602)
- **Department-Specific Research Electives** – Most departments have specific electives that you can take if you want to do research above and beyond what you need to do for your MSA. Students who complete 12 weeks of research usually use eight weeks of MSA research and then an additional four weeks in a departmental research course.

Away rotations – These are four-week rotations at other institutions. Students usually identify away rotations through VSLO. Some institutions do not use VSLO, and students must apply to these schools and facilities directly. In either situation, the electronic approval form must be completed in Oasis.

- If the facility is on the list of approved institutions (see Appendix D), the form must be completed **at least one month prior to the start of the rotation.**
- **If the institution is not on the approved list, the form should be completed as soon as possible (a minimum of one month - but preferably at least two months - before the rotation begins) and the student should contact Student Life immediately so that an affiliation agreement can be established prior to the start of the rotation (som.schedule@ucdenver.edu).**
- **If CUSOM cannot establish an affiliation agreement, you will not be able to participate in the away rotation.**
- The maximum number of weeks at other institutions is 16 (32 credits).

Reasons to do audition electives

- Allows you to meet faculty and residents, learn about programs first-hand, and find out if a program is a good fit for you and your career goals.
- For highly competitive residency programs, you make yourself known to the program. If the program is a reach for you and you may not get an interview based on your application alone, an away rotation may allow you to make a good impression and get an interview.
- If you need/want to be in a specific geographic area, making yourself known to the programs may help and may also allow you to better determine where you want to be for residency.

Some potential negatives

- You can't do audition electives at all of the programs that you are considering, so you need to consider this before accepting offers.
- You must perform at your best; you can make a negative impression just as easily as making a positive impression.
- There are costs associated with transportation and lodging while on electives away.
- It is hard to plan away rotations when you are uncertain about your specialty choice.

Some advice

- Ask your specialty advisor for their thoughts on away rotations, as every specialty is different.
- Carefully consider if you want to do a sub-I or a clinical elective at another site. Sub-Is have high stakes - you really have to be at your best - but they could have more potential benefit. Clinical electives still allow you to get a feel for the residency, but with slightly less risk.
- Apply early and stay organized with all of your application materials, such as HIPPA certification, immunization records, background check, transcript, USMLE transcript, and photograph
- Away rotations may not correspond exactly to our course/block schedule and you may need to plan an extra week (or two) so that they don't overlap with other courses on your schedule in Oasis.

International rotations – There are a limited number of international experiences in fourth year. For students not in the Global Health Track, the only course that can be taken to receive credit is IDPT8035 International Experiences. There is a stringent process for vetting all proposed international experiences which includes completing an application through the University of Colorado Office of Global Education. You must start the application process for international courses **at least 90 days in advance of the elective's start date**. Additional information on international electives is available on the electives website:

http://www.ucdenver.edu/academics/colleges/medicalschoo/education/degree_programs/MDProgram/electives/Pages/International-Electives.aspx

Developing Your Initial Fourth-Year Schedule

- Fourth-year scheduling is done through a lottery in Oasis. The lottery will open in early February and you will receive more detailed information prior to that time.
- Student Life reconciles your fourth-year schedule in Oasis with the Registrar to assure that you have an accurate transcript.
- **Students must enroll in at least one course each semester in order to receive financial aid and to meet graduation requirements for May.**

All students must complete the brainstorming worksheet and meet with an advisor in order to be eligible to submit choices for the lottery. This involves reflecting on your interests, passions, strengths, experiences, achievements, and areas for further development given your career and personal goals. It also involves sharing your reflections with a faculty career advisor. These advisors are specific faculty in each department who are willing to help you think about your chosen career plans. Moreover, specialty advisors are a key resource for information about the particular skills and competencies needed to enter residency. Some specialties have created national lists of suggested experiences for fourth year – ask your specialty advisor if your field has one.

Complete the Brainstorming Worksheet in Appendix A.
<u>Schedule a time to meet</u> with a departmental advisor in your preferred specialty. (See Appendix B for a current listing.) Consider speaking with more than one specialty advisor when considering more than one specialty.
<u>Take your personal statement, CV, and a copy of your transcript and/or clerkship evaluations</u> to your meeting with a specialty advisor.
<u>Be prepared to discuss a realistic plan</u> – which programs are better suited for you, your competitiveness for the specialty and specific programs, and what you might do to strengthen your application for each program.
<u>Meet and discuss</u> your completed form. Have the advisor sign the form.
Upload the signed form in Canvas on the Student Life Site.

Additional resources:

- Your advisory college faculty mentor or other fourth-year student advisors.
- “The Intricacies of Fourth Year” is a student-created fourth-year planning guide specific to the University of Colorado and is available on the electives website:
http://www.ucdenver.edu/academics/colleges/medicalschoo/education/degree_programs/MDProgram/electives/Pages/Phase-IV-Electives.aspx
- Careers in Medicine has several pages with helpful information on planning your fourth year.

