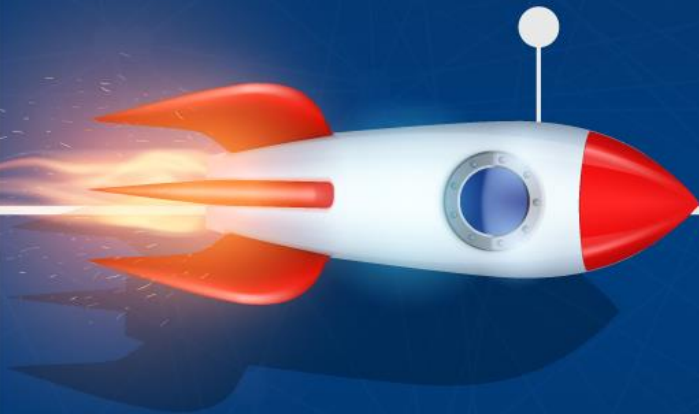




**COLLEGE OF MEDICINE
AND LIFE SCIENCES**

THE UNIVERSITY OF TOLEDO



MEDICAL STUDENT HANDBOOK

2020-2021

ROCKET MEDICINE: YOUR MANUAL FOR MISSION SUCCESS:

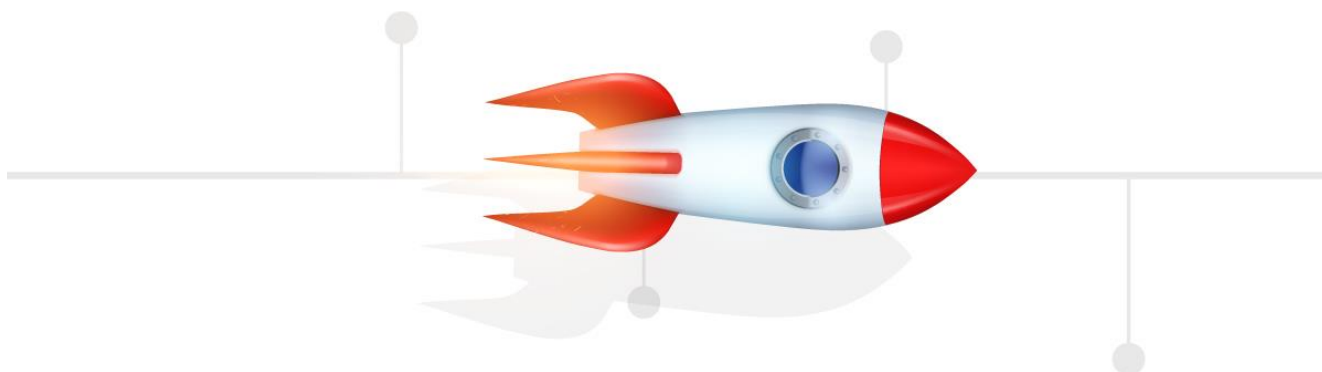
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MISSION-->MD: Mission, Strategic Goals, and Educational Program Objectives

Mission, Vision and Values



Mission

The mission of The University of Toledo College of Medicine and Life Sciences is to improve health in the communities and region we serve. We do this by educating excellent clinicians and scientists, by providing patient centered and high-quality care and by producing nationally recognized research in focused areas.

Vision

The University of Toledo College of Medicine and Life Sciences, with its partner ProMedica, is nationally recognized for education and focused research, and regionally distinguished for comprehensive clinical care.

Values

Both statements above reflect the College's core values of professionalism, service, diversity, collaboration and discovery.



Strategic Goals

The strategic goals and defining attributes of the medical school are to enhance student success and academic excellence by:

Goal 1 – Improving undergraduate student success, retention, and degree completion through greater engagement of the College of Medicine and Life Sciences in the undergraduate educational mission at The University of Toledo.

Goal 2 – Improving COMLS graduate and MD student success and timely degree completion through specialized academic concentrations, data-informed student progress tracking from matriculation through graduation, and enhanced academic support.

Goal 3 – Preparing UToledo undergraduate students for advanced academic studies in medical school and biomedical clinical and research graduate schools, particularly within COMLS graduate and MD programs.

Goal 4 – Preparing COMLS biomedical clinical and research graduate and MD students career success through professional development programming, enhanced residency match preparation, and similar career development.

You can learn more about our STRATEGIC PLAN [here](#).

EDUCATIONAL PROGRAM OBJECTIVES (EPOs):

Doctor of Medicine (MD) Degree

The educational program for the MD degree at the University of Toledo College of Medicine and Life Sciences lays the foundation for advancement across the continuum from undergraduate medical education to graduate residency training. The Educational Program Objectives (Core Competencies) for the College of Medicine serve as statements of what students are expected to learn or accomplish during the course of the Doctor of Medicine program. They are defined in terms of expectations for graduates' knowledge, skills, and attitudes and behaviors of professionalism. These outcomes are aligned with the American Council on Graduate Medical Education (ACGME) six core competencies. All faculty members and residents who supervise or teach medical students must be familiar with the EPOs. The UTCOMLS Educational Program Objectives can be found [here](#).

GROUND ZERO: History, Accreditation and Facilities

Background and History

History of University of Toledo College of Medicine and Life Sciences

The University of Toledo is one of 14 state universities in Ohio and was established in 1872, becoming a member of the state university system in 1967. The University of Toledo and the Medical University of Ohio (founded in 1964 as the Medical College of Ohio with its first class of medical students beginning their studies in 1969) merged in July 2006 to form the third-largest public university operating budget in the state.

See more about the history of UTCOMLS [here](#).



ProMedica Affiliation

In 2016, The University of Toledo began an affiliation with Toledo-based health system ProMedica. The partnership was established to "attract and retain good medical talent in Toledo."

Spanning 50 years and encompassing a financial investment of more than \$2.5 billion, the Affiliation will build a legacy model of health care that will benefit residents of our region for generations to come by:

- Creating a premier academic medical center for patients, faculty, students, residents and fellows at ProMedica Toledo and Toledo Children's Hospitals
- Recruiting nationally prominent faculty and researchers to the Toledo and surrounding communities
- Attracting top students in the health sciences
- Generating new jobs and economic development opportunities in the health science and medical industries.

Learn more about the academic affiliation [here](#).

Accreditation and Regulatory Approvals

Accreditation by Higher Learning Commission (HLC)

A team representing the Higher Learning Commission (HLC) will visit campus November 8-9, 2021 as part of UToledo's continuing accreditation process. Learn more about the visit [here](#).



Status of Programmatic Accreditation by the Liaison Committee on Medical Education (LCME)

The University of Toledo College of Medicine and Life Sciences is fully accredited by the LCME and engages in [continuous quality improvement](#) to regularly monitor the quality of the medical education program. UTCOMLS is scheduled for routine accreditation visit in April 2021. Students enrolled at University of Toledo College of Medicine will be eligible to sit for appropriate licensure examinations (USMLE) and apply for residency and fellowships both pre- and post-graduation. Graduates will be eligible to apply for licensure in their state of practice. Learn more about the upcoming LCME visit [here](#).



Instructional Facilities



Health Science Campus

3000 Arlington Ave., Toledo, OH 43614
419.383.4000

Mulford Health Science Library

The [Mulford Health Science Library](#) provides resources, services, and facilities to support your success in medical school. The library is located in the Mulford Library Building, with the library entrance on the fourth floor. Our recent renovations have created a clean, professional place in which to study. Much of the study space is designed for individual study; collaborative learning spaces are available on the sixth floor north.

Three conference rooms are available for student use when the rooms are unscheduled. PCs and printers are available on all three floors. The library's current hours are available on the library's [web page](#). When the library is closed, there is designated study space in the Mulford Café, located in the basement of the building.

Research and Education Services. Clinical Medical Librarian, [Margaret Hoogland, MLS, AHIP](#), is available to help you with providing searching tips and techniques, guidance on conducting literature searches, EndNote training and troubleshooting, and other information needs.

Resources. Mulford provides anytime-anywhere access to our electronic resources: textbooks, databases, scholarly journals, educational resources, and clinical care information tools. See the [College of Medicine and Life Sciences LibGuide](#) for electronic books, journals, textbooks, and software arranged by foundational science and clinical specialties. At our service desk on the fourth floor, Windows laptops, dry-erase markers/erasers, small whiteboards, phone chargers, headphones, bone and skull boxes, and reserve materials are available for checkout.

Students can now access and create UpToDate Accounts via the VLAB. Instructions for creating an account can be found [here](#)

Lloyd A. Jacobs Interprofessional Immersive Simulation Center (IISC)

Developed primarily to positively impact patient safety and improve the quality of care by training UT and NW Ohio health care professionals using simulation models, simulated clinical settings, virtual immersive

environments and medical visualization. The IISC also serves as a hub for innovation and the fostering of industry partnerships to create and develop new products, processes and procedures.

Hillebrand Clinical Skills Center

The Ruth M. Hillebrand Clinical Skills Center is located in the Center for Creative Education building, located on UToledo's Health Science Campus. The Center began as the Standardized Patient Program in 1991 in response to a need for medical, nursing, and allied health students to have more experience in patient interaction. The Standardized Patient Program was renamed the Clinical Skills Center in 2002, and then rededicated the Ruth M. Hillebrand Clinical Skills Center in 2005.

Academic Test Center

The Academic Test Center is an asset to the College of Medicine and Life Sciences at the University of Toledo. Although testing can be a stressful event, the staff in the Academic Testing Center are dedicated to providing all students with a fair and pleasant testing experience. They provide organized, proctored tests in classrooms across the Health Science Campus, as well as individual tests in the Academic Testing Lab. The University of Toledo College of Medicine test center is one of only 5 medical schools in the country with a Prometric testing facility on-site that provides only USMLE Step 1, Step 2 CK, and Step 3 exams. Students are encouraged to reach out with any questions about what the academic test center offers. Learn more about the Academic Test Center [here](#).

Academic Enrichment Center (AEC)

The Academic Enrichment Center (AEC) provides academic support services for students in the Health Science professional programs by facilitating student engagement and collaboration, fostering self-directed learning, and providing resources which contribute to student academic success. Learn more about the AEC [here](#).



