## A PLANNING SCHEDULE FOR MEDICAL SCHOOL ACTIVITIES

<table>
<thead>
<tr>
<th>YEAR</th>
<th>FALL</th>
<th>WINTER</th>
<th>SPRING</th>
<th>SUMMER</th>
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</table>
| **Med 1** | HIPAA and UPIC training before entry  
Begin Anatomy  
Begin entering medical school activities on Medical School Biodata Form via MedSTAR (throughout the year)  
Financial Preparedness Program: Building Good Financial Habits Interview | Apply for summer fellowship and research opportunities  
File FAFSA and complete scholarship application | Update PPD testing or questionnaire | Personal enrichment activities  
HIPAA and UPIC training for Med 2 |
| **Med 2** | Continue adding information to Medical School Biodata Form via MedSTAR (throughout year)  
Select date for USMLE Step 1 | Apply for third-year fellowships and graduate programs  
Register for Med 3 clinical clerkships (February)  
File FAFSA and complete scholarship application | Take:  
- USMLE Step 1  
- Advanced Clinical Life Support course  
- Hospital computer training  
- HIPAA and UPIC training  
Update PPD testing or questionnaire | Complete ICM  
Begin clinical clerkships |
<table>
<thead>
<tr>
<th><strong>Med 3</strong></th>
<th>Continue adding information to Medical School Biodata Form via MedSTAR</th>
<th>Register for Med 4 clerkships</th>
<th>Submit Medical School Biodata Form via MedSTAR before June 1</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Register for USMLE Step 2 CS and CK</td>
<td>HIPAA and UPIC training</td>
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<tr>
<td></td>
<td></td>
<td>File FAFSA and complete scholarship application</td>
<td>Update PPD testing or questionnaire</td>
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<td>Register for ERAS or CAS application service</td>
<td>Assemble residency applications, including supporting documents</td>
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<td>Register for NRMP, SF Match, or AUA Match</td>
<td>Submit early match applications</td>
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<td></td>
<td></td>
<td>Obtain residency program information</td>
<td>Take Step 2 CK</td>
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<tr>
<th><strong>Med 4</strong></th>
<th>Submit request for September rotation in your Medical Student Performance Evaluation by August 1</th>
<th>Complete interviews</th>
<th>Assemble residency paperwork</th>
</tr>
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<tr>
<td></td>
<td>Submit NRMP residency program applications beginning September 1</td>
<td>Early Match results</td>
<td>Hooding and Graduation (June)</td>
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<td></td>
<td>Schedule interviews</td>
<td>Submit NRMP rank order</td>
<td>Financial Preparedness Program: Managing Your Loans after Graduation Information</td>
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<td>MSPE released November 1</td>
<td>File FAFSA and complete scholarship application</td>
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<tr>
<td></td>
<td>Take Step 2 CS before December 31</td>
<td>NRMP Results (March)</td>
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<tr>
<td></td>
<td></td>
<td>Congratulations on your new career!</td>
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TECHNICAL STANDARDS FOR ADMISSION

The granting of the degree, Doctor of Medicine, signifies the holder is a physician prepared for entry into a postgraduate training program for the practice of medicine. Thus, graduates must have the knowledge, skills, and attitudes to function in a wide variety of clinical situations and patient care. Each candidate for admission must have the skills and qualities required to practice direct patient care regardless of his or her ultimate career goals.

Current and future members of the medical profession must possess high ethical standards, especially honesty and compassion. There must be nothing in a candidate’s background, habits, or behavior that in any way compromises the person’s integrity or reputation. Society has the right to expect competent, caring, and compassionate physicians with the intellectual and technical skills to render high-quality medical care.

Candidates for admission must have somatic sensation and functional vision and hearing. A candidate’s diagnostic skills will be lessened without the functional use of equilibrium and smell. Essential are exteroceptive sense (touch, pain, and temperature), proprioceptive sense (position, pressure, movement, stereognosis, and vibration), and motor function sufficient to perform required activities. Candidates must be able to integrate all sensory information reliably, accurately, and expeditiously and possess the intellectual ability to learn, integrate, analyze, and synthesize data.

Candidates must have good general health and abilities and skills in the following areas:

- Cognitive (conceptual, integrative, and quantitative),
- Behavioral and social,
- Observation,
- Communication, and
- Psychomotor.

Technological compensation can be made for some impairments in certain of these areas, but a candidate must be able to exercise independent judgment.

The Admissions Committee of the College of Medicine will evaluate candidates according to these standards through review of records, written statements, and interviews. Candidates will be provided a copy of these standards as part of the admissions process and required to notify the Student Affairs Office if accommodations are needed. Those who have falsified records or made false written or oral statements during the admissions process will be subject to expulsion from the College.

English Competency Requirement

Students must be able to demonstrate excellent communication skills with patients that include spoken, auditory, reading, and writing proficiency. Any faculty or staff member has the authority to refer an applicant with a provisional acceptance or a matriculated student to the Associate Dean for Admissions or the Associate Dean for Medical Education if a concern is
raised about English competency. The associate dean may require assessment and subsequent remediation of the individual if minimal competency is not demonstrated. Individuals must have a score of 60 on the Test of Spoken English (TSE) or a score of 230 on the SPEAK test in order to meet minimal competency standards.