Scheduling Clinical Rotations	https://www.aamc.org/cim/specialty/exploreoptions/gainin_gexperience/464176/gainexperienceduringm4.html
Planning your Fourth Year	https://www.aamc.org/cim/specialty/exploreoptions/list/

Modifying Your Schedule during the Year

First, plan your schedule so that you build in the flexibility that you need at the time when you need it. That is, take research or longitudinal courses, during the interview season for your specialty or when you have a planned major life event (e.g., a wedding).

Second, be aware that CUSOM courses and the start and end dates for all courses are **fixed** for the academic year. This means that requests for new courses or modified course dates are not allowed. This is important in the case of away rotations, because the start/end dates of courses at other institutions may not align with those at CUSOM. Find out the start/end dates at other institutions EARLY and plan your schedule accordingly.

Third, the interview season is not an exception to the policy. Again, plan ahead: Take courses that allow you the flexibility that you need during this time.

Fourth, add and drop courses **as early as possible**; that is, **before** you hit the 45 days prior to the start of the course. Once you are in this 45-day window, all adds and drops **require approval** and are at the discretion of the deans of Student Life.

What is the Phase IV Add/Drop Policy?

The policy states that 28 days **prior** to the start of a course, students are considered enrolled. Once enrolled, students are subject to the policy, and need to get approval from the deans of Student Life to add or drop a course. For the policy and other important details, go to this link:

http://www.ucdenver.edu/academics/colleges/medicalschoo/education/degree_programs/MDProgram/administration/policy/Documents/PhaseIVAddDropPolicy.pdf

See also [MD Policies and Procedures 3.3.4](#).

Remember this policy when signing up for courses. Pay attention to your schedule in Oasis and make sure it is always accurate.

Attendance, Absences, and Make-Up Work

As in the third year, attendance on clinical rotations is required. Absences are generally not permitted, but unique circumstance may be considered. Absences exceeding these limits for any reason require that a student to make up the missed time. The Course Director will work with the student regarding make-up time/work, issues for credit, etc. Specific Attendance Expectations:

- **four-week courses: > 2 days, must make up work.**
- **two-week electives: > 1 day, must make up work**

Interview days (including those for CU residency program) are considered voluntary absences and count towards the attendance limits. Refer to the [MD Policies and Procedures 1.4.3 and 3.6](#).

Students must notify the Office of Student Life for all absences from Phase IV rotations and electives. Remember this absence policy when scheduling rotations during interview season as you will have to make up days that are missed for interviews!

Fulfill Your Scholarly Requirement

All students must complete a scholarly project either as part of the Mentored Scholarly Activity or through the successful completion of the MSTP program or the CUSOM Research Track.

Mentored Scholarly Activity Project

The MSA project is aimed at fostering self-directed, life-long learning. Students do an in-depth scholarly project, in an academic area of interest related to medicine or health care, with the mentorship of a faculty member. The intent and goals of the MSA can be found at Phase IV Website: <http://medschool.ucdenver.edu/MSA>

MSA Dates and Deadlines

Deadline	Work to be completed
Dec. 2, 2018	Submit first draft of MSA paper via Canvas. Draft paper to be reviewed by mentor and appropriate Associate Director.
Feb. 3, 2019	Submit final 10-25 MSA paper. First authored paper published in a peer-reviewed journal may substitute.
Feb. 27, 2019	Develop a poster describing your scholarly work for the MSA capstone event.
	Present your work at your assigned poster session during the MSA capstone event.
	Evaluate peer presentations at the MSA Capstone event.

What constitutes my MSA Project?

There are three parts to the MSA final product, and the specific details about formatting, required elements, and other specifics can be found here: <http://medschool.ucdenver.edu/MSA>:

Paper summarizing your project

10-25 pages depending on your thematic area, or a published paper in a peer reviewed journal. Most projects will have a paper length of 10 pages. Projects that use a critical analysis methodology (like in the Humanities) may be longer.

Poster

For most projects, the poster will summarize your paper. For MSA projects in the arts – the poster will include a brief description of your project and the dates/location of your presentation.

Presentation

For most MSA projects, the presentation is of your poster, including a brief project summary and answering questions. For MSA projects in the arts, the presentation will be the actual exhibit or performance followed or preceded by a summary of the work and answering

questions.

How do I know if I successfully completed this requirement?

The MSA is graded pass/fail, and your MSA final product is evaluated with regard to whether it is below, meets, or exceeds expectations. Both faculty and students will evaluate your presentation and poster on the following criteria:

- Selection of an appropriate problem statement/question/hypothesis/aim
- Selection of an appropriate methodology to answer the problem/ statement/question/hypothesis/aim
- Background literature search and critical review
- Application of appropriate methodology
- Clarity of poster
- Clarity of presentation

Can I get elective credit to complete my MSA project?

Yes, there are certain electives you can take to provide you with course credit and time to complete your MSA project. These research electives are IDPT 8091 and IDPT 8093. How do you sign up for the elective?

1. Put yourself on the waiting list in Oasis and complete the required electronic form at least 30 days prior to the beginning of the block. The MSA Director will approve you from the waiting list.
2. If you are still on the waiting list in Oasis 30 days before the course begins, contact the MSA Coordinator: to som.msa@ucdenver.edu

***Note if you are a student who traveled in your phase I/II for a global health MSA and plan on traveling again in Phase IV, please email som.msa@ucdenver.edu to get additional details on registration.