The University of Toledo Main Campus

2801 W. Bancroft St., Toledo, OH 43606-3390
800.586.5336

Clinical Training Sites

University of Toledo Medical Center (UTMC)

3065 Arlington Avenue Toledo, OH 43614
419.383.4000

Since 1964, The University of Toledo Medical Center has been serving the health needs of the Toledo community. Established as a teaching hospital to train the future physicians and medical professionals of the greater Toledo region, UTMC remains dedicated to providing advanced care and healing in a patient-centered environment. Learn more about UTMC and its many services and other sites [here](#)



ProMedica Toledo Hospital

2142 N. Cove Blvd., Toledo, OH 43606
419.291.4000

ProMedica Toledo Hospital is a 794-bed public hospital in Toledo, Ohio that is part of the ProMedica Health System. This level I trauma center is the largest acute care hospital in the area, with at least 4,800 health care professionals, including more than 1,000 specialty and primary care physicians. Learn more about ProMedica Toledo Hospital [here](#)



Area Health Education Centers (AHEC)

Three regional centers are associated with UTOCOMLS program, including:

- [Bryan Area Health Education Center](#) (BAHEC)
- [Lima Area Health Education Center](#) (LAHEC)
- [Sandusky Area Health Education Center](#) (SAHEC)

Approximately 250 regional doctors serve as preceptors for UToledo students and all of these physicians have volunteer faculty appointments at UToledo. Many of the preceptors are UToledo graduates who completed AHEC clerkships.

Through these doctors, UTOCOMLS students gain office practice, ambulatory and hospital clinical experience throughout northwest Ohio. Many hospitals provide free housing and reduced cost meals for AHEC students.

The regional centers work with schools, health departments and organizations to address specific health care concerns of the communities.

Each regional center is supported by an advisory board composed of community leaders which addresses the health care needs of the local residents.

Mercy Family Practice Center, Zepf Center and Northwest Ohio Psychiatric Hospital in Toledo serves as our [Metro AHEC Program](#).

Student Participation

Completion of an AHEC experience is a requirement to graduate from The University of Toledo College of Medicine and Life Sciences. AHEC rotations are available in both the required third year clerkships, as well as third- and fourth-year elective clerkships.

Education Outreach

The centers develop health education programs for UToledo's medical students and local health care professionals, school children and citizens. Each center offers a variety of programs in health care career education, community health education, continuing medical education, clinical education and health manpower. The following are some examples.

- [Community Health](#)
- [Health Care Manpower](#)
- [Continuing Education](#)

Other Clinical Sites

UTCOMLS offers several alternative sites for required clerkship rotations; these sites [offer comparable educational experiences and equivalent methods of evaluation](#).

Riverside Methodist Hospital is located in Columbus, Ohio. This 1,059-bed, regional tertiary care teaching hospital is OhioHealth's largest hospital and has a number of specialty centers and services, including neuroscience and stroke, heart and vascular, maternity and women's health, cancer care, trauma, hand and microvascular surgery and minimally invasive surgeries, orthopedics, imaging and bariatric surgery. Third year students have the opportunity to rotate at this hospital for Internal Medicine, Neurology and Ob/Gyn.

St. Joe's Ann Arbor is part of Saint Joseph's Hospital Mercy Health System. Students who rotate at this 573 bed hospital will find a student focused educational program with enthusiastic teaching faculty who provide students with progressive patient care responsibilities. Third year students have the opportunity to do their Internal Medicine, ObGyn, Psychiatry and Surgery rotations at this site.

Cleveland Clinic/Akron General Located in Akron, Ohio this 532 bed hospital is part of the Cleveland Clinic system and offers students an opportunity to experience a community hospital that is part of a large health care system. Third year students have the opportunity to do their internal medicine and surgery rotation at this site. There are multiple opportunities for 4th year electives as well.

CREW EXPECTATIONS: Professionalism and Values

Professionalism

All students are responsible for understanding and complying with the Standards of Conduct defined by the [student professionalism policy](#). In addition, as physicians-in-training, medical students are held to the highest standards of professionalism and have professional responsibilities that they are obligated to uphold.

The University of Toledo Medical Student Body operates under the tenets of an **Honor Code and System**. Medical students will meet or exceed the institutional standards for professionalism, particularly with respect to professionalism in interactions with instructors and classmates, as well as punctuality and attentiveness. The Honor Code System and Procedure Manual can be located [here](#). Students can share a concern about the professional behavior of a fellow medical student [here](#).

Students are expected to self-report any breeches of professionalism. In addition to the [background check](#) that is required upon matriculation, students will be required to undergo [background check](#) with fingerprinting prior to entry into the third year clerkships.

The COMLS outlines [specific procedures](#) to address conduct that violates the standards set forth, as well as procedures for appealing adverse decisions.

Academic Honesty

Academic honesty is vital to the proper assessment of the level of knowledge and understanding a student acquires in a course. This assessment may be based on quizzes, exams, projects, assessments of performance in simulation and clinical environments, and any other assignments or activities used by the faculty to ascertain the student's command of the course material. Any willful act that invalidates the process of assessment is an act of academic dishonesty.

Plagiarism

Plagiarism is defined as the practice of taking someone else's work or ideas and passing them off as one's own. It is one form of academic dishonesty. PCM (Principles of Clinical Medicine) requirements include the submission of course assignments and the completion of various examinations. Plagiarism on any assignment or examination will result in a failing grade for the assignment or exam as well as the submission of a Professional Behavior Report form. Examples of plagiarism include, but are not limited to:

- Having someone else complete an assignment or portion of an assignment for you
- Submitting work for PCM that was originally completed for another course
- Using words extracted from a printed or online reference in your work without giving credit to the original source
- Directly cutting and pasting text or information from a source, or from multiple sources, into your work

If you have questions about what constitutes plagiarism for any course assignment or examination, please contact the course faculty. If you have questions regarding how to use appropriate citations for your references, please consult MLA or APA guidelines.

Professional Behavior

Professional and responsible behavior is the expectation for all students admitted to the College of Medicine. Medical students are physicians-in-training, and thus are held to the highest standards of professionalism. Students must be thoughtful and professional in verbal, written, and electronic communications. When interacting with patients and their families, faculty, staff, and health team colleagues, the medical student must deal with all members in a cooperative and considerate manner. Fatigue, stress, and personal problems do not justify unprofessional behavior. Failure to comply with policies and standards of conduct may result in disciplinary action, as described [here](#).

The Professional Behavior Report Policy adopted by the College of Medicine will be used as needed to evaluate professional behavior. Examples of behavior that is likely to result in the submission of a Professional Behavior Report form include, but are not limited to:

- Patterns of tardiness for completion/submission of assignments
- Unexcused absence from a required experience
- Patterns of tardiness for required educational experiences (e.g. clinical skills sessions)
- Failure to make up work and/or missed experiences in a timely manner
- Inappropriate behavior when interacting with standardized patients
- Any behavior that demonstrates failure to accept responsibility for learning and the educational program

A copy of the Professional Behavior Report Policy can be found [here](#).

Professional Dress

Students should always maintain a neat and clean appearance, and dress in attire that is appropriate. When students are functioning as medical professionals, either with clinical patients or simulated patients, dress must be appropriate and professional. A professional image increases credibility, patient trust, respect, and confidence. In addition, because medical students utilize facilities on campus where patients and the public are present, professional dress and appearance are also expected even when students are not engaged in patient care. In addition, medical students must comply with the dress codes of clinical sites to which they are assigned. Photo I.D. badges are to be worn at all times.

Attendance

Students enrolled in the college of medicine are being educated in all aspects essential to becoming a physician, including the importance placed on active participation in their education, both clinical and non-clinical. Absences, whether excused or unexcused, do not absolve the student of these responsibilities.

Students in the college of medicine are expected to behave professionally, which includes demonstration of conscientiousness through punctual and regular attendance for all required academic and clinical responsibilities.

Attendance is mandatory for all examinations and summative and formative assessments, as well as for specified classes and academic activities in all of the curricular years.

Excused Absences

Policies and procedures for the timely notification of all appropriate parties in the event of an absence, as well as for requesting a formal excuse for the absence, are enforced per the [excused absence policy](#).

- [PRECLINICAL EXCUSED ABSENCE REQUEST FORM](#)
- [CLINICAL SCHEDULE MODIFICATION REQUEST FORM](#)

FLIGHT PLANS: Calendar, Equipment and Curriculum

College of Medicine and Life Sciences Calendar 2020-2021



The preclinical curriculum schedule is located here:

[PRECLINICAL CURRICULUM](#)

IMPORTANT DATES*
2020-2021 School Year

The most up to date calendar for the College of Medicine can be found at this link:

[COMLS CALENDAR](#)

The calendar of events for the University of Toledo can be found at this link:

[UTOLEDO CALENDAR](#)

Curriculum

The integrated curriculum in the College of Medicine and Life Sciences prepares students with the knowledge, skills, and attitude to practice medicine in supervised settings of post-graduate residency programs. The curriculum places an emphasis on a competency-based curriculum with early clinical experience and seamless integration of foundational and clinical sciences. Student testimonials regarding the curriculum can be found [here](#)

The preclinical curriculum is an 18-month experience featuring system-based learning incorporating various educational methods, including e-modules, active learning, Team Based Learning, Simulation, and hands-on clinical skills sessions. Principles of Clinical Medicine, which includes important topics to prepare students for clinical practice, including communication skills, physical exam skills, medical ethics, business of medicine, patient safety, clinical reasoning, and interprofessional education, is integrated across the curriculum. The early clinical experience (ICE), which pairs students with a clinician, begins in year 1 and continues through the end of year 2. Find more information in the [Guide to the Medical School Curriculum](#).

The preclinical curriculum is divided into THREADS, which consist of grouped SYSTEMS. The curriculum is made up of 4 THREADS, which are subdivided into a total of 13 SYSTEMS as follows:

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Year 1 – Thread 1

Cellular Disease (Systems: human blueprint, hematology/oncology, immunity, infectious disease)

Thread 1 focuses on the implications of cellular function, and how cellular dysfunction can affect the human being. This first thread requires a significant ramp-up of skills to help students approach the next steps in medical school and beyond. The thread starts with “the things that cells do for themselves”, including the importance of the genetic code functioning as the ‘blueprint’ for the organism, and how that code can be interpreted differently to result in a different ‘building’. Next, the important systems of cells that work both autonomously and in groups to help the organism are explored. Students will learn about the components of blood and how to make bleeding stop, and will be introduced to oncologic principles and how cells can ‘go wrong’. Some of those same blood-borne cells will be critical in defending the organism from infection by a multitude of microbes we affectionately call “the bug parade”. Students need to understand what these organisms can do and how they have developed symbiotic or pathogenic relationships with us. From the very first day students will meet real patients, how to approach a patient, how to perform a basic history and physical exam, and how to document your findings. These critical skills will help students be successful in their Integrated Clinical Experience (ICE) starting in January, where they will see patients in the ambulatory setting on a regular basis. This thread also incorporates basics of pharmacology, critical thinking, and the research curriculum, which will discuss how to find information about your patient’s disease, assess the validity of the information, and how to apply new knowledge to your patient. The self-awareness and self-discipline that students gain in these first few months are the key to success as a physician for the rest of their career.