If minimal competency is not met, the individual will be removed from clinical studies or have a deferred admission until remediation is achieved according to the OSU spoken English competency program. Any individual who does not meet spoken English competency must also demonstrate competency on the Test of English as a Foreign Language (TOEFL) with a 250 minimum score on the computerized exam. The College will fund assessment and remediation of students who have matriculated.

If remediation cannot be accomplished in one year, provisional acceptance will be withdrawn. Matriculated students who are unable to meet competency standards will be unable to complete the curriculum due to inability to participate in clinical assignments and will be counseled accordingly.

Criminal Background Checks

All students are required to complete a criminal background check. This policy is described in detail in Section XIV. Disclosure, Background Checks, and Toxicology Testing.

Orientation

Each year before the first day of Anatomy, the College of Medicine holds an orientation program for first-year students. The program includes an official welcome and the beginning of leadership training within learning communities that will continue throughout each student’s medical education.

Prior to orientation, new students receive a variety of information to facilitate their matriculation, including course registration information, request for medical history and immunizations, laptop program, and a student housing survey.

Entering Medical Student Convocation or “White Coat Ceremony”

A formal convocation welcoming new students is held during orientation. This ceremony includes the presentation of white coats to each student as a symbol of entry into the medical profession. Entering students are introduced to the top award-winning faculty teachers who present the students with their coats.

Parking

The control of parking is handled through the Office of Traffic and Parking, Room 160 Bevis Hall, 1080 Carmack Rd. Students can sign up for a “C” sticker for parking in the “C” designated parking areas. Students in Med 3 and 4 can obtain overnight parking permits at no extra charge. Parking spaces are extremely competitive around the medical complex. Contact
Traffic and Parking for additional details (http://www.tp.osu.edu). The phone number is 292-9341. Note: The College of Medicine has no control over issues related to Traffic and Parking.

Registration

College of Medicine students are responsible for course registration each quarter using an online computer registration system. Students register on the Web at https://www3.ureg.ohio-state.edu/secure/buckeyelink/classregistration. Registration deadlines are determined by the University Registrar's Office and are available online at the same Web site, in the Master Schedule of Classes.

Students are responsible for knowing published policies governing the curricula they intend to pursue as well as the regulations and procedures of the College and the University. Please read carefully the statements in the Course Offerings Bulletin about the grading and point systems, policies governing withdrawal from courses or from the University, and other policies and regulations affecting registration. Refer to the quarterly Master Schedule of Classes bulletin for general information about registration and scheduling procedures.

Students should promptly make changes in their address or telephone number on the Web at https://medstar.osumc.edu/sites/medstar/studentportal2. Any changes in name should be made through the Records Office (155D Meiling Hall). This information must be accurately maintained not only for University records, but also for the protection and benefit of the student.

Communications

E-mail

Each student is required to have an activated e-mail site within The Ohio State University. The College will provide assistance with registration during Med 1 orientation.

The areas of Medical Education and Student Affairs use listserves for each class year to disseminate information appropriate for the classes. Additional notification through mailbox flyers will not be performed. In order to minimize extraneous messages on the student listserves, a Web-based bulletin board for personal notices (e.g., sale items, roommates wanted, and tickets) has been provided at http://p199.ezboard.com/fosucomfrm3.

It is the student’s responsibility to check e-mail regularly in order to keep up to date and informed on College events, announcements, and policy changes. A schedule of College events may also be found on the Web at http://medicine.osu.edu/currentstudents.

Mailboxes

Mailboxes are assigned at the start of medical school. All students receive a box number and lock combination; they will keep the mailbox throughout medical school as long as they remain in the same class. Grade results and other important papers are delivered to the
mailboxes. Students are responsible for checking their mailboxes on a regular basis. Student mailboxes are not to be used for United States postal mail.

Student organizations may request the use of a large mailbox with individual drop slot. Requests can be made and keys picked up in B-043 Graves Hall. As organization officers change, please notify susan.leonhart@osumc.edu so the key assignment can be made to the appropriate person. Failure to turn in keys prior to graduation may prevent receipt of a diploma.

**Display Cases**

Display cases for student organizations are located in the basement of Meiling Hall. All of these are located in a high traffic area for maximum visibility. Student organization leaders are required to clean the cases of all nondated materials twice a year (winter break and mid-June). To check on their availability, contact susan.leonhart@osumc.edu. A Web-based bulletin board for personal notices (e.g., sale items, roommates wanted, or tickets) can be found at http://p199.ezboard.com/fosucomfrm3. NOTE: Flyers are to be posted only in display cases. Any flyers posted on walls or doors will be removed.

Program-specific bulletin boards are located near the Med 1 and 2 offices at B-053 Graves Hall and near the Independent Study Pathway office at B-042A Graves Hall.

**Student Identification Cards**

Due to security access to medical student buildings (Graves, Hamilton, and Meiling halls), students are required to have photo identification cards for after hours building access. ID cards must be worn at all times when participating in any academic activity involving patient care whether within a hospital or practitioner’s office.