Research Track

In addition to the MSA, students can meet their scholarly requirement by successfully completing the Research Track. Designed to allow students to experience being a researcher, students in this track work closely with a faculty member to develop a research project, collect data, analyze and interpret that data, and disseminate the information in both written and oral form at a national level. This experience promotes the pursuit of research as part of a medical career. More details about the Research Track can be found here:

<http://coloradoresearchtrack.org>

Research Track Dates and Deadlines

Deadline	Work to be completed
Dec. 2, 2018	Submit a first-authored manuscript.
Feb. 1, 2019	Submit a first-authored manuscript to a national or international scientific journal.
Feb. 1, 2019	Submit and present a first-authored abstract to a national scientific meeting.

Feb. 27, 2019

Participate in the MSA Capstone activity, including an oral presentation and poster of your research project.

Further Restrictions and Details on Requirements

Manuscript Submission to National or International Journal

The submitted manuscript must be approved by the mentor prior to submission. Submitted manuscript must be submitted to coloradoresearchtrack@ucdenver.edu.

Abstract Submission & Presentation at a National Scientific Meeting

Submissions to meetings which are primarily for students or other trainees (residents, post-docs, undergraduates, etc.) do not meet this criterion. Meetings which have small sections reserved for student submissions are acceptable, however, students must submit to the general portion of the meeting, not the student component. A copy of the abstract, the name, location and dates of the meeting, and evidence of submission must be provided to the Research Track.

Students may provide the dates when an abstract submission is open to the Research Track - instead of evidence of submission - for meetings which are scheduled for late in Phase IV and have not yet opened their abstract submission process by December 2nd. Students are not eligible to attend national meeting during ICCs, the week of the match, or graduation exercises. Please be thoughtful in planning which meeting to attend. Meetings which occur between Nov. 1 and Jan. 31 of each year may conflict with residency interviews.

Participation at the MSA Capstone Event

Present your work at your assigned poster session during the MSA capstone event in March (for Research Track students this experience is not evaluative, but instead represents participation in your class senior activities). In addition to preparing and presenting a research poster, you are required to give an oral presentation of your work and to participate in evaluating peer presentations as assigned.

Planning Ahead for Required Travel

As early as possible in the travel planning process, contact the Research Track coordinator (coloradoresearchtrack@ucdenver.edu). University rules change frequently and early involvement of the Research Track coordinator will help avoid problems associated with not following University rules. The **Phase IV travel check off list** provides initial, but not necessarily the latest administrative requirements. For check off list go here: http://www.ucdenver.edu/academics/colleges/medicalschoo/education/degree_programs/MDProgram/longitudinal/tracks/researchtrack/Documents/Phase%20IV%20Travel%20Information.pdf

Elective Credit and Stipends to Complete Research Track Project

There are certain electives you can take to provide you with course credit and time to complete your Research Track project, and the associated paper and abstract. These research electives are IDPT 8601 and IDPT 8602. Both are four-week research electives. You may take IDPT 8601 once and IDPT 8602 twice. You will receive a stipend for the completion of IDPT 8601 and for the first rotation of IDPT 8602; no stipend is provided for the second rotation of IDPT 8602. Please register for these courses in Oasis and complete the electronic forms.

How are grades assigned in Research Track?

There are two major components to a student's Phase IV grade in the Research Track.

Component #1: Each student will receive a grade (Pass/Fail) at the end of each semester based on their progress through the course requirements. This grade is assigned to IDPT 8095, the semester long Research Track course.

Component #2: Students taking elective courses IDPT 8601 and IDPT 8602 are graded on the following scale: Honors/High Pass/Pass/Fail. Specific rubrics for elective grading are available at the following link:

http://www.ucdenver.edu/academics/colleges/medicalschoo/education/degree_programs/MDProgram/longitudinal/tracks/researchtrack/syllabus/Pages/PhaseIV.aspx

Can a Research Track student switch to completing a MSA project?

If a student is unable to continue with the Research Track, the student must meet with the Research Track Director to review issues and only at that time will a decision be made as to whether or not the student is to continue with the program. If it is decided that the student is to drop the research track program, the student must immediately contact the MSA director to start a plan for a new MSA project. Students that transfer from the research track are not eligible to use the project from the research track to meet MSA requirements. No approval for transfers from the Research Track to the MSA program will occur after November 30 of Phase IV.

Requirements for Graduation Include:

- ✓ Complete all requirements for the program within the specified time limits, usually no longer than six years of academic enrollment.
- ✓ Achieve a passing score on National Board exams by the specified dates.
- ✓ Maintain a satisfactory level of performance in School of Medicine coursework.
- ✓ Discharge all financial obligations to the University prior to graduation.
- ✓ For full details see the [MD Policies and Procedures Section 3.8](#).

Sit for USMLE Step 2 CK and CS

The University Of Colorado School Of Medicine requires that all students sit for USMLE Step 2 both CK (Clinical Knowledge) and CS (Clinical Skills) prior to November 1. **Students who have not met this requirement will not be allowed to enroll in classes in the Spring Semester, starting January 2020.**

Delaying Step 2:

In extenuating circumstances, the deans of Student Life may grant a one-month extension. After that, a student's failure to sit for the exams is reported to the Student Promotions Committee and the student may not take additional clerkships until s/he has passed the exams.