Year 1 – Thread 2

BNB-Bones-Neuro-Behavioral (Systems: musculoskeletal, neurology, behavior science/psychiatry)

During Thread 2, students begin to experience the human body in an exciting new way through the anatomy lab. The aim of this thread is to provide you with a firm foundation that encompasses an interdisciplinary approach to the evaluation and treatment of musculoskeletal, neuromuscular, neurological, and behavioral and psychiatric disorders. This is accomplished by establishing a firm foundation in the study of anatomy, histology/embryology, neurology, physiology, pathology, pharmacology, and radiology as it relates specifically to the Musculoskeletal and Neurologic Systems, presenting key clinical topics regarding the relationship of other organ systems and how they may interact – whether in normal or disease states, and increasing the student’s understanding of human behavior and the relationship to health. Health is not defined solely in biological terms, but is also a function of psychological, social and behavioral factors. Students will learn that many illnesses cannot be fully understood/addressed/treated without knowledge of the factors which 1) cause/contribute to them, 2) act as barriers to their treatment, and/or 3) can improve their outcome.

Year 2 – Thread 3

ECOsystems (Systems: cardiology, pulmonary, renal)

“ECOsystems” is an acronym for Elimination (the kidneys), Circulation (the cardiovascular system), and Oxygenation (the lungs). This thread will help students master the foundational concepts and clinical correlation for pathophysiology of three of the five vital organs. The aim of this course is to provide students with a firm foundation that encompasses an interdisciplinary approach to the evaluation and treatment of disorders of the aforementioned systems. All relevant foundational disciplines including, anatomy, biochemistry, physiology,

pathology, pharmacology, and radiology will be covered in this thread. A holistic education utilizing a variety of pedagogical tools will help students bridge the gap from Book to Bedside.

Year 2 – Thread 4

Cycles and Vices (Systems: gastrointestinal, reproductive/ genitourinary, endocrine)

Thread 4 marks the end of your first “cycle” of medical training. During this thread, students will explore many interesting, yet sometimes “difficult to discuss” topics. This thread will bring closure to some topics, and open discussion in new ways to others. Many of the subjects contained in this thread truly embody the privilege and responsibility of being a physician, being entrusted by our patients with information which is often held sacred. Topics are presented in such a way that the patient perspective will be foremost in the student’s mind, and they will complete the course with a true sense of what it means to provide patient-centered care. Students will explore several diagnostic dilemmas: presenting symptoms which ultimately represented diverse diagnostic possibilities, disease processes which may present in various ways, and diagnoses which may be difficult to consider and discuss with patients. This thread begins with the gastrointestinal system, working our way from the entry point to the exit point, and making stops at every point of interest. Upon our arrival to the pelvis, students will segue to the reproductive system, which serves as an incredible “thermometer of health”, in that its function truly depends on the health of the entire system in order to be optimal. Students will conclude this thread, and this first cycle, with the endocrine system, which will take students to every cell throughout the body, similarly to the way they began Thread 1 eighteen months ago. Therefore, throughout the Thread, students will be encouraged to revisit and connect what they have learned in the first three threads to the knowledge and skills they are acquiring now. A significant amount of time will be spent in small group discussion and hands-on learning, since much of the content must be experienced first-hand in order to truly incorporate it and appreciate it fully.

Preclinical Electives

These optional courses provide opportunities for preclinical student to pursue additional educational experiences. Information on timing of each course will be provided early in the academic year. Students will register for these courses and will receive credit, with the course appearing on their transcript, once course requirements have been completed. A list of available preclinical electives is available [here](#)

Student Wellness

The Department of Medical Education in the College of Medicine and Life Sciences is committed to ensure that there is an appropriate balance of assigned educational activities during the Foundational Science curriculum and that time is dedicated for student self-directed learning and study. [Student academic schedules during the Foundational Science curriculum](#) should reflect an average of (20) hours of scheduled educational activities per week and should not exceed thirty (30) hours per week in most cases. This allows time for students to explore self-directed learning, which is a vital component of a professional education program. All major summative assessments should be preceded by a dedicated study day or weekend.

Clinical Curriculum

Year 3 – Clinical Clerkship rotations

The goal of the third-year curriculum at The University of Toledo College of Medicine is to prepare students for graduate medical education, which a student enters immediately upon graduation from medical school. The wide spectrum of training programs that our students enter upon graduation and the high success rate that our students have in obtaining their choices for graduate training sites are a direct product of the training they receive in their third- and fourth-year clinical clerkships. The third year begins with a “bridge course”, which is designed to help students transition into the clerkships. Students then rotate through 7 required clerkships and an elective rotation to complete the third year. More information about the third year curriculum can be found here, and useful forms and links can be found here.

Scheduling Changes during Required Clerkships

In the event of extenuating academic or personal circumstances, a student may be required or request to modify the assigned schedule for the third-year clerkships, subsequent to an academic advising session(s) with approval by a dean or director in the Office of Student Affairs.

Year 4 – Advance clinical rotations and preparation for residency

The fourth-year curriculum is designed to be broad in educational scope to allow for preparation for ease of transition to graduate medical education. Fourth year rotations include 2- and 4week elective rotations, which are graded pass/fail, as well as a required Acting Internship (AI) and a minimum 2-week Emergency Medicine rotation (if not completed during the 3rd year), which receive grades of Honors/ High Pass/ Pass or Fail. Fourth year requirements, electives and important dates are available at this site, as well as additional information about away electives and VSAS (visiting student opportunities) and useful forms.

Student Wellness

The Department of Medical Education in the College of Medicine is committed to ensure that there is an appropriate balance of assigned educational activities during clinical clerkships and time that is deemed necessary for student self-directed learning/study. Student assigned educational hours for each clerkship must be set and monitored taking in account the effects of fatigue and sleep deprivation on learning clinical activities and student health and safety.

Student Supervision

UTCMLS is committed to training of next generation of learners and providing highest quality of care in a safe academic environment. Adequate student supervision is of the utmost importance in achieving these outcomes. Please refer to this policy which specifies guideline for enhancing the clinical training of medical students and patient safety in both outpatient and inpatient settings.

Equipment and Technology Requirements

Mastery of physical exam skills (in addition to communications skills and clinical reasoning) are of utmost importance for all future physicians, regardless of their career path or specialty choice. Students must become comfortable with the “tools of the trade” and will be evaluated on proper use of the following instruments. Therefore, we require students to provide their own equipment for practice:

1. Blood pressure cuff
2. Otoscope/ophthalmoscope
3. Reflex hammer
4. Tuning fork

Additionally, students will be required to provide the following supplies for use in the classroom, Hillebrand Clinical Skills Center, Anatomy Lab, and Integrated Immersive Skills Center:

1. Face mask or covering
2. Goggles or face shield
3. Scrubs (anatomy lab)
4. Headphones (small group activities in the classroom)
5. Computer or tablet (for assessments) *

*Students who are unable to provide their own computer will have the opportunity to request a university computer for use during assessments.

Vacation/ Holidays

Students will be released from all class and clinical responsibilities on each of the official university holidays. Students will be considered continuously enrolled from one semester to the next, with a break from academic activities scheduled between and/or within semesters.

Other Degrees

The University of Toledo College of Medicine and Life Sciences provides [opportunities for students](#) to apply to degree programs that may be completed in addition to the Doctor of Medicine (MD) degree. Students wishing to enroll in these programs must apply separately to the college of medicine and the additional degree program and must be admitted to both. Programs may have varying application timelines.

MD-PhD program

The mission of the MD/PhD Program at the University of Toledo is to provide outstanding training that integrates clinical medicine, biomedical science, compassionate care and professionalism to enable students to succeed as independent physician-scientists with the skills, creativity and vision to shape the future of health care. Clinical electives chosen during their research years allow for continuation of clinical concepts (see applicable policy [here](#)) Learn more about the MD-PhD program [here](#)

MD-JD program

The MD-JD program allows simultaneous enrollment in the College of Law J.D. program and the College of Medicine and Life Sciences M.D. program, leading to the granting of both degrees after six years of study. The program is aimed at students who wish to combine medical and legal expertise for career purposes. Learn more about the MD-JD program [here](#).

MD-MBA program

The M.D./M.B.A. program provides an opportunity to earn a dual degree through an integrated five-year curriculum. Learn more about the MD-MBA program [here](#).

Graduate Courses while enrolled at UTCOMLS

Medical students who wish to take graduate courses at the University of Toledo while enrolled at UTCOMLS may do so following the policy linked [here](#).

Pre-Clinical Pathology Student Fellowship

The University of Toledo [Pre-Clinical Pathology Student Fellowship Program](#) was instituted to provide post-second year medical students with an opportunity to engage in an in-depth study of the pathogenesis of disease. The program is open to all medical students in good academic standing (2 or 3 candidates are selected from applicants each year), and extends for one calendar year, from May 1 through April 30. The fellowship is a Graduate Certificate program; fellows are full time graduate students with tuition waivers.

Research Opportunities

Several options are available to medical students who are interested in conducting research. Students may:

- Apply to the medical student research program
- Carry out projects with a limited scope and time commitment during the scheduled curriculum period and/or during scheduled breaks
- Participate in approved elective research clerkship(s) during the third and fourth years.
- Students interested in more long-term full-time research may
- Apply for enrollment in a dual degree program at UToledo (M.D./Ph.D., M.D./M.S., etc.)
- Delay graduation in order to undertake full-time research at UTCOM, the NIH, or another institution, which would generally require an academic leave of absence.