Hospital photo IDs are obtained as part of the initial orientation process. A new ID may be required when students begin their third year and clinical training. Photo IDs can be obtained from Hospital Human Resources and Security, S128 Rhodes Hall (7:30 a.m.-10:30 a.m. and 1:00 p.m.-4:15 p.m.). This ID allows access to hospital buildings for those students who need it. The photo is used in the class composite picture and on the MedSTAR internal Web site.

The Ohio State ID cards (Buck ID) allow 24-hour access to student portions of Meiling, Graves, and Hamilton halls and can be obtained from the University ID Services Center in 219 Lincoln Tower. The Buck ID card overrides all other forms of campus identification. Note: If students obtain the Buck ID card and the Hospital Photo ID, the Buck ID is the only card allowing access. Note: Students must complete the required forms during orientation to activate building access.

**Lockers**

Students are assigned individual lockers. Med 1 and 2 lockers are located in the south hallways of Graves Hall on the first and third floors and in the basement. Med 3 and 4 lockers are located in the basement of Meiling Hall and in the tunnel to Rhodes Hall.
Student Financial Services provides assistance with a wide variety of issues that students confront throughout their education at the College of Medicine as well as immediately upon graduation. Students are encouraged to inquire about any financial issue that they may have, including buying a house or car, budgeting, eliminating credit card debt, applying for scholarships and loans, investing, and other financial matters. Information is also available regarding out-of-house resources regarding your financial questions.

Scholarships

Three major types of scholarships are available to students in the College of Medicine: (1) University; (2) College of Medicine; and (3) External.

University

The Ohio State University awards scholarships, independent of the College of Medicine, to incoming, as well as returning students. Students may apply for University scholarships starting January 1 of each new academic school year. For more information, go to: http://www.sfa.osu.edu/forms/scholarship.pdf. The deadline for submitting applications is March 1.

When completing this application, medical students are only eligible to apply for the “Special Eligibility” scholarships and not the “Academic-Based-Only” Scholarships or the “Cooperative Scholarship Housing.”

Please carefully review the requirements of each special eligibility scholarship. If you do not meet the criteria, it is not necessary to complete the University scholarship application to be eligible to receive scholarships and loans from the College of Medicine.

College of Medicine

The College of Medicine offers two distinctive scholarships:

- **Admission scholarships** are available to incoming students and are awarded by the Admissions Office based on a student’s undergraduate academic performance, interview with the Admissions Committee, and application for admission. Therefore, no specific Admissions scholarship application is required. These scholarships are offered to selected students starting the month of December, and approximately 15% of the incoming class receive funding. Most of the scholarships are renewable, ranging in value up to $20,000.

- **Returning Student scholarships** are offered to those students who have completed their first academic year. Starting January 1 of every school year, an online scholarship application will be available for students to complete. The deadline
for completing this application is March 1. The scholarship application must be completed and/or updated each year and submitted by the March 1 deadline to be eligible for a returning student scholarship.

These two scholarship categories are funded by the University as well as from friends and alumni of the College of Medicine. They are awarded to students based on academic performance, leadership, and professionalism while enrolled at the College as well as demonstration of financial need. Most are awarded during the month of May. If you are awarded one or more of these scholarships, you will be notified by e-mail and receive a financial aid award letter.

Incoming students are automatically considered for College of Medicine scholarships via their application for admission. Returning students will need to complete the application annually when it becomes available on their MedSTAR page. The deadline for submitting this application is March 1 of each year.

External

External scholarships are awarded by different individuals and agencies with their own independent application processes and deadlines. Student Financial Services will communicate the various deadlines via MD2B Update and through the class list serves.

Loans

Federal Government.

The federal government offers two loans: (1) Direct Stafford and (2) Grad PLUS.

The Direct Stafford loan offers a student up to $40,500 each year of medical school. A portion of this loan is subsidized by the government; thus, no interest will accrue on this part while the student is in school. The major portion of the Stafford loan, however, is unsubsidized and will accrue interest while the student is enrolled. The student will receive interest statements from the federal government but will not have to make payments on this interest or on the principal while remaining a student. The interest rate on this loan (for the 2007-08 school year) is 6.8% fixed, and students are automatically eligible for this loan regardless of their financial credit.

The Grad PLUS loan, with an interest rate of 7.9% (for the 2008-09 school year), is entirely unsubsidized and accrues interest during the student’s tenure at the College of Medicine. The student, however, does not have to pay the interest or principal on the loan while enrolled in medical school. Students normally take this loan out to fill the financial gap between their cost of attendance (tuition plus living expenses) and their other established financial aid (e.g., Stafford loans, scholarships). Students are not required to have established credit for this loan but must be in good financial standing.
To be eligible for either the Direct Stafford or Grad PLUS loans, a student must file a Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov.

Private Bank

Students may also apply for loans from private banks to help with their medical education and expenses. Students must have good credit to be approved. The interest rates vary based on the student’s credit and the rates offered by different private banks for educational loans.