Step 2 CK Details:

The application process for Step 2 CK requires you to select a three-month period, such as September, October, November or October, November, December during which you plan to take the exam.

Step 2 CS Details:

Applicants for Step 2 CS are assigned a 12-month eligibility period that begins on the date that their registration information is entered into the Step 2 CS scheduling system. The sooner you submit the application for CS, the sooner you can schedule which city to test in.

Step 2 Fees (2018):

Step 2 CK: \$610
Step 2 CS: \$1285

Step 2 Fees (2019):

Step 2 CK: \$630
Step 2 CS: \$1290

Fee for rescheduling your testing appointment, depending upon how much notice you provide.

Additional Details:

See the website for Practice Materials and the Bulletin of Information for details. The USMLE website is found here: <http://www.usmle.org/>



PHASE IV MONEY MATTERS:

Class of 2020,

We hope this section helps you navigate the complexities of financial matters specific to your final year at the University of Colorado School of Medicine. If you have questions or concerns about your financial aid, please call, email or visit me. The information included in this section is accurate as of November 2, 2018, and is subject to change without notification.

A friendly reminder: when in doubt or if you're even just a little curious about something related to financial aid or student debt, please ask! I want you to receive the most accurate information possible.

My office is located in the Office of Student Life in Fitzsimons Building to offer support to Medical students. Students can schedule an appointment via the following [link](#). If you need assistance outside of the listed hours, please email me and I will work to accommodate your schedule.

Sincerely,
Deedee Colussy
Financial Aid Program Manager
School of Medicine
deedee.colussy@ucdenver.edu
303.724.9117 (Direct Phone)

CONTACTING FINANCIAL AID

The Anschutz Financial Aid & Scholarships Office Advising and Walk-in

Hours: Monday, Wednesday & Friday: 8 AM to 3 PM; Tuesday & Thursday: 8AM to 1PM.*

Phone: 303-724-8039 (We are available by phone during our advising hours.)

Email: financial.aid@ucdenver.edu (Student ID number must be included.)

** Please note: my availability is Monday, Tuesday, Thursday and Friday for phone calls, walk-ins or appointments in the Fitzsimons Building. You're welcomed and encouraged to contact to me directly for any financial aid matters or concerns.*

Living Expense Refunds:

For your convenience the disbursement dates are posted in UCD Access. Remember the date posted online and in your **loan disclosure statement(s) is approximately ten days before the new semester begins**. This is **not** the date you will receive the funds in your direct deposit account.

Students should expect to receive their living expense deposit the ***first, full week of classes each new semester***. Students must be in good standing with the School of Medicine and all necessary financial aid information and/or paperwork must be completed in a timely manner. Missing or incomplete requests will delay your living expense refund, and your account is subject to service (late) fees if it is not paid by the due date established by the Bursar's Office (bursar@ucdenver.edu or 303.315.1800).

Common issues for a delay in refunds

1. Missing FAFSA application and/or additional documentation. You can view your current award and application status in UCD Access in the Student Center.
 - a. www.ucdenver.edu/ucdaccess
 - b. You will need to submit the 19-20 FAFSA for the fall 2019 and spring 2020 semesters. This information is available now at www.fafsa.ed.gov.
 - c. Your "To Do List" details unresolved items.
2. Financial aid award(s) have not been accepted. Student loans must be accepted by the student in UCD Access to initiate the processing the funds. You are notified via email when an award offer is available for you to accept.
 - a. Note: institutional loans (Perkins, Loans to Disadvantaged Students, CU Medical School Loan, etc.) can take longer to process. Be sure to contact Debt Management at 303.315.1830 if you have questions about these loans. If you accept an institutional loan, watch for an email message from ECSI (it is often found in your junk/spam folder) for directions to complete the entrance counseling and promissory note online.

3. Enrollment: You are expected to be a full-time student each semester. If you are not enrolled or your registration is delayed this will prevent your financial aid funds from disbursing.

Direct deposit gives you the quickest access to living expense funds. Sign up for direct deposit in the “Deposit” hyperlink of UCD Access’ Student Center page. If you have any issues, please contact the Bursar’s Office for assistance.

When you receive your refund deposit it is imperative to plan your finances carefully to last you until your next deposit. If you do not have a personal budget or need to revise your plan, you can obtain a comprehensive worksheet from the AAMC – FIRST website below. www.mint.com can be utilized for free to set and track your spending plan, financial goals and bill due dates.

A suggested method to manage your living expense refund is to have your entire CU deposit sent to your savings account, and then schedule a monthly transfer for your living allowance (\$2200 - or less - for the 2018-19 academic year) to avoid overspending.

To help you plan your budget accordingly, here are the estimated refund dates for each semester of Phase 4 and the months covered by the accompanying living expense refund.