For UToledo-sponsored research, the research must be planned and carried out under the sponsorship of a UToledo faculty member eligible to serve as a Principal Investigator on UToledo IRB and/or IACUC applications. Students who conduct research at non-UToledo locations must follow the University of Toledo policies and procedures for collaborative research and any applicable research policies of the sponsoring institution. The basic principle underlying all research is integrity. Scientists have a responsibility to provide research results of high quality; to gather facts meticulously, to keep impeccable records of work done; to interpret results realistically, not forcing them into preconceived molds or models; and to report new knowledge through appropriate channels. More information regarding medical student research can be found [here](#).

MID-FLIGHT ADJUSTMENTS: The COVID-19 Pandemic

Educational Adjustments

Following the guidance of Ohio Gov. Mike DeWine, University officials have been discussing a number of scenarios to [safely reopen on-campus operations](#). The University of Toledo is preparing to open main campus for the fall 2020 semester with plans to resume face-to-face instruction.

UTCOMLS students will return in a phased manner under the [Rocket Restart](#) plan, with [Phase 1](#) to include the return of clinical students on June 22, and limited return of preclinical students in small group and hand-on activities beginning on July 20.

Clinical Adjustments

The University of Toledo and The University of Toledo Medical Center continue to monitor the COVID-19 pandemic with a focus on keeping our employees, students, patients and visitors safe. We are working with the Ohio Department of Health and the Toledo-Lucas County Health Department, as well as following the guidelines set by the U.S. Centers for Disease Control and Prevention (CDC). Updates can be found [here](#).

PROGRAM ANALYSIS: Assessment, Evaluation and Licensure

Assessment and Grading

Formative Feedback

Formative feedback, which is descriptive rather than evaluative involves sharing of information & giving advice; it does not provide a grade but rather provides guidance. Quizzes and low-stakes assessments (including individual readiness assessments tests, iRAT, within team-based learning, TBL) provide [formative feedback in the preclinical setting](#). [Formative feedback in the clinical setting](#) must be provided to the student no later than the mid-point of the clerkship and must be of adequate detail to assure that the student can appreciate deficiencies in his/her performance and develop a plan to improve areas of deficiency.

Preclinical Assessment Methods

ASSIGNMENTS

Exploration of assigned topics will be required within some systems; details of those assignments, including expectations will be clearly outlined early in the thread.

ASSESSMENTS: QUIZZES AND EXAMS

The University of Toledo College of Medicine and Life Sciences strives to assure fair assessment administration for each student in the MD program and uniform consequences for any breach of professionalism occurring during a proctored examination. All written/computer test administration proctored by the UToledo College of Medicine Academic Test Center proctors will be administered following the procedures outlined [here](#).

ASSESSMENT REVIEW

In order to promote a balance between continued student learning and security of written assessment material, students will be given the opportunity to review items after the completion of quizzes within each system. Item review of questions at the End-of System Exams or NBME Comprehensive Exams will not be provided. Further details of the Quiz and Exam Review Policy can be found [here](#).

TEAM BASED LEARNING

NBME Customized Assessment (CAS)

At the conclusion of each THREAD, students are given the opportunity to complete a customized assessment of items from the National Board of Medical Examiners. These assessments constitute 20% of the thread grade, and encourage students to review and integrate all material presented throughout the thread. These assessments introduce students to the type of items they will experience on USMLE (United States Medical Licensure Examination), which are required for medical licensure in all states.

INTEGRATED CLINICAL SKILLS EXAM (ICSE)

This assessment will be administered at the end of each thread, constituting 10% of the thread grade, and will evaluate multiple components, including interpersonal skills, history taking, physical examination skills, documentation, and clinical reasoning.

System Grades

The University of Toledo College of Medicine & Life Sciences employs a P-F (Pass-Fail grade) grading system for all components of the preclinical curriculum. A grading system of SATISFACTORY/UNSATISFACTORY will be used for the individual systems that constitutes a Thread. A satisfactory grade requires that students meet the minimum level of 70% at the completion of each system within a thread. If students do not meet the minimum performance standards, they will be given a grade of **unsatisfactory**. The unsatisfactory can change to a satisfactory grade if the student demonstrates competence by passing (P) the overall thread, or if the student posts a passing score in the systems that earned an unsatisfactory grade once reexamination of a thread is completed.

Thread Grades

The University of Toledo College of Medicine & Life Sciences employs a P-F (Pass-Fail grade) grading system for all components of the preclinical curriculum. Grading on the P-F system may be postponed through use of a Conditional grade (DF-Defer). A defer grade assigned in any curricular component will be recorded on the student's official transcript until all requirements of the course are completed, at which time it will be permanently changed to a Pass or a Fail grade, as appropriate. Students who fail to meet the minimum 70% in any system will have opportunities to retake that component if necessary, to attain a passing level in the overall thread grade. More information regarding retake, remediation, and promotion can be found [here](#).

The grading system, its requirement, components and their respective weights will be communicated in the syllabi for each of the threads and will be consistent across threads with respect to the weight of the NBME CAS and the ICSE.

All final grades will be posted to the students' record with the Office of the Registrar, and available to the students, no later than 6 weeks following the completion of the thread per COMLS [policy](#).

Clinical Assessment Methods

CLERKSHIP GRADES

The seven required clerkships (Family Medicine, Internal Medicine, Neurology, Obstetrics & Gynecology, Pediatrics, Psychiatry, and Surgery) will be graded in a consistent manner. The components of the final score of each of these rotations will include a Clinical Competence Score, a Departmental Education Program, and the NBME (National Board of Medical Examiners) Subject Exam. Evaluations are submitted via [MedEd](#). More details about clerkship grading can be found [here](#).

All final grades will be posted to the students' record with the Office of the Registrar, and available to the students, no later than 6 weeks following the completion of the rotation per COMLS [policy](#). Students who do not complete the end of clerkship/ course evaluation may not be able to receive their grade, and may receive a PBR (professionalism and behavior report).

[SATISFACTORY PROGRESS](#)

Students will be removed from their required clerkship rotation schedule if they do not receive a passing grade in two required clerkships, or if they earn any combination of two grades of Incomplete, Defer, or Fail. Students who receive two or more grades of FAIL in the required clinical clerkships or a grade of FAIL in any previously failed clerkship are subject to mandatory review by the Medical Student Promotions Committee.

ELECTIVE ROTATION GRADES

Fourth year rotations include 2- and 4-week elective rotations, which are graded pass/fail, as well as a required Acting Internship (AI) and a minimum 2-week Emergency Medicine rotation (if not completed during the 3rd year), which receive grades of Honors/ High Pass/ Pass or Fail.

Student Appeal of Grades

Students who wish to dispute a final thread/clerkship grade (including examination performance, clinical competency evaluation, OSCE performance (clinical skills exam) and/or narrative assessments) that they feel is unfairly or inaccurately assigned to them may do so by following this [policy](#). The student must begin the process of grade appeal within 14 calendar days of the posting of the thread or clerkship final grade.

APC – SPC – CAEC – MSHC FLOW CHART

These committees work together to monitor student progress in academics and professionalism, and make recommendations to ensure student success.

Academic Progress Committee (APC)

Criteria for review: Scoring lower than 75% on any curricular assessment (quiz, exam, final exam, clinical performance) for early intervention, promotion.

Approve all M4 students for graduation.

Who refers students?
Academic coordinator provides academic performance data.

Meeting frequency: Bimonthly

Students on committee? No

Possible Outcomes: No recommendations if student maintains passing scores. Referral to Academic Enrichment Center (AEC) and Office of Student Affairs (OSA) for academic advising/coaching. Refer to Senior Associate Dean for Undergraduate Medical Education if meet requirements to SPC. Approve M4 students for graduation.

Student scores
<75% on quiz



Review by APC.
Student

Receives written
recommendation

to AEC for
advising/OSA
for

support.



Performance
improves. No
longer reviewed
by APC

Student Promotions Committee (SPC)

Criteria for review: Score below 60% in Thread; fail re-examination; fail two or more foundational science threads or clinical clerkships; take over 36 months to complete foundational sciences; take over 6 years to complete curriculum.

Who refers students? Senior Associate Dean for Undergraduate Medical Education

Meeting frequency: May/June and as necessary

Students on committee? Yes

Possible Outcomes: Dismissal, remediation, fit for duty if necessary. Appeal made to Dean.

Scenario:

Performance declines—fails Thread below 60%, fails 2 threads/clerkships, etc.



Review by Student Promotions Committee



Continued review by APC

Conduct & Ethics Committee

Criteria for review: Egregious professional violation; acquiring more than 3 professional behavior reports

Who refers students? OSA Dean

Meeting frequency: As necessary

Students on Committee? Yes

Possible Outcomes: Appearance listed on MSPE, dismissal, fit for duty evaluation, others. Appeal made to Dean.

Scenario:

Student receives a professional behavior report. Report goes to OSA Dean.

Is behavior egregious?

No

Yes

1st Report

filed in OSA

2nd Report

meet with OSA Dean for verbal warning

3rd Report

meet with OSA Dean for written warning (appears in MSPE)

4+ Reports

Reviewed by Conduct and Ethics Committee (appears on MSPE)

Reviewed by Conduct and Ethics Committee

Medical Student Honor Code (MSHC)

Criteria for review: Students who do not meet institutional standards for professionalism.

Who refers students? Students submit a concern note on fellow student.

Meeting frequency: As necessary

Students on Committee? Yes (one faculty advisor)

Possible Outcomes: Meeting with MSHC and closing case. Additional violations will be referred to OSA Dean. Further sanctions could include referral to Conduct and Ethics Committee. Appeal made to Dean.

Scenario:

Concern note is submitted regarding behavior of student X.

Is behavior egregious and beyond scope of MSHC?

No

Yes

1st Report

meet with MSHC committee for review.

2+ Reports

refer to OSA Dean.



OSA Dean files professional behavior report.

Refer to OSA Dean, professionalism report issued if appropriate, if egregious then reviewed by Conduct and Ethics Committee.

Standards for Promotion and Graduation

Promotional Decisions

The College of Medicine and Life Sciences is vested in the academic success of its student body, including professionalism, performance in the classroom and in the clinical environment, as well as during all formative and summative experiences. The [Academic Progress Committee](#) is responsible for reviewing and discussing students' performance in all areas, identifying “as risk” students, and making recommendations for ensuring academic and professional success.

Graduation Requirements

In accordance with the Liaison Committee for Medical Education (LCME)’s standards for accreditation of the program leading to the M.D. degree, the University of Toledo College of Medicine and Life Sciences has established a [specific set of requirements](#) that students must meet in order to graduate from with the Doctor of Medicine (M.D.) degree.