Fellowships

Fellowships are awarded to qualified applicants in a number of areas. For examples, see http://medicine.osu.edu/studentaffairs/7304.cfm. Most fellowships provide a paycheck (stipend) and/or scholarship to assist a student in paying for school. Many students complete fellowships during the summer between Med 1 and Med 2.

Satisfactory Academic Progress Policy for Financial Aid Eligibility

Federal regulations require that The Ohio State University establish policies to monitor the academic progress of students who apply for and/or receive federal financial aid. Financial aid programs covered under this policy include:

- All federal Title IV programs (student loans)
- All federal Health Professions programs
- Institutional scholarships, grants, and loans
- State of Ohio scholarship and grant programs

To remain eligible for financial aid, recipients must show satisfactory progress toward a degree according to the guidelines listed below. The following criteria will be used each term to evaluate students in the College of Medicine: (1) 150% Rule and (2) Maximum Time Frame

150% Rule:

1. Med 1 and 2:
   - Students have 9 quarters of financial aid eligibility for completing both Med 1 and Med 2 requirements, including a passing score on the USMLE Step 1.
   - Students who exceed 9 quarters of enrollment in completing Med 1 and Med 2 requirements, including a passing score on the USMLE Step 1, will only be eligible for Alternative Student Loans until they reestablish academic progress.

2. Med 3 and 4:
   - Students have 12 quarters of financial aid eligibility for completing both Med 3 and Med 4 requirements, including a passing score on the USMLE Step 2CK and CS.
• Students who exceed 12 quarters of enrollment in completing Med 3 and 4 requirements, including a passing score on the USMLE Step 2CK and CS, will only be eligible for Alternative Student Loans until they reestablish academic progress.

Maximum Time Frame (Med 1-4):

The College of Medicine has established a maximum time frame of six years for students to complete their M.D. program, unless enrolled in a Ph.D. program. Students may not exceed 21 quarters of aid eligibility.

Appeal for Financial Aid Eligibility

Appeal for 150% Rule

1. Med 1 and 2 students may appeal after successfully passing all requirements for completion of Med 2 program requirements, including a passing score on the USMLE Step 1 exam.

2. Med 3 and 4 students may appeal for any remaining quarters of eligibility not to exceed the 21-quarter rule (21 quarters = 6 years).

Appeal for Maximum Time Frame

Students may appeal for aid eligibility only after all appeals with the College of Medicine have been approved to remain in medical school. If the College allows continuation of enrollment, Alternative Student Loan eligibility will be granted through the approved additional quarters of enrollment.

STUDENTS FROM OTHER INSTITUTIONS

Clinical Clerkship Students from LCME/AOA Accredited Medical Schools

The College of Medicine currently accepts fourth-year students from LCME/AOA accredited medical school for fourth-year electives on a space-available basis but priority is given to OSU students. The Liaison Committee for Medical Education (LCME) standards state:

1. Institutional resources to accommodate the requirements of any visiting and transfer students must not significantly diminish the resources available to existing enrolled students (MS-12).

2. The accepting school should verify the credentials of visiting students, formally register and maintain a complete roster of such students, approve their assignments, and provide evaluations to their parent schools (MS-16).
3. Students visiting from other schools for clinical clerkships and electives must possess qualifications equivalent to students they will join in these experiences (MS-17).

The College of Medicine requires:

- A criminal background check
- Self-disclosure form available from Web site
- Urine drug screen
- Advanced Cardiac Life Support certification
- Passing grade on OSU’s HIPAA online exam
- Completion of all core Med 3 clerkships
- Letter of good academic standing from the Dean accompanied by an official seal
- Authorization from home medical school to take the elective and receive credit
- A copy of USMLE Step 1 or COMLEX score report documenting passing grade
- Proof of malpractice insurance
- Personal health insurance
- Proof of immunization as established for OSU students
- **Application fee of $75**

The students must be in good academic standing and paying fees at their own school. The parent institution reciprocates for requests for clerkships from OSU students. Participating students receive an evaluation and are awarded credit for the rotation by their own institutions.

Complete information with application and course catalog may be found at: [http://medicine.osu.edu/futurestudents/visiting_students.cfm](http://medicine.osu.edu/futurestudents/visiting_students.cfm).

**Clinical Clerkship Students from International Medical Schools**

The College of Medicine currently accepts students from foreign medical schools for up to eight weeks of clerkships if the following criteria are met:

1. Medical school is accredited in the home country.

2. Fifty percent or more of the student body must be citizens of the country in which the school is located.

The College of Medicine requires:

- A criminal background check
- Self-disclosure form available from Web site
- Advanced Cardiac Life Support certification
- Passing grade on OSU’s HIPAA online exam
- Completion of all core Med 3 clerkships
- Letter of good academic standing from the Dean accompanied by an official seal
➢ Authorization from home medical school to take the elective and receive credit
➢ A copy of USMLE Step 1 score report documenting passing grade
➢ Proof of malpractice insurance
➢ Personal health insurance
➢ Proof of immunization as established for OSU students
➢ **Application fee of $200**

Additional criteria are as follows:

- Students must demonstrate proficiency in written and spoken English.
- Foreign applicants must have approval of the instructor, course director, and the Associate Dean for Medical Education. The student’s attendance will be reported to the Med 3-4 Committee.