Summer 2019: week of June 3rd (July and August)

Fall 2019: week of August 26th (September through 1st half of January)

Spring 2020: week of January 6th (2nd half of January - May)

Residency Interviews and Relocation Expenses:

The financial aid package for your fall and spring semesters of your M4 year will include a modest amount of funds to cover interview related expenses (applications, airfare, clothing, accommodations, etc.). During the 2018-2019 year, \$4500 was provided in the standard student budget; this amount will be reevaluated prior to the 2019-20 school year to determine necessary adjustments. If you need additional funds to cover these types of expenses, *please contact me to discuss your circumstances and possible options*. You may need to consider borrowing a Residency and Relocation (R/R) loan after speaking with me. These loans are considered private financing, and you would apply with a lender of your choice. The lender will determine your creditworthiness and set the loan repayment terms and conditions. These loans are not like the federally guaranteed loans you have access to through my office. R/R loans do not qualify for income calculated repayment (IBR, RePAYE, or PAY-E) or forgiveness like your federal student loan debt.

It is advisable to check your credit report before applying for a R/R loan, because they are private loans and do require the applicant have a good credit rating and/or a cosigner with a good credit rating.

It has becoming more difficult to obtain private student loans regardless of how strong your credit rating is. Numerous lenders have stopped making private student loans altogether, and

most others are increasing credit requirements, raising interest rates and fees, and/or otherwise restricting to whom they will lend.

We have an entire webpage dedicated to R/R loans, please carefully review the provided information to ensure you're making the best consumer decision possible about this type of borrowing. The listing of lenders is not intended to be a comprehensive list, nor is it a recommendation of one lender over another. To view our current information please visit our [website](#) and select the 'Residency and Relocation Loans' arrow.

Unusual Circumstances

Occasionally, a medical student experiences unforeseen computer/technology, health, family and/or automobile expenses. It is advisable for students to contact me to discuss their situation prior to submitting a request for an increase to better understand the required documentation. Health related appeals will require Explanation of Benefit (EOB) statements from your insurance company; credit card receipts do not detail the necessary information. Car related expenses can only be considered for major repairs, but not maintenance (oil changes, mileage service, etc.). Maintenance expenses (along with insurance and registration) are covered by the personal transportation within the living allowance. Approved increases will be processed as a reimbursement after the charges are incurred.

Finding Essential Information

1. UCD Access: ucdenver.edu/ucdaccess
2. Student Loan History: nslds.ed.gov
 - a. Private and institutional loans are not reported on this website.
3. Finances for Medical students: aamc.org/first
 - a. MedLoans® Organizer and Calculator, Budgeting, Credit, Student Loan Repayment and Finances for Residents
4. Credit Report: annualcreditreport.com
 - a. This website allows you to obtain your three, free credit reports. This site does not give you your credit score; this is a summary of your credit history. It is advisable to review one of the three reports every four months to have an ongoing look at your credit history. Carefully review your report for errors or inaccuracies. If you find an error or incorrect information you need to follow the dispute directions detailed in the report.
 - b. Your federal Graduate PLUS loan(s) require adverse-free credit history in order for you to receive this type of funding. As a general rule: delinquencies, bankruptcies, court judgements against you, or other negatively perceived information about your ability to repay a debt could prevent your ability to borrow this loan. Students who are not approved for this type of loan will likely experience a shortfall of funds to pay for their schooling and/or living expenses.

Spring 2020 IDPT 8004 and 8005

During ICC 8004 (prior to Match Day) you will be required to attend a loan repayment strategy session to better understand the options available to manage your debt after graduation. You will have the opportunity, if you wish, to meet for an hour to discuss your loan repayment strategy, as

it relates to your future career plans and financial matters after Match Day. Individual loan repayment counseling will be available to schedule after you have completed the required homework and gathered the necessary information.

Optional sessions will be hosted throughout the remainder of your spring semester prior to graduation. Topics covered in these optional sessions include: financing a home purchase, financial and estate planning.* Watch for additional information during the spring of 2020.

**Subject to change based upon student interest and availability of subject matter expert presenters.*

Office of Student Life

Student Affairs Office Staff



- Admissions
- Events

303-724-8264

Hailey Herman – hailey.herman@ucdenver.edu



- Advisory College Program
- Visiting Students
- Awards/Scholarships

303-724-8026

Erica Hyman – erica.hyman@ucdenver.edu



- Letters of Good Standing
- My Record Tracker (Immunizations)
- Academic Verification
- Licensing Verification
- Scholarship Verification
- Absences
- Clinical Requirements

303-724-4590

Beauty Jobe – njareh.jobe@ucdenver.edu



- USMLE Registration
- Scholarships
- Interest Groups
- Promotions
- Reimbursements

303-724-6406

Sean Spellman – sean.spellman@ucdenver.edu



- Scheduling Phase IV
- Managing VSLO
- Phase IV Grades
- Phase IV away affiliation agreements
- MSPE Coordination
- GHHS/AOA
- ERAS/MODS/SF Match
- Composite Photos

303-724-6408

Ingrid Summers – Ingrid.summers@ucdenver.edu



- Scheduling Phase I-III
- Phase IV ICC, MS A/ Research Track Registration
- Grades Issues
- ERAS/MODS/SF Match
- Transcript Assistance
- Grade Changes

303-724-6404

Deborah Jackson – deborah.jackson@ucdenver.edu

Appendix A: Phase IV Brainstorming Worksheet

Student Name: _____

Advisor Signature: _____ Date of Meeting: _____

Specialty Choice

What specialty do you think you will match in? _____

How certain are you (from 0-100%)? _____

Are there any other fields you are still considering? _____

Reflecting back...