Evaluation

The COMLS medical school relies upon medical student feedback to improve its curriculum and processes. Medical student feedback is also a required element by the Liaison Committee on Medical Education for accreditation. Students are expected to provide feedback on a regular basis. To offer the most helpful critique, focus on specific details and provide examples. For instance, what helped you learn? What could be changed to be more effective? Suggest ideas for improvement. It is important to avoid name-calling and emotionally-driven or unprofessional comments (e.g., "What were you thinking? That was horrible!").

Both positive and negative feedback can be helpful. When offering positive feedback, remember to provide examples and the *why/how*. For example, instead of simply writing "In-class discussions were awesome," tell why this was positive: "In-class discussions were awesome because she created a classroom where students were comfortable sharing different perspectives." Similarly, when offering negative feedback, be sure to give details and *why/how*. As another example, "He just talks at the students" is more helpful if suggestions for improvement are given: "He just talks the entire lecture, but it would be better if he implemented activities to engage the students. We also need time to ask questions." (*Adapted from the CRLT at the University of Michigan*)

M1 and M2 students are required to provide weekly reflections on faculty sessions and complete each End of System evaluation during the foundational sciences phase of the curriculum. These surveys are administered through Qualtrics. All medical students (M1-M4) are expected to complete the annual Learning Environment survey as well as the Career, Financial & Wellness Services survey, which are administered in late fall. During the clinical phase, M3 students are required to complete Preceptor, Site, and End of Clerkship evaluations, while M4 students are required to submit Preceptor and Common Elective evaluations, all through the RocketMed system.

In addition to the evaluations above, the medical school has two additional opportunities for students to provide feedback that are optional: Monthly evaluations disseminated at the middle of each month, and the Learning Environment portal that is accessible 24/7 (<https://utmc.utoledo.edu/learningenvironment>). All

COMLS surveys (required and optional) are anonymous and provide a safe place to report issues without fear of retaliation.

Questions about medical student feedback can be directed to:

- **Brandy Brown**, Database Specialist, brandy.brown@utoledo.edu
- **Lori DeShetler, Ph.D.**, Assistant Dean for Assessment & Accreditation, lori.deshetler@utoledo.edu

Licensure

Licensing Examinations

The United States Medical Licensing Examination (USMLE) is a three-step examination for medical licensure in the United States. It is sponsored by the Federation of State Medical Boards (FSMB) and the National Board of Medical Examiners (NBME). The USMLE program supports medical licensing authorities and physicians in the United States through development, delivery, and continual improvement of high-quality assessments across the continuum of physicians' preparation for practice.

The USMLE assesses an examinee's ability to apply knowledge, concepts, and principles and to demonstrate fundamental patient-centered skills. These skills constitute the basis of safe and effective patient care. Healthcare consumers throughout the nation enjoy a high degree of confidence that doctors who have passed all three Steps of the USMLE have met a common standard.

Required Licensing Examinations

University of Toledo College of Medicine are required to successfully complete Step 1, Step 2 CK, and Step 2 CS* of the United States Medical Licensing Exam (USMLE) in order to fulfill graduation requirements for the Doctor of Medicine (MD) program. Current fee information can be accessed at [here](#).

**Please note: for students graduating in 2021, Step 2 CS will not be administered nationally, so will not be required for graduation. An alternative evaluation of clinical skills may be required in lieu of this exam in order to qualify for graduation.*

USMLE Step 1

Successful completion of the USMLE Step 1, Step 2 Clinical Knowledge (CK), and Step 2 Clinical Skills (CS) examinations are requirements for graduation from the school of medicine. USMLE Step 1 Students must take the USMLE Step 1 prior to enrolling in clinical clerkships. If students receive notification that they did not pass USMLE Step 1 during clinical experience, they may be allowed to complete their current didactic or clinical experience. After one unsuccessful attempt, a remediation plan must be developed. After three unsuccessful attempts to pass any one Step exam, students will be considered for dismissal.

NBME USMLE Step 1 Certification Authorization

Once a rising 3rd year medical student has registered to take their NBME USMLE Step 1 exam, they will print the certification authorization form and take the form to the Student Service Center. Staff will verify identity, affix a photo of the student to the form, emboss the form with the official University seal, sign and date the form and return it to the student for mailing to NBME.*

**Note: the process may change with the ongoing COVID 19 pandemic as it has temporarily shifted to an electronic process.*

USMLE Step 2 (CK and CS)

Students must successfully complete the USMLE Step 2 (CK and CS) prior to graduation. After one unsuccessful attempt, a remediation plan must be developed. After three unsuccessful attempts to pass any one Step exam, students will be considered for dismissal.

Licensure Requirements

Graduates of this program are eligible to participate in accredited postgraduate training programs across the United States. Specific requirements for initial medical licensure for all 50 states and U.S. territories can be found on the [Federation of State Medical Boards website](#).

ZERO GRAVITY: Student Life in Rocket Medicine

Student Services

The University of Toledo College of Medicine and Life Sciences places a high priority on supporting student well-being and resilience, so that students can thrive throughout their enrollment. Students will have access to a comprehensive network of support and resources to ensure they find the help they need, when they need it.

Office of Student Affairs

The Office of Student Affairs provides services, programs, and resources to support students' personal and professional development and well-being throughout their medical education.

It is responsible for:

- Comprehensive student support services, including academic advising and support, personal counseling, and career advising
- Assistance with registration and scheduling, including oversight and approval of elective scheduling
- Provision of financial aid, including emergency loans, financial counseling, and receipt of payments as needed
- Oversight of student compliance, including immunizations, tuberculosis screening, HIPAA compliance, blood borne pathogen training, and pathogen exposure management
- Support and oversight of student interest groups, and peer tutoring
- Provision of medical specialty and residency selection advising, and oversight of the residency application and selection process
- Provision of support for ceremonies (e.g., white coat ceremony, commencement, Match Day).

Student Service Center

The University of Toledo College of Medicine and Life Sciences places a high priority on supporting student well-being and resilience so that students can thrive throughout their enrollment. Students will have access to a comprehensive network of support and resources to ensure they find the help they need, when they need it.

The University of Toledo Health Science Campus Student Service Center is located on the 1st Floor of the Mulford Library. Staff can assist you with student accounts, financial aid, registration, degree audit, transcripts and many other important student business concerns.

[Disability Services](#)

Each year, SDS serves hundreds of students across all disciplines and campuses who experience access barriers in the following areas: technological, physical, attitudinal or programmatic (academic, social or university-wide.) Disability related access issues might be connected to psychological, learning, mental health, chronic health, physical, sensory, temporary and/or other medical conditions.

We invite you to connect with our office by calling 419.530.4981 or emailing StudentDisability@utoledo.edu.

[Career Advising and Development](#)

The Office of Student Affairs at The University of Toledo College of Medicine and Life Sciences (UTCOMLS) is your hub for **career and residency advising!**

We are responsible for small- and large-group career planning programming as well as individual, one-on-one counseling. UTCOM's **systematic approach** to career advising and residency counseling spans all four years of medical school. Programming begins with M1 orientation and lasts through graduation, tailored to **critical junctures and transitions** over the course of your medical school career.

[Student Organizations](#)

Students will find opportunities to explore various interests and opportunities through student organizations through UTCOMLS, as well as the University of Toledo Main campus. More information about student organizations is available on [Invonet](#).

[Personal Counseling and Well-Being](#)

The college has an accessible, confidential, and effective process to provide personal counseling for its medical students. Mental health services are provided at the [Student Health and Wellness Center](#) on Health Science Campus located in the garden level of the Ruppert Health Center. The center has a board-certified psychiatrist on staff at this location for psychiatry appointments. The psychiatrist is a member of the faculty, but has no teaching or evaluation responsibilities for any of the medical students. The location and design of the center assures confidentiality and privacy for the students receiving psychiatric care. Counseling appointments are provided Monday – Friday from 9am-3pm by a clinical counselor on staff in the Department of Psychiatry. The services may include counseling regarding relationships, financial matters, substance use, as well as other mental health concerns.

A student wellness counselor is housed in the [Academic Enrichment Center](#) on a full-time basis. This individual is a trained social worker/therapist and is capable of helping students for acute mental health episodes and referring students with more chronic needs to the clinical counselor or psychiatrist on the HSC or to the University Counseling Center on Main Campus, or another provider based on insurance coverage.

The [University Counseling Center](#) on Main Campus is open Monday-Friday 8:15am-5:00pm.

Students also have 24/7 telephone access to a Harbor counselor. The Main Campus Medical Center also provides mental health services, which include psychiatric and counseling services. Main Campus Medical Center has a psychiatrist and a licensed counselor on staff to provide mental health services to students. Counseling and medication evaluation and management are available. The services are provided in a private and confidential setting. Mental health services hours are available daily until 5 p.m. and are arranged in the evening when necessary.

Privacy practices for both centers are compliant with federal and Ohio law regarding protection of private health information. Certain provisions of Ohio law may be more stringent than the federal laws and regulations, thus further protecting the privacy of medical information. The Main Campus Medical Center and the Student Health and Wellness Center on Health Science Campus, as required by law, comply with the more stringent confidentiality provisions of Ohio law. Additional counseling services are made available for students related to emergent situations such as grief counseling, response to physical and emotional trauma, and natural disasters.

Liability Insurance Coverage

All students are covered for professional liability insurance under the University of Toledo Medical Assurance Company (LLC). The informational memo outlining this insurance can be found [here](#).

Student Health and Disability Insurance

Medical students are required to maintain active health insurance coverage during all periods of enrollment, whether [through the school](#) or through another provider. All University of Toledo students are enrolled in a student health insurance plan unless they actively opt out. Students are not provided disability insurance.

Student Health Services

Health services for students are provided at several sites from which the students may choose.

The Health Science Campus Student Health and Wellness Center is located in the Ruppert Health Center. Other locations are also available. Students can call 419.383.5000 for appointments, and can find further information [here](#).

Health Screening and Immunization Requirements

Documentation of immunization compliance is [required of all medical students](#) prior to matriculation. All medical students must maintain compliance with these requirements throughout their tenure in the medical school program, even while in a non-clinical segment of the curriculum. Students are encouraged to obtain the required vaccinations from their primary healthcare provider or other provider prior to matriculation.