Complete information with application and course catalog may be found at: [http://medicine.osu.edu/futurestudents/visiting_students.cfm](http://medicine.osu.edu/futurestudents/visiting_students.cfm).

**ADVANCED STANDING TRANSFERS**

The College of Medicine may admit a transfer student from another medical school to the third year as an advanced standing student provided that:

- There is space available in the class;
- There are compelling and compassionate reasons for the request; and
- The student meets requirements for admission.

Advanced standing students may be admitted provided that the size for the class entering Med 3 does not exceed the established maximum class size. Under exceptional circumstances, advanced standing students may be admitted provided spaces are available due to withdrawal or dismissal of students who would have otherwise been enrolled in the class.

The policy of the Association of American Medical Colleges states, “The acceptance of transfers should be limited to students who demonstrate compelling circumstances as one of the reasons for their request for transfer.” Ohio State selects advanced standing transfer students whose reasons are both compelling and compassionate.

Criteria considered compelling include the following:

- Separation from children due to location;
- Separation from spouse because spouse’s job requires:
  - That he or she be in central Ohio
  - The spouse has little or no flexibility in job location;
The spouse’s job location is more than 150 miles from the applicant’s current medical school; and/or
- Separation due to location is for more than one year.
- Location near family member for whom the applicant is the primary caregiver.

In addition, students who are accepted must have a record of performance that supports their ability to complete their third and fourth year in a successful and timely manner.

Students applying must be in good standing and currently enrolled in another LCME accredited M.D. granting institution in the United States. A provisional acceptance into Med 3 may be granted until the student successfully completes the second year of medical school at the original institution, including passing Step 1 of the USMLE.

To be considered, applicants must submit the following to the Office of Admissions:

- An application form that includes:
  - A statement of the compelling and compassionate reasons for the requested transfer;
  - A question that asks the applicant to state whether he or she has ever been the recipient of any action by any postsecondary institution for unacceptable academic performance, such as dismissal, disqualification or suspension, or conduct violations.
- A copy of their original AMCAS application.
- Medical College Admission Test scores.
- Official medical school academic transcript up to the time of application.
- A letter from an Associate Dean confirming the student’s good standing, current enrollment, and reasons for the transfer.
- Participation in an on-site interview.

Students who are accepted must also provide a score report from USMLE, meet health insurance and immunization requirements, and pass a urine drug screen.

Students who meet the requirements will be offered a provisional acceptance. A full acceptance will be given if a passing Step 1 score is received prior to July 1. The College of Medicine has no obligation to further consider students who have a provisional acceptance but do not pass Step 1.

**Timetable:**

March 15: Deadline for receipt of applications.
By April 15: Students are informed of status.
STUDENT HEALTH AND INSURANCE ISSUES

Each student must have a health assessment before matriculation. Immunizations, including Hepatitis B vaccine, are required before entry.

Medical Emergencies on Campus

Emergencies requiring paramedic attention or ambulance transportation should be dealt with by calling “911.” The Columbus Emergency Squad Service will respond.

Nonemergency situations (e.g., illness or fainting) may be assessed using the OSU Emergency Department. If the individual requires transportation to the Emergency Department (ED), call 293-8333 and inform them that a wheelchair is needed for medical student transport. Send another student to the ED for a wheelchair and provide the transportation for the ill student.

Health Care Insurance

The College of Medicine requires that all students have continuous health insurance coverage. Students may choose to enroll in the OSU Student Health Insurance Program or in any comparable program. The decision made for the first quarter of the academic year remains in effect for the entire year unless a qualifying event occurs. More information on student health insurance is available at http://www.shc.ohio-state.edu.

As approved by the University President’s Coordinating Council, all students enrolled at least half time must be covered by major medical health insurance while attending the Columbus campus of The Ohio State University. If students elect to waive coverage under the Student Health Insurance Plan, they are required to provide evidence of comparable coverage under another plan through the on-line waiver process at the time the student registers for courses.

To avoid repeating the mandatory waiting period for preexisting conditions, each student must have continuous health insurance coverage, even during summer vacations. The cost for student off-term insurance is the same as during the regular school year; however, it is not budgeted into the student’s financial aid package. This means the student must pay for off-term coverage. It is recommended that students set aside a portion of their budget each quarter to be able to pay for this expense.

Students who are injured or become ill while enrolled in the College of Medicine are responsible for any expenses not covered by their insurance, including injuries during clinical rotations.

Disability Insurance

The American Association of Medical Colleges strongly suggests that medical schools make disability insurance available to all students. Such insurance may be helpful in the rare event in which a student might acquire a chronic infection or debilitating disease from the academic environment.
The College purchases AMA-Sponsored Med Plus Advantage disability insurance for all students. The total disability base benefit amount during the first two years of medical school is $1,000. After completion of the two years, the base increases to $1,500. Students should consult the online insurance policy booklet for specific coverage information.