What have been your strengths (things that come easily to you)?

What feedback have you received that might highlight potential areas for strengthening prior to residency?

What are your interests outside of clinical medicine (i.e., research, global health, medical education, etc.) and what have you done to strengthen those interests?

Where are you in your progress on your MSA?

Thinking forward...

What makes you the most nervous about your first day of internship?

What 4th-year electives and experiences are relevant to your chosen field (remember to use specialty specific resources)?

Are there experiences or skills that you would like to gain that you may not have time to do in residency (i.e., international experiences, rotations in completely different fields)?

What are your personal goals for 4th year?

Getting into the nitty gritty of scheduling

Use the grid below to document your initial thoughts for a 4th-year schedule. Especially with the lottery for sub-internships you may not get the rotation at the exact month that you would like. Your schedule will likely change throughout the year but remember there are strict add/drop policies so make sure you are on top of when these deadlines are as you change your schedule.

Spring and Summer Semester (Sections 1 through 16 – prime time for sub-internships and rotations to help in determining specialty choice or receiving letters of recommendation)

Dates	Rotation	Reason for rotation & comments	# weeks
Summer Semester Longitudinal Course(s)			
Section 1 (5/6-31)			
Section 5 (6/3-29)			
Section 9 (7/1-26)			
Section 13 (7/19-8/23)			

Fall Semester (Sections 17 through 32 –course work schedule must be more flexible to accommodate interviews. This is a good time to complete research or longitudinal courses.

Dates	Rotation	Reason for rotation & comments	# weeks
Fall Semester Longitudinal Course(s)			
Section 17 (8/26 – 9/20)			
Section 21 (9/23 – 10/18)			
Section 25 (10/21 – 11/15)			
Section 29 (11/18 – 12/13)			

Spring Semester (Sections 33 through 50 – take rotations that will strengthen your clinical skills, fill gaps in your education or explore areas of interest that you won't experience in residency.

Dates	Rotation	Reason for rotation & comments	# weeks
Spring Semester Longitudinal course(s)			
Section 33 (1/2-24)			
Section 37 (1/27 – 2/22)			
Section 43 (3/9 – 3/20) 2 weeks only ICC 2/24-3/20			
Section 45 (3/23 – 4/17)			
Section 49 (4/20 –5/1) 2 weeks only ICC 5/4 – 5/15			

***** A copy of this form must be signed by either a faculty advisor or a Student Life dean and turned in to the Office of Student Life before the student will be allowed to begin scheduling.**

Appendix B: List of Specialty Advisors by Department

Department	Contact	email	Chair
Anesthesiology	Mario Villaseñor Joy Hawkins	mario.villaseñor@va.gov joy.hawkins@ucdenver.edu	Vesna Jevtovic-Todorovic
Dermatology	Cory Dunnick	cory.dunnick@ucdenver.edu	David Norris
Emergency Medicine	Mike Overbeck	Michael.overbeck@ucdenver.edu	
Emergency Medicine	Sarah Selby	Sarah.selby@ucdenver.edu	Richard Zane
Family Medicine	Kari Mader Roberto Silva Cleveland Piggott Mark Deutchman Alison Shmerling Brandy Deffenbacher	kari.mader@ucdenver.edu Roberto.Silva@ucdenver.edu CLEVELAND.PIGGOTT@UCDENVER.EDU mark.deutchman@ucdenver.edu ALISON.SHMERLING@UCDENVER.EDU brandy.deffenbacher@ucdenver.edu	Frank deGruy
General Surgery	Paul Montero	PAUL.MONTERO@UCDENVER.EDU	Richard Schulick
Internal Medicine	Adam Trosterman	adam.trosterman@ucdenver.edu	David Schwartz
Internal Med-Peds	Adam Trosterman/Julie Venci/Meghann Kirk	adam.trosterman@ucdenver.edu	
Neurology	Pearce Korb	pearce.korb@ucdenver.edu	Kenneth Tyler
Neurosurgery	Yasuaki Harasaki	yasuaki.harasaki@ucdenver.edu	Kevin Lillejeo
Ophthalmology	Jasleen Singh	JASLEEN.SINGH@UCDENVER.EDU	
Ophthalmology	Jeff Soohoo	JEFFREY.SOOHOO@UCDENVER.EDU	Naresh Mandava
Ob/GYN	Rebecca Cohen Tyler Muffly	REBECCA.H.COHEN@UCDENVER.EDU Tyler.Muffly@dhha.org	
Orthopaedic Surgery	Frank Scott	frank.scott@ucdenver.edu	Robert D'Ambrosia
Otolaryngology	Adam M. Terella Brook McConnell	adam.terella@ucdenver.edu brook.mcconnell@ucdenver.edu	Herman Jenkins
Pathology	Brian Moore Miriam Post	brian.moore@ucdenver.edu Miriam.Post@UCDenver.edu	Ann Thor
Pediatrics	Jennifer Soep	jennifer.soep@ucdenver.edu	Stephen Daniels
PM&R	William Sullivan	william.sullivan@ucdenver.edu	Dennis Matthews
Preventive Medicine	Vladka Kovar	VLADKA.KOVAROVA@UCDENVER.EDU	School of Pub Health
Psychiatry	Robert Davies Joseph Sakai Austin Butterfield	robert.davies@ucdenver.edu joseph.sakai@ucdenver.edu austin.butterfield@ucdenver.edu	Robert Freedman
Radiation Oncology	Christine Fisher	christine.fisher@ucdenver.edu	Brian Kavanagh
Radiology	Kimi Kondo PJ Rochon Bob Ryu	kimi.kondo@ucdenver.edu PAUL.ROCHON@UCDENVER.EDU ROBERT.RYU@UCDENVER.EDU	Gerald Dodd, III
Urology	Ty Higuchi	ty.higuchi@ucdenver.edu	Randall Meacham (Division head)