Mandatory Tuberculosis Screening

All incoming students with country of birth, country of citizenship, or application address indicating time spent in a country of high tuberculosis (TB) incidence per the World Health Organization (WHO) will be subject to mandatory onsite screening for active tuberculosis. ("High Incidence" areas are defined as having reported or estimated incidence of 20 or more cases per 100,000 population.) Students who do not comply with this screening requirement will have holds placed on subsequent registration.

Health Requirements for Global Health Experiences

All UT learners who plan to participate in an approved UTCOMLS Global Health elective/medical mission must comply with [these procedures](#) and complete required forms mandated by the UTCOMLS GHP (Global Health Program) in conjunction with both the UT Offices of Legal Affairs and Risk Management prior to departure.

Occupational Exposure Procedures

Students are educated about exposure to air and blood-borne pathogens prior to contact with patients. [Standard precautions](#) should be taken with all patients in all settings.

All students are required to perform [hand hygiene](#) with traditional soap and water, alcohol-based hand sanitizer or waterless antimicrobial hand gel, spray, wipes or foam before and after every individual patient contact and before and after every contact with the patient environment even if gloves are worn. Students will utilize Wash In/Wash Out Process in every patient care environment.

Students should be aware of [infection control precautions](#) policies.

Students should also be aware of standardized procedure for treatment and management of [occupational exposure](#) in order to minimize risk. In the event of exposure to blood or body fluids, students should immediately:

- Excuse yourself and decontaminate (wash with soap and water) the exposed site immediately -Report to your immediate supervisor (Attending/Fellow/Resident physician)
- Get to care without delay for immediate treatment
- **If at University of Toledo Medical Center**, go to the Emergency Department and identify yourself as a Medical Student. University of Toledo Occupational Health (419 383 5598) is located in the Emergency Department.
- **If at an outside facility** (for away rotations/ global health elective/ Medical missions), follow the host institutional policy if known or go to the Emergency department. Follow up after immediate treatment.
- Regardless of where the initial care is received it is responsibility of the exposed student to bring in medical records for follow up care at Student Wellness Center (419 383 3745) to avoid delays in treatment.
- A follow-up visit should be scheduled to review the results of baseline testing, provide additional counseling and support and assess medication side effects, compliance and provide additional medication if applicable.
- Notify office of student affairs-and fill out the Student Accident and Injury report-if not done already.
- Office of student affairs will contact office of disability as deemed necessary/

Payment

- At the University of Toledo Medical Center Occupational Health all charges will be waived
- Outside facility: If the hospital does not cover the cost then the University of Toledo College of Medicine and Life Sciences will cover the student's out-of-pocket costs up to a maximum of \$ 1000.
- Student Wellness Center for follow up care: any additional testing cost will be borne by the student.

Contact for Questions:

- Director of Student Health – Student Wellness Center: 419-383-3745
- Associate Dean for Student Affairs: 419-383-4055

Housing

All housing for graduate and professional students is off campus apartment living. Resources can be found [here](#).

Parking

Students are required to purchase a parking permit for each semester, which is billed for either two semesters or three semesters at the beginning of the academic year, depending on the year of enrollment. Students can manage their vehicle registration and permit [here](#). Parking registration is required year round to avoid ticketing and fines.

Tuition, Fees, and Financial Aid**Student Financial Services**

The Student Service Center staff assists students in understanding their student account billing, how and why tuition and fees are assessed, payment options, financial aid and a variety of other student account concerns. Students may experience financial issues throughout their education and are encouraged to inquire about any concerns including applying for loans, scholarships, budgeting, returning loan funds or other matters.

Tuition and Fees

The most up to date information regarding tuition and fees can be found in the University Treasurer's Office Student Finance Brochure. <https://www.utoledo.edu/offices/treasurer/>

Click on the Graduate/Law & MD Fees button and The University of Toledo Student Finance Brochure button will be at the bottom of the page. Note tuition and various fees are located in different sections of the brochure. Medical students are typically assessed tuition, general fees, program fees, green fee, legal service fees and student health insurance each semester. If you are an out of state student, an out of state surcharge will also be assessed when tuition and fees are billed. All students are expected to accept financial responsibility for their account when they register for classes. Monthly student billing statements are generated, and students are expected to keep their accounts up to date with payment, payment arrangements and/or financial aid. Student bills, payment plans, payments and financial aid can all be accessed through the student MyUT web portal.

Another helpful resource when estimating medical school costs for the year is the Cost of Attendance budget which can be found [here](#) for each medical student class:

The COA budget pdf links are located in the Resources Budget section. There is also a budget template available to assist with personal expense budgeting.

Financial Responsibility

Each student is financially responsible for payment of fees and charges assessed to his/her student account. Student accounts may be audited (reviewed) and the University has no limitation on how many semesters it may go back to assess additional fees. Students receive bill *notification* electronically via their University of Toledo assigned e-mail address. The University e-mail address allows guaranteed delivery, provides quicker communication and is consistent with other processes. If other parties such as parents, grandparents, guardians, etc. are assisting a student with payment, it is the student's responsibility to communicate the balance owed and the date it is due. Students may opt to provide others accessibility to view and/or make payments to their account. The student receives the educational services and is the account owner. Students can access their student account using the **MyUT portal**. The portal requires the student to log in using their password. The due date for each semester's fees is communicated on the student's account/E-statement and on the Treasurer's website under Important Dates. After the due date is reached for the semester, any fees for the semester are due immediately after they are incurred. The due date at this point will always show as the current date.

The Board of Trustees establishes all fees and charges. All fees are billed and payable in U.S. dollars. Any bank fees for processing foreign payments will be charged back to the student. The University accepts certified checks, personal checks, money orders and electronic payment of fees. Electronic payments can be made via the **MyUT portal**. It is recommended to convert cash to a bank check or money order when using the depository in Rocket Hall. The University accepts credit card payments via a third-party processor. The processor accepts MasterCard, Visa, Discover and American Express. Prepaid debit cards are not accepted. Payments are made via the **MyUT portal**. The processor for credit cards assesses a convenience fee for these types of transactions. International students can elect to have payments made through Peer Transfer. The link and information is available on the e-statement. Payments will be applied to the oldest balance first. Payments received on a student's behalf from a third party will be treated as a scholarship unless the University has already established a contract with the third party. Scholarships, waivers, loans and third-party contracts will apply to designated fees per academic semester. The University can also remove financial aid funds from a student's rocket card to cover a past due balance on a student account without notification.

Tuition Refund Policy and Refunds for Term Withdrawal

See the Treasurer's Office link to the Student Finance Brochure [here](#).

Financial Aid

Financing Your Education

The University of Toledo and the College of Medicine and Life Sciences make every effort to help students with limited financial resources secure funding for their medical education. Medical students often seek out student loans to fund their medical school careers. The Office of Student Financial Aid assists students in obtaining federal student loans and processes private loan requests.

Federal Financial Aid Eligibility

In order to be eligible for financial aid students must be a U.S. citizen or an eligible noncitizen; enrolled in a degree seeking program, maintain required enrollment and show academic progress (SAP) each term, among other requirements.

For basic eligibility criteria see: <https://studentaid.gov/understand-aid/eligibility/requirements>

Satisfactory Academic Progress (SAP)

Satisfactory Academic Progress is a requirement for all students enrolled at the University of Toledo (UT). The Higher Education Act of 1976, as amended, requires UT to develop and apply a consistent and reasonable standard of academic progress for all students who receive federal financial aid (Title IV). This standard must contain all elements specified in the regulations and must be at least as strict as the policy used for all students who do not receive Title IV aid. This standard is applied to all students enrolled at UT, even in terms that they do not receive Title IV aid.

See SAP Policy: <https://www.utoledo.edu/financialaid/SAP.html>

Applying for Federal Aid

To apply for financial aid, submit a FAFSA application at www.fafsa.gov. The FAFSA becomes available for the following year every Oct. 1. It is recommended that you submit the FAFSA and all required documentation by Feb. 1 each year. You must complete the FAFSA every year that you need financial aid. **To add The University of Toledo to your FAFSA, please use school code: 003131**

[Find more information on completing the FAFSA.](#)

Financial Aid Packaging

Financial aid packages are created annually prior to the beginning of a new academic year. In order to receive a financial aid package a student must have a current FAFSA application on file. Financial aid packages generally consist of Federal Unsubsidized Loans and Federal Direct Graduate Plus Loans. Scholarships are also added to the financial aid package if awarded. A student can view their aid package by logging into their myUT portal.

Loans

Federal Loans

Federal Direct Unsubsidized Loans – The University of Toledo participates in the Direct Lending Program which uses information from the Free Application for Federal Student Aid (FAFSA) to determine federal loan eligibility. The interest rate on this loan type is fixed for the life of the loan. The interest rate is set by Congress and changes every July 1st. The maximum annual Stafford loan eligibility for a first-year medical student is \$40,500, increasing to \$47,167 in the student's third year, as long as the student does not exceed the aggregate maximum of \$224,000.

Federal Direct Grad PLUS Loans – This loan type is an additional loan option beyond the Direct Unsubsidized loan. The interest rate on this loan type is also fixed for the life of the loan, set by Congress and changes every July 1st. This loan requires a credit check for approval. The maximum annual Grad PLUS loan eligibility for a medical student is the difference between the cost of attendance and the student's other financial aid.

To view the current interest rates on all federal student loan types, please visit: www.studentaid.gov

To apply for the Federal Direct Unsubsidized Loan and/or the Grad PLUS loan, students are required to file the Free Application for Federal Student Aid (FAFSA) form. This online form can be found at fafsa.gov. The Grad Plus loan also requires a separate application at studentaid.gov

Alternative Loans

Alternative loans are private loans that can provide additional funding for unmet college expenses and are available with a variety of loan terms. The yearly amount cannot exceed the annual cost of attendance minus other financial aid received.

You are strongly encouraged to apply for federal funds prior to considering any alternative loans. Alternative loans are not federally guaranteed, and interest rates, fees and terms vary widely by lender. Each lender will look at credit history as well as other factors to determine eligibility for a loan. Most will require the use of a co-signer or co-borrower and will offer a better interest rate or reduced fees with the use of a co-signer. Also, because an alternative loan is not a federal loan, repayment options are limited. A borrower will not have access to income-driven repayment plans as offered through the federal loan program nor will any forgiveness programs be available that might otherwise be offered with federal loans.