Liability Coverage (See Section VI. Academic Affairs)

Student Health Service

The Student Health Service is a fully accredited, multi-specialty outpatient facility providing health care services primarily to students. A wide range of services are available through the following clinics: medical, surgical, gynecological, mental health, preventive medicine, dental, environmental health and safety, and occupational medicine. Specialty clinics in dermatology, allergy, nutrition, and orthopedic surgery are also offered.

The health service is located near the center of campus in Wilce Student Health Center, between the main library and Larkins Hall. The address is 1875 Millikin Road. Appointments may be made by calling 292-4321. For more details, go to: http://www.shc.ohio-state.edu.

Office visit fees at the Wilce Student Health Center are waived for students enrolled in classes at OSU. Students are assessed and responsible for fees associated with dental exams, laboratory work, x-rays, physical therapy, prescriptions, supplies, and medical and dental procedures performed. Usually, but not always, these charges are covered under the OSU Student Health Insurance Plan or WilceCare. If you do not have the OSU Student Health Insurance Plan, WilceCare, or if you incurred charges not covered by the plan, you will be expected to pay at the time of service. Cash, personal checks, VISA, MasterCard, Discover, and Buck ID are accepted.

Impact Student Life Assistance

As part of our commitment to the educational success of our students, we have always made accessible excellent services to help them deal with issues that could inhibit their ability to succeed. The Office of Student Affairs provides the best possible comprehensive counseling to enhance the education and quality of life of every student in the College of Medicine.

In addition to our on site counseling services, the College of Medicine offers students the impact Student Life Assistance (SLA) Program. This complimentary 24/7 live, confidential assistance program is based outside of the College of Medicine and accessible by Web site (www.StudentLifeAssistance.com) or phone (888-465-2669).

Immunizations and Assessment of Immunity

All students matriculating at the College of Medicine are required to submit a physician-supervised history and physical and to document the following immunizations:
- **Adult diphtheria/tetanus (DT).** Boosters should be Tdap. This vaccine must have been administered within the last ten years.

- **MMR (measles, mumps, rubella).** Two doses of vaccine after the first birthday with a recommendation that one of the doses be after 1980 (many vaccination failures have occurred in those immunized before this date) or evidence of immunity by serological titers of antibodies to these three viruses.

- **Hepatitis B vaccine.** If not all of the series are administered before matriculation, the immunizations must be completed soon after entry to medical school, and a titer proving immunity (or a second series of vaccine + positive titer) must be in place before the beginning of the second year. At least two doses of vaccine must be completed before patient contact.

- **PPD intradermal skin test.** Upon entry, a two-step PPD is required of all students except those who have a positive reading. All students must update their PPD status annually.
  1. Positive students must present a chest x-ray and interpretation upon entry. An annual evaluation for signs and symptoms of tuberculosis will be mandatory.
  2. PPD-negative students must renew annually with a one-step PPD.

- **Chicken pox titer.** Since students will likely be exposed to chicken pox during the Pediatrics clinical rotation, a varicella titer reading is required for all medical students before patient contact. Immunization for varicella is required for those without immunity.

- **Primary DPT series.** Documentation is mandatory

- **Polio series.** Documentation is recommended.

**Note:** Students without appropriate immunizations will not be permitted to proceed to patient contact situations, such as preceptorships or Introduction to Clinical Medicine.

**Pre-existing Medical Conditions**

Before entering medical school, applicants must make known any pre-existing medical conditions on their health survey form.

**Guidelines for Students Who Contract an Infectious Disease**

Students who contract a serious or infectious disease during medical school must immediately seek appropriate medical care. The physician-in-training must also report any such occurrence to the Associate Dean for Student Affairs (linda.stone@osumc.edu). The Associate Dean may work with appropriate specialists to determine if the medical school curriculum should be appropriately modified.

**Positive Status for HIV or Hepatitis B**

Students who are positive for HIV or Hepatitis B must discuss their status with Dr. Roger Miller, Preventive Medicine, Student Health Service, 1875 Millikin Road. His phone number is
688-4108. Reports of tests should be sent to Dr. Miller for follow-up and appropriate medical recording.

Students may have limitations placed on their ability to perform medically invasive procedures. The limitations will be determined after an individualized assessment by Dr. Miller. In the case of hepatitis B, students will also be counseled about the risks of exposure to hepatotoxic materials.

It is the student’s responsibility to inform attending medical staff at each hospital or institution about their positive status.

**Caring for Patients with Infectious Diseases**

Human Immunodeficiency Virus (HIV) and Hepatitis B (HBV) are serious health problems in the United States. There has also been an increase in the number of patients with tuberculosis infections. In keeping with the policy of the College of Medicine regarding patient care, medical students may not refuse to assist in the treatment of a patient solely because the patient is infected with HIV, HBV, or other infectious disease.

The physician-in-training must use universal precautions when in contact with infected patients. Medical students must also comply with specific clinical departmental guidelines regarding contact with patients who have infectious diseases. Precautions and appropriate safeguards are expected to be used in the treatment of all patients.