Appendix C: Scheduling an “away rotation” or externship

1. Visiting Student Learning Opportunities (VSLO – formerly VSAS) was created by the Association of American Medical Colleges (AAMC) to make it easier for students to apply for fourth-year clinical away electives. Approximately 120 host institutions use VSLO to review visiting student applications. CUSOM is also a host institution in VSLO, which means that we accept students from other institutions.
2. If the school you want to visit does not participate in VSLO, you may apply directly to the host school **or** use the Extramural Electives Compendium (EEC) (<http://services.aamc.org/eec/students/>). The EEC is a searchable database containing information about the scheduling of elective opportunities at AAMC-member medical schools in the United States.
3. Once you are approved for a rotation by an institution in VSLO and have accepted specific dates, **you must enroll in the appropriate CUSOM elective course. CUSOM departmental approval must be obtained at least one month in advance** of starting the externship. Approval will only be granted once you have completed the electronic form in Oasis.
4. All away rotations require an affiliation agreement. We have already established agreements with the institutions listed in Appendix D. **If your chosen site is not on the list, complete the electronic form in Oasis as much in advance of your rotation as possible and contact Student Life immediately so that an affiliation agreement can be initiated.** Note that if an affiliation agreement cannot be established, you will not be able to participate in the rotation
5. Enrolling in the CUSOM course also assures that you will be covered by malpractice insurance for your away rotation. Make sure to remember this step, as being approved in VSLO is **NOT** the same as enrolling in the course in Oasis and **you will not receive credit or have malpractice coverage unless you enroll in Oasis.**
6. When you have finished the clerkship, it is your responsibility to ensure that an evaluation is sent to the University of Colorado departmental course director and coordinator responsible for your away rotation. You will not get credit for the course until and unless we receive this verification.
7. **All away electives are only eligible for pass/fail grading** even if the institution at which you rotate at assigns a grade of honors.

Appendix D: List of Approved Away Rotation Sites

Please note that this list is subject to change. Contact Student Life if you have questions or concerns (som.schedule@ucdenver.edu)

Institution Name	City	State
Albany Medical College	Albany	NY
Albert Einstein College of Medicine	Bronx	NY
Albuquerque Area Indian Health Service (AAIHS)	Albuquerque	NM
Banner Health	Phoenix	AZ
Baylor COM	Houston	TX
Billings Clinic	Billings, MT	MT
Boston University	Boston	MA
Brooke Army Medical Center	Houston	TX
Carilion Healthcare Corporation	Roanoke	VA
Carolinas Medical Center	Charlotte	SC
Cedars-Sinai Medical Center	Los Angeles	CA
Cook County Health and Hospital System	Chicago	IL
Cornell Medical School	Ithaca	NY
Creighton University SOM - Omaha Campus	Omaha	NE
First Choice Community Healthcare	Albuquerque	NM
Geisinger Medical Center	Danville	PA
George Washington University School of Medicine & Health Sciences	Washington	DC
Greenville Health System/USCSOM	Greenville	SC
Gulf Coast Veterans Health Care System	Biloxi	MS
Hawaii Health Systems Corporation	Honolulu	HI
Hennepin County Medical Center	Minneapolis	MN
Highland Hospital Alameda Health System	Oakland	CA
Himalayan Health Exchange, Inc.	Hempstead	NY
Johns Hopkins University SOM	Baltimore	MD
Loyola University of Chicago Stritch SOM	Maywood	IL
Maine Medical Center	Portland	MN
Mayo Clinic	Rochester	MN
Mayo Clinic Arizona	Scottsdale	AZ
Medical College of Wisconsin	Milwaukee	WI
Medical University of South Carolina	Charleston	SC
Medstar Union Memorial Hospital	Baltimore	MD
MetroHealth Medical Center	Cleveland	OH
Michigan State University	East Lansing	MI
MultiCare Health System	Tacoma	WA
Naval Hospital Jacksonville	Jacksonville	FL
New York University SOM	New York	NY
O'Connor Family Medicine Residency	San Jose	CA