Alternative loans are not for everyone and should only be considered when all other federal resources have been exhausted. The Office of Student Financial aid will process an alternative loan from any lender you choose. We do not endorse any specific private lender or lending program. Borrowers can choose the alternative loan program with the lender of their choice. **Master Promissory Note and Loan Counseling Requirements**

Master Promissory Note

An MPN is a legal document that contains the Borrower's Rights and Responsibilities and Terms and Conditions for repayment. Direct PLUS and Direct Subsidized / Unsubsidized loans have different MPNs. An MPN can also be good for up to 10 years if certain enrollment requirements are met. A valid MPN must be on file for each loan type prior to a loan disbursing.

Entrance Counseling

Entrance counseling is required prior to receiving a loan disbursement for the first time. If you have not previously received a subsidized/unsubsidized loan or, in the case of a graduate/professional student, a PLUS loan, under the Direct Loan Program or Federal Family Education Loan (FFEL) Program, you must complete entrance counseling before receiving a loan to ensure that you understand your rights and responsibilities with regard to borrowing a loan. Entrance counseling explains the obligations you agree to meet as a condition of borrowing a Direct Loan.

Exit Counseling

Exit counseling provides important information that you need as you prepare to repay your federal student loan(s).

If you are a student who has received subsidized, unsubsidized or PLUS loans under the William D. Ford Federal Direct Loan (Direct Loan) Program or the Federal Family Education Loan (FFEL) Program, you must complete exit counseling each time you

- drop below half-time enrollment.
- graduate; or
- leave school

If you take a Leave of Absence (LOA) during medical school, you will be required to complete Exit Counseling at that time. You are encouraged to discuss the financial aid implications of taking a LOA with the Office of Student Financial Aid prior to the start of your leave.

MPN, Entrance and Exit counseling requirements can be completed at www.studentaid.gov

Disbursement of Financial Aid

Disbursement of federal financial aid occurs at the beginning of each term, as long as a student is enrolled and otherwise eligible to receive Title IV funds at the time of disbursement. Certain situations can cause a disbursement to be delayed such as being registered for nonfinancial aid eligible courses such FLEX time, study prep, etc. at the beginning of a term. In this case, your aid will not disburse until you begin an eligible course for that term. It is the student's responsibility to ensure that all financial aid requirements are completed prior to the disbursement of federal aid.

Financial aid funds are disbursed to your UT student account at the beginning of each semester provided you have:

1. Responded to all requests for information from the Office of Student Financial Aid.
2. Accepted your aid awards through the myUT portal.
3. Completed loan entrance counseling and signed the promissory note for accepted loans, if required.
4. Enrolled (and will attend) at least half-time for loan disbursement.

Return of Financial Aid

When a student withdraws, either officially or unofficially, on or before completing 60 percent of the term, and has received federal Title IV funds in the form of a Federal Direct Loan or a Federal PLUS Loan, the federal government requires that the University of Toledo review the student's eligibility for those funds. Students earn their Title IV aid by attendance so if a student ceases attendance the financial aid office will apply a federally mandated formula to determine how much of the federal funding was earned up to the time of withdrawal. This review and recalculation is called **Return of Title IV Funds (R2T4)**.

See: <https://www.utoledo.edu/financialaid/R2T4.html>

Deferment of Student Loans

In-School Deferment

Student borrowers are eligible for an in-school deferment if enrolled at least half-time at an eligible college or career school. Graduate and/or Professional students who borrowed a Federal Direct PLUS Loan, qualify for an additional six months of deferment after enrollment is ceased at least half-time.

In most cases your loan(s) will be placed into a deferment automatically based on enrollment information reported by The Office of the Registrar and your loan servicer will notify you that the deferment has been granted. For enrollment verification information please see:

https://www.utoledo.edu/offices/registrar/student_records/enrollment_verification.html

Note: In-school deferment is generally automatic, so in most cases it isn't necessary to complete the In-School Deferment Request. However, if you're enrolled at least half-time but do not automatically receive a deferment, you can either ask your school to report your enrollment information or complete the In-School Deferment Request form which is available from your Loan Servicer.

Repayment of Student Loans

Once you graduate, drop below half-time enrollment, or leave school, your federal student loans go into repayment. However, most loan types offer a six-month grace period (Federal Direct Unsubsidized) or an automatic deferment period (Federal Direct Grad Plus) of 6 months before you are required to start making regular payments.

Note: When your loans enter repayment, your loan servicer will automatically place you on the Standard Repayment Plan (10 years). You can request a different repayment plan at any time. The Office of Student Financial Aid on the Health Science Campus along with the AAMC offers Repayment Counseling sessions to assist borrowers in preparing for repayment.

Scholarships

There are three types of funding for medical student scholarships:

1. College of Medicine
2. University General Funding
3. External

Incoming M1 COMLS Student Scholarships

The Office of Medical Student Admissions will send an email to the incoming M1 admitted students that will include information, application links and deadlines for the COMLS New Student Scholarship Application, the Better Together Scholarship Application and the David Hamilton Ryerson Scholarship Application. Note these are highly competitive awards and funding is limited. Some scholarships are renewable and all range in value depending on funding availability. Some awards are offered to candidates in the incoming class based on merit and/or financial need. No application is required for some awards and selection is conducted by the College of Medicine and Life Sciences Scholarship Committee using a variety of criteria such as prior academic performance, experiences, activities, leadership roles, MCAT scores, and the AMCAS application and interviews. Scholarship offers and awards are typically vetted from June to September each year.

College of Medicine and Life Sciences Continuing Student Scholarships

These awards are offered annually to rising M2, M3 and M4 medical students. Award amounts vary and eligibility may include academic excellence, leadership, professionalism, financial need or specialty interest and performance. The application is emailed by the Student Service Center each year and typically has a deadline of March 15th. Award selection is conducted by the COMLS Scholarship Committee and awards are generally offered June through September each year.

Academic Excellence Awards are determined each year for students who earned all Honors in all courses and clerkships during medical school pending funding availability. (M3/M4 years)

University Awards

The University of Toledo Office of Student Financial Aid awards scholarship to incoming as well as continuing students enrolled in undergraduate and graduate/professional programs. Application for such awards can be found by using the Scholarship Search Tool available [here](#). Most scholarship consideration requires a FAFSA and University awards are often determined in the January timeframe which is much earlier than the college scholarship award process.

External Scholarships

External scholarships are awarded by external entities. These vary by associations, corporations and agencies with their own independent eligibility criteria, application processes and deadlines. The Student Service Center will include and communicate opportunities via email for those we are informed about. Students are encouraged to conduct their own scholarship search but be cautious about websites that request payment or personal information in return for search services as these are sometimes illegitimate entities.

Registration

College of Medicine and Life Sciences medical students will receive registration information and instructions via email from the University Registrar's Office. Medical students entering their 1st, 2nd and 3rd years will be enroll for the entire academic year (Summer/Fall/Spring) at the time of enrollment. Med 3rd year students will enroll for an elective when instructed to do so depending on the term the elective will be taken. Med 4th year students will register three times a year, once for each semester, and must add or drop classes a minimum of 30 days prior to the start of the course. All medical students are expected to enroll as full-time students each term. Registration is managed via the [online self-service MyUT web portal](#). Note any financial holds will impede your ability to change your registration.

Student Records

Students have the right to review their records once they are enrolled. Students have the right to review his/her educational records although not all records are maintained nor reside in one location. Some records may be maintained by the University Registrar and others may be kept by the College of Medicine and Life Sciences, Financial Aid, Medical Student Admissions, Office of Student Affairs, Student Services, etc. Questions regarding the review of individual student records should be directed to the Health Science Campus Registrar's Office. Some records are excluded by law such as health records, parent financial records or confidential letters of reference.

FERPA – Family Educational Rights and Privacy Act of 1974

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. University [policies](#) and procedures comply with FERPA and are outlined [here](#).

Transcripts

Information about ordering official university transcripts is available [here](#).

Degree Audit

The MD student degree audit is available through MyUT self-service under My Records. A medical student must select Advanced Settings and choose COMLS “MED – medical students only” from the drop-down menu to ensure all relevant courses are included in the audit. The Student Service Center can provide assistance to upper classmen with interpreting the audit and well as the Office of Student Affairs is available for academic advisement.

Record Retention

It is recommended that students keep a personal copy of all important documents that are submitted or received from the College of Medicine and Life Sciences or any other university administrative office. These include immunization records, certifications, mask fittings, official score reports from the NBME and grades.

Communication and Identification

Every student is required to have an active **University of Toledo rockets email address**. The administration, faculty, staff and other students will use rocket email as the primary method of communication for official student business activities. It is the student’s responsibility to monitor communications regularly and respond when appropriate to inquiries.

Photo ID/Rocket Card ID

All University of Toledo students are required to have a Rocket ID. All Health Science Campus students, faculty and staff are required to wear your Rocket ID at all times when on campus.

How do I order my student Rocket ID Card?

- Log into your [MyUT](#)
- Click "Request New/Replacement Rocket Card", which you will find under "My Other Resources"
- Review personal information
- Select Rocket Card (ID) pick-up location
- Upload your photo
- Click "Submit"

The Rocket ID Office will send a confirmation email to your UToledo account when your request has been successfully submitted and another email when it is ready for pickup.

Where do I pick up my Rocket ID Card? When you order your Rocket Card (ID) you will be given the choice of two pick-up locations: **Main Campus:** Student Union room 1560 or **Health Science Campus:** Nursing Administration 2nd Floor ML Annex. A valid picture ID is required to pick up your Rocket ID Card.

For more information please reach out to the Rocket ID Office by phone at 419.530.5842 or by email at rocketcard@utoledo.edu.

Student Emergency Contact, Address, Telephone Updates

A student emergency contact should be added or changed by logging in to MyUT and clicking on Update Emergency Contact. Students are expected to add a local address and cell phone number to their record via MyUT > My Other Resources > Update Addresses and Phones.

UT Alert Emergency Communication

All students are encouraged to register for the UT Alert System. You do so by logging in to your MyUT account and navigating to My Other Resources > UT Alert Registration/Update. You can receive alerts via text message and email. You may also download the Rave Guardian Telephone Application.

Student Initiated Changes in Enrollment Status

Leave of Absence

A student may request a leave of absence (LOA) from the Doctor of Medicine (MD) program for one of several reasons, including medical, financial, personal, academic, or administrative. A leave of absence may be granted for up to 12 months; any extensions require special consideration based on circumstance.