**Blood/Body Fluid Exposure**

Universal blood and body fluid precautions lessen the risk of exposure to such fluids, and these precautions must be used routinely. Med 3 and 4 students are in many situations during clinical clerkships where breaks in skin (“sharps” injuries) or mucosal contact may expose them to possibly infectious blood or body fluids.

Students are assigned to several affiliated hospitals as well as University Hospitals. The protocols at each institution are slightly different. The following, however, are common to all facilities:

- Decontaminate (wash with disinfectant) the exposed or contaminated site immediately.
- Go to Employee/Personnel Health or the Emergency Department immediately.
- Have the injury inspected and an incident report filled out by a supervisor (e.g., resident or head nurse).
- Make a note of the patient’s name, hospital number, attending physician, and location.
- Report the injury as soon as possible to Hospital Epidemiology or Employee/Personnel Health Service (this may be the next working day).
- Report to your immediate supervisor (attending or resident physician).
• Notify the attending physician of the patient. Usually, this is done by Hospital Epidemiology or Employee and Personnel Health, since it is the hospital’s responsibility to have the patient’s blood drawn and tests done. The attending physician, though, may order the appropriate testing.
• The injured student’s blood may be drawn for baseline serologies at either the affiliated hospital or at Student Health Service.
• Make an appointment to see Dr. Roger Miller, Preventive Medicine, Student Health Service, 1875 Millikin Road. Call 292-4321 for appointments and 688-4108 to speak with Dr. Miller. Reports of tests should be sent to Dr. Miller for follow-up and appropriate medical recording.
• Notify the Associate Dean for Student Affairs (linda.stone@osumc.edu).
• Bills for blood tests and assessment should be submitted to the student’s health insurance. Any uncovered costs and bills should be brought to 155 Meiling Hall (office of the Associate Dean for Student Affairs).

**Occupational Injuries**

Occasionally, students will be injured in the course of clinical duties. All injuries in hospitals must be documented with an incident report available at each nursing station. If the injuries are significant, students should seek medical attention from the attending physician or Employee and Personnel Health. Jane Trask, Student Affairs coordinator, is available for help in obtaining such care; please call her at 292-4814.

**LEAVES OF ABSENCE**

A leave of absence (LOA) may be requested to pursue another academic program, such as studies leading to the Ph.D. degree, fulfilling a fellowship, or conducting research. Other examples include taking care of personal problems or recovering from an illness.

A leave of absence is requested for a specified time not shorter than one month or longer than one year, except when required for an academic program or fellowship. Excused LOA’s of less than one month are granted by the Academic Program Director (for example, the Independent Study Pathway Program Director). An LOA of more than one month must be granted by an Associate Dean in the medical student education office (155 Meiling Hall). Time spent on any LOA taken for anything other than pursuit of a PhD is included in the Six-Year Rule graduation requirement (see Six-Year Rule).

The LOA will be subject to specific conditions as noted on the Request for Leave of Absence form by the Associate Dean for Student Affairs (linda.stone@osumc.edu).

The student usually initiates the LOA request by making an appointment to discuss it with an Associate Dean. The Associate Dean helps the student prepare an official request and works with him or her to gain information from the Academic Program Director, College Student Financial Services Counselor, and Personal Counselor regarding the student’s current status and any conditions for return.
The Request for Leave of Absence form is filed in the student’s permanent folder. A list of students on LOA is maintained by the Records Office and is distributed to those involved in granting leaves of absence and maintaining student records and registration.

Students on LOA are not eligible for financial aid.

All leaves of absence, for whatever reason, will be documented in the Medical Student Performance Evaluation to residency programs. The College is required to account for all time spent after a student’s matriculation.

**Leaves of Absence during Med 1 and 2**

Extended LOAs during Med 1 and 2 for personal or health reasons are discouraged since there is no easy method of rejoining any curriculum other than the Independent Study Pathway. The student will receive no credit for work completed in the academic year of the LOA and will be required to resume the curricular year at the beginning of his or her return.

Student requests for an LOA in order to repeat an academic year due to marginal, but not failing, academic performance will not be granted. An LOA taken within eight weeks of the beginning of the curricular year may be taken as “personal.”

LOAs taken after the eight-week mark will be noted in the student’s permanent record as “personal” or “academic” depending on his or her academic standing with the program. Borderline status will be documented as “academic.” A student may be placed on LOA for the remainder of the academic year if academic performance has already met criteria for failure in the program. Requests for LOA for health reasons require a written statement supporting the LOA from the student’s health care provider. Requests for other personal reasons must be justified by a detailed written statement from the student. Additional written documentation will be required demonstrating resolution or control of the problems prior to reinstatement of the student.

**Request for Reinstatement from LOA**

A student must file a request for reinstatement four to six weeks before the intended return date. The procedures for reinstatement after LOA are similar to those followed when the leave was requested. The request is initiated with an Associate Dean in the medical student education office (155 Meiling Hall), who helps the student work with Student Financial Services, Counseling, and the Academic Program Director to arrange for reentry. All conditions or stipulations must have been met for the student to be considered for reinstatement.
STUDENT LIFE

Facilities

Medical Student Lounge

The Medical Student Lounge (001 Meiling) is a secured place where students can read journals and newspapers, play the piano, watch videos at times, or enjoy some quiet conversation and small meetings. A ping-pong table and pool table have been provided by the Medical Alumni Society. The lounge is a wireless network environment. Student Council is responsible for maintaining it. Interest from a family endowment established by Dr. Louise Warner ’55 provides annual funding for leisure reading material to enhance the personal growth of medical students, with an emphasis on books and magazines pertaining to philosophy, ecology, and discovery.