Institution Name	City	State
Ohio State University College of Medicine	Columbus	OH
Oregon Health Sciences University	Portland	OR
Pennsylvania State U COM	Hershey	PA
Regions Hospital	St. Paul	MN
San Antonio Medical Center Air Force	San Antonio	TX
San Antonio Military Medical Center	San Antonio	TX
Scripps Mercy/Scripps Green Hospital	San Diego	CA
Sidney Kimmel Medical College at Thomas Jefferson University	Philadelphia	PA
St. Joseph Mercy Ann Arbor & Livingston	Ypsilanti	MI
St. Luke's University Hospital Network	Bethlehem	PA
St Vincent de Paul Family Health Center, UCSD	San Diego	CA
Stanford University	Stanford	CA
Summa Akron City Hospital	Akron	OH
SUNY Upstate Medical University	Syracuse	NY
Swedish Cherry Hill Family Medicine	Seattle	WA
Temple University Lewis Katz Medical School	Bethlehem	PA
Texas A&M HSC COM	Bryan	TX
Tripler Army Medical Center	Honolulu	HI
Tufts University SOM	Boston	MA
Tulane University	New Orleans	LA
UCSF Benioff Children's Hospital Oakland	Oakland	CA
University of Alabama	Birmingham	AL
University of Arizona COM	Phoenix	AZ
University of California - San Francisco	San Francisco	CA
University of California Davis SOM	Sacramento	CA
University of California Los Angeles Greffen SOM	Los Angeles	CA
University of California Sacramento	Sacramento	CA
University of California San Diego Health Sciences	La Jolla	CA
University of California San Francisco	San Francisco	CA
University of California San Francisco - Fresno	Fresno	CA
University of California San Francisco Highland Hospital	San Francisco	CA
University of Connecticut School of Medicine	Farmington	CT
University of Iowa Carver College of Medicine	Iowa City	IA
University of Kansas Medical Center	Kansas City	KS
University of Kentucky College of Medicine	Lexington	KY
University of Maryland	Baltimore	MD
University of Massachusetts Memorial Medical Center	Woster	MA
University of Miami Miller SOM	Coral Gables	FL
University of Michigan	Ann Arbor	MI
University of Minnesota	Minneapolis	MN
University of Missouri	Kansas City	MO
University of Nebraska Medical Center	Omaha	NE
University of Nevada SOM	Reno	NV

Institution Name	City	State
University of New Mexico	Albuquerque	NM
University of North Carolina SOM	Chapel Hill	NC
University of Pennsylvania Perelman SOM	Philadelphia	PA
University of Pittsburgh	Pittsburgh	PA
University of Rochester SOM	Rochester	NY
University of Southern California Keck SOM	Los Angeles	CA
University of Texas at Austin Dell Medical School	Austin	TX
University of Utah School of Medicine	Salt Lake City	UT
University of Vermont Medical Center	Burlington	VT
University of Virginia SOM	Charlottesville	VA
University of Washington	Seattle	WA
University of Wisconsin School of Medicine and Public Health	Madison	WI
Vanderbilt University SOM	Nashville	TN
Wake Forest Health Sciences	Winston-Salem	NC
Washington University SOM	St. Louis	MO
Walter Reed Military Medical Center	Bethesda	MD
Weill Cornell Medical College	New York	NY
West Park Hospital, Cody WY	Cody	WY
William Beaumont Army Medical Center	El Paso	TX
Yale University SOM	New Haven	CT
UCSF Benioff Children's Hospital Oakland	Oakland	CA
University of Alabama	Birmingham	AL
University of Arizona COM	Phoenix	AZ
University of California - San Francisco	San Francisco	CA
University of California Davis SOM	Sacramento	CA
University of California Sacramento	Sacramento	CA
University of California San Diego Health Sciences	La Jolla	CA
University of California San Francisco	San Francisco	CA
University of California San Francisco - Fresno	Fresno	CA
University of Connecticut School of Medicine	Farmington	CT
University of Iowa Carver College of Medicine	Iowa City	IA
University of Kansas Medical Center	Kansas City	KS
University of Kentucky College of Medicine	Lexington	KY
University of Maryland	Baltimore	MD
University of Miami Miller SOM	Coral Gables	FL
University of Michigan	Ann Arbor	MI
University of Minnesota	Minneapolis	MN
University of Nebraska Medical Center	Omaha	NE
University of Nevada SOM	Reno	NV
University of New Mexico	Albuquerque	NM
University of Pennsylvania Perelman SOM	Philadelphia	PA
University of Pittsburgh	Pittsburgh	PA

Institution Name	City	State
University of Southern California Keck SOM	Los Angeles	CA
University of Utah School of Medicine	Salt Lake City	UT
University of Washington	Seattle	WA
University of Wisconsin School of Medicine and Public Health	Madison	WI
Walter Reed Military Medical Center	Bethesda	MD
Weill Cornell Medical College	New York	NY
West Park Hospital, Cody WY	Cody	WY
William Beaumont Army Medical Center	El Paso	TX