If a leave of absence is desired, the student should meet with the appropriate Associate Dean to discuss eligibility and filing of [appropriate paperwork](#). The form must be submitted **a minimum of 60 days prior** to requested modification.

Voluntary Withdrawal

[Requests for voluntary withdrawal](#) from the UTCOMLS must be submitted through the Office of Student Affairs.

CREW SELECTION: Admissions

ADMISSIONS VIEWBOOK

Requirements for Admission include:

- Applicants must be a citizen of the United States or have permanent resident status (permanent residency "green" card). If applying as a permanent resident, an applicant must be a permanent resident at the time of application and will be required to submit a photocopy of the front and back of their permanent resident card.
- A baccalaureate degree from an accredited U.S. college or university.
- MCAT scores taken within 3 years from time of application (unless the student is accepted through our early acceptance [MEDStart Program](#) or through a UToledo early acceptance program).
- A UToledo secondary application.
- Letters of recommendation.
- Submission of final official transcripts from all undergraduate, graduate, and professional schools you have attended with degrees posted (if applicable).
- Successful completion and review of a criminal records check.
- Students must meet the Minimal Technical Standards for admissions.

Minimum Pre-Medical Course Requirements

- One semester of Biological Sciences
- One semester of Biochemistry
- One year of General Chemistry with Labs*
- One year of Organic Chemistry with Labs*
- One year of Physics

Highly Recommended Courses

- Anatomy
- Biostatistics
- English
- Genetics
- Medical Terminology
- Microbiology
- Physiology
- Psychology
- Social Science courses

Other Recommended Courses

Applicants are encouraged to acquire a broad undergraduate education including coursework in the **arts and humanities**, and in the **behavioral and social sciences**.

**The University of Toledo Medical School Admissions Office does not accept virtual/online lab courses.*

Diversity and Excellence

The University of Toledo College of Medicine and Life Sciences (COMLS) seeks to enroll applicants who will contribute to the COMLS learning community, the Greater Toledo and Northwest Ohio community, and society at large. To achieve that end, the College of Medicine and Life Sciences aims to engage in on-going, focused, systematic efforts to recruit and retain a broadly diverse student body in the MD program. (Read more [here](#))

Technical Standards

The curriculum of the University of Toledo College of Medicine and Life Sciences has been designed to provide a general professional education leading to the MD degree, and to prepare students to enter graduate medical training in a wide variety of medical specialties and subspecialties. Minimum technical standards, in conjunction with the academic standards, are requirements for admission, promotion, and graduation. These requirements may be achieved with or without reasonable accommodations.

Fulfillment of the technical standards for graduation from medical school does not guarantee that a graduate will be able to fulfill the technical requirements of any specific residency program.

Transcripts

The Office of Admissions for the M.D. Program in the College of Medicine and Life Sciences requires final official transcripts from all undergraduate, graduate, and professional schools attended by accepted applicants to the College of Medicine. Further details about this requirement can be found [here](#).

Student Involvement in Admission Committee

Students will be invited to apply for involvement in the admissions committee process according to the policy found [here](#).

Admissions Process

(See requirements for Admission above)

1. Applicants must submit their application using the **American Medical College Application Service (AMCAS)** electronic application.
 - **The AMCAS verification process takes 4-6 weeks so we strongly encourage you to submit your application early.**
 - **The AMCAS Application is available for applicants the first week of May.**
 - **Deadline to submit is November 1.**
2. The University of Toledo Medical School Admission Office cannot view or access an AMCAS application until AMCAS verification process is completed, which could take up to four to six weeks. Once AMCAS verifies the application, the UT Medical School Admission Office may begin processing them.
 - The preliminary processing of AMCAS applications begins in mid-July and ends November 1.
3. Our Medical School Admissions Committee continually reviews verified AMCAS applications. Following review, we will email qualified applicants inviting them to complete the UT Medical School Secondary Application. (Applicants not meeting the criteria will be reviewed at the discretion of the admissions committee. No application fee is charged for pre-screening the AMCAS application.)

Overview of Interview Day

The University of Toledo uses the Multiple Mini-Interview (MMI) process. For more information on the MMI, visit the **AAMC MMI Resources** website.

Undergrad to MD Programs

The College of Medicine and Life Sciences has a unique role in providing opportunities for highly talented University of Toledo undergraduate students to reach their post baccalaureate goals in pursuing a medical education. The main mechanism by which COMLS will achieve this role is through the establishment of early decision, guaranteed admission and other pathway/pipeline programs to the UT College of Medicine and Life Sciences MD program for undergraduate students in colleges across The University of Toledo (“undergraduate-to-MD programs”). More information about these programs can be found [here](#).

POST-LAUNCH PROCEDURES: Graduate Medical Education

Graduation from the University of Toledo College of Medicine and Life Sciences and with an MD degree does not guarantee placement in a graduate medical education program (GME) or eventual licensure. Obtaining a GME position, commonly known as internship or residency, is dependent upon many factors. GME programs evaluate candidates on areas that include but are not limited to curricular performance, licensing examination attempts and scores, interpersonal skills, and demonstration of leadership. Candidates participate in a competitive process known as “The Match” to secure a GME position. This primarily occurs through the National Resident Matching Program (NRMP) for positions offered by the Accreditation Council for Graduate Medical Education (ACGME) but may also include other “matches” for specific specialties or military GME positions. Students are required to be familiar and comply with all policies and requirements of the Match in which they are participating. A “Match” offer is a legal contractual obligation between the student and the program. Failure to abide by a “Match” obligation is a “Match” violation.

Some matching programs, namely the National Resident Matching Program (NRMP), require the school to certify that students will be able to begin their residency program on July 1 in the year of their graduation. To be certified, students must pass the USMLE Step 1 exam and be on a trajectory to meet all other graduation requirements prior to the NRMP certification deadline. Students who are certified and subsequently obtain placement, but who are then unable to start their program on July 1, will be required to contact the NRMP for a match waiver. Failure to request a match waiver could result in a match violation as outlined in the NRMP’s match participation agreement.

PROCEEDINGS: Policies

Important Policies

Non-Discrimination

The University of Toledo does not discriminate on the basis of race, color, religion, sex, age, national origin, ancestry, sexual orientation, gender identity and expression, military or veteran status, the presence of a disability, genetic information, familial status, political affiliation, or participation in protected activities in its provision of employment and educational opportunities. Discrimination, including discriminatory harassment, on any of those bases is strictly prohibited. Upon notice of possible discrimination, the University takes prompt and appropriate steps to determine what occurred, end a discriminatory practice or hostile environment if one has been created, and prevent its recurrence. Retaliation against anyone because he or she has made a complaint or served as a witness or otherwise engaged in activity protected by this policy is also strictly prohibited by this [policy](#).

The University of Toledo does not discriminate in its employment practices or in its educational programs or activities on the basis of sex/gender. The University of Toledo also prohibits retaliation against any person opposing discrimination or participating in any discrimination investigation or complaint process internally or externally. Reports of sexual harassment and discrimination questions regarding Title IX, and concerns about noncompliance should be directed to the Title IX Coordinator. For a complete copy of the policy or for more information, please contact the Title IX Coordinator <https://www.utoledo.edu/title-ix/> or the Assistant Secretary of Education within the Office for Civil Rights (OCR) <http://www.ed.gov/ocr>.

Positive Learning Environment/Student Mistreatment

The University of Toledo, College of Medicine & Life Sciences (COMLS) subscribes to the Association of American Medical College's guiding principles for [promoting a positive learning environment](#) and expects all faculty in the COMLS to understand and comply with these principles at all times.

The Learning Environment and [Faculty Professionalism](#)

Faculty members, as medical educators, have a duty, not only to convey the knowledge and skills required for delivering the profession's contemporary standard of care, but also to inculcate the values and attitudes required for preserving the medical profession's social contract across generations. They must be role models who epitomize professional values and attitudes in order to have a learning environment suffused with integrity and in which students learn enduring lessons of professionalism. This includes demonstrating respect for every individual. Given the inherently hierarchical and asymmetrical nature of the teacher/learner relationship and the health delivery enterprise, Faculty members have a special obligation to ensure that they always treat students, patients and colleagues respectfully.

Guidelines for Conduct in Educator/Student/Professional Relationships

Medical students have the option to obtain advice about academic issues from individuals who are not involved in making decisions regarding their evaluation or promotion. In order to prevent conflict of interest in student promotions decisions, the academic advisors in the Office of Student Affairs and the Academic Enrichment Center will not serve as members of the Medical Student Promotions Committee. The associate

deans for Foundational Sciences or Clinical Undergraduate Medical Education serve as ex-officio non-voting members of the Medical Student Promotions Committee. More information can be found [here](#).

Additionally, the health professionals and faculty/staff who provide psychiatric/psychological/personal counseling or other sensitive medical and healthcare services to medical students will not be involved in the academic, professionalism, or disciplinary evaluation, promotion, or dismissal of students receiving those services. The policy outlining the separation of these roles can be found [here](#).

MISSION CONTROL PERSONNEL: Administration, Faculty and Staff

Department of Medical Education

The Department of Medical Education oversees and strives continuously to enhance the quality of medical education of The University of Toledo College of Medicine and Life Sciences by collaboration and innovation.

Administration

Jeremy Laukka, Ph.D., Associate Professor
Interim Chair, Department of Medical Education
Senior Associate Dean for Undergraduate Medical Education

Coral Matus, M.D., Assistant Professor
Associate Dean for Foundational Sciences

Stephanie Mann, M.D., Professor
Associate Dean for Clinical Undergraduate Medical Education

Shirley Bodi, M.D., Assistant Professor
Assistant Dean for Curriculum Integration

Lori DeShetler, Ph.D., Assistant Professor
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Office of Student Affairs

Administration

Randall Worth, PhD., Professor, Department of Medical Microbiology & Immunology
Associate Dean of Student Affairs & Admissions

Deepa Mukundan, MD, Professor, Department of Pediatrics
Assistant Dean of Student Affairs

Staff

Mary Youngs, MSE
Director, Student Affairs and Career Advising

Jackie Wilkinson, MEd
Assistant Director, Student Affairs

Tyrone D. Layson
Assistant Director, Student Affairs

Kristi Roberts-Hoffman
Career Advising Coordinator, Student Affairs

Paula Sims
Student Affairs Administrative Assistant