Computer Room

A secured room is located next to the canteen area with computers, printers, and plug-and-play connections for laptops that provide direct access to the OSU computer network to check e-mail and web information. The facility was carpeted and furnished in 2001.

Campus Recreation Facilities

The Recreation and Physical Activity Center is located in the heart of the campus just southeast of the Ohio Stadium at 337 W. 17th Avenue. The center includes over 25,000 square feet of fitness space featuring state-of-the-art cardio and weight equipment. There are also four gyms, four squash courts, 10 racquetball courts, a four-lane jogging/walking track, massage therapy rooms, an aquatic center, and athletic training services. For more information, call (614)292-7671 or visit: http://recsports.osu.edu/locations_rpac.asp.

The Drake Union on Cannon Drive, across from Lincoln Tower, has a marina where students may rent canoes, sailboats, and rowboats. Visit http://www.ohiostaterecsports.org for more information.

The Scarlet and Gray Golf Course, located at 3605 Tremont Road, may be used for a minimal charge. For tee times, call 459-4653.

The University has a department of recreational sports that coordinates intramural sports and various facilities on campus. See: http://recsports.osu.edu/default.asp.

The Medical Center and College of Medicine have contracted with the University Wellness Center at 2050 Kenny Road (phone: 293-2800) and with area California Fitness clubs to provide discounted membership opportunities for medical students and house officers.
Child Care Center

The Ohio State University Child Care Center, a department of the Office of Human Resources, provides quality child care that allows parents in the university community to participate in and fulfill their responsibilities to the university. Support for academic units is provided by offering opportunities for study and research by students and faculty. The OSU Child Care Center is licensed by the State of Ohio Department/Human Resources.

University students, staff, or faculty who have legal custody and/or are the primary care givers for their children are eligible for child care services. Eligibility is verified at time of enrollment by current pay stubs or paid fee statement. All children are eligible regardless of race, color, national origin, sex, or handicap. A limited number of spaces are available for children identified as needing early intervention service. Children, birth to three years, are enrolled through Franklin County MRDD. Children three to six years old are enrolled through Columbus Public Schools. There is no charge for these early intervention services, and wrap-around child care is available for a fee.

For further information or to arrange a visit, call 614-292-4453 or go to: http://hr.osu.edu/ccc/home.htm. The Child Care Center is located at 725 Ackerman Road, Columbus, OH 43202.

STUDENT ORGANIZATIONS
http://medicine.osu.edu/studentaffairs/5824.cfm

Student organizations cover a number of interests, including ethnic background, religion, career plans, medical politics, and service. A detailed listing can be found at http://medicine.osu.edu/studentaffairs/5824.cfm. New organizations and changes in leadership should be sent to susan.leonhart@osumc.edu.

Three honorary organizations, Alpha Omega Alpha, Gold Humanism Honor Society, and the Landacre Research Society, are present in the College of Medicine and discussed separately. Also see: http://medicine.osu.edu/studentaffairs/5613.cfm.

The Student Council is the official representative body for medical students in the College of Medicine. Representatives from each class are elected each year. Meetings take place monthly; minutes are posted. All students are welcome to attend the meetings. Student Council receives an annual allocation from the College and is responsible for processing financial requests from individual students and student organizations. The requests can be for sponsorship of student group activities or for individual travel to meetings and conferences.

If student organizations wish to have additional fund raising activities or to solicit funds from departments, it is the policy of the College of Medicine that all such activities must be submitted for approval prior to the initiation of any fund raising. The application form is available in 155 Meiling Hall. Applications will be reviewed by the Associate Dean for Student Affairs (linda.stone@osumc.edu).
Multiple working committees of Student Council function throughout the year. See: [http://studentcouncil.med.ohio-state.edu](http://studentcouncil.med.ohio-state.edu).

**STUDENT COUNSELING SERVICES OFFICE**
[http://medicine.osu.edu/studentaffairs/5619.cfm](http://medicine.osu.edu/studentaffairs/5619.cfm)

The College of Medicine offers academic, career, and personal counseling through the Student Counseling Services Office located in 061 Meiling Hall. Hours are from 8:00 a.m. to 5:00 p.m. daily, and both appointments (including after hours) and walk-ins are encouraged. Information is also available here on after-hours entry, building security, and ID badges as well as HIPAA certification, infection control training, immunization records, and medical history forms.

**Academic Counseling.** Academic counseling includes study skill assessment and recommendations for academic improvement, one-on-one and small-group tutoring, and time management evaluations. Students often find the medical school academic challenges different than college, and the academic counselor will help them evaluate their challenges and collaborate with the personal counselor on solutions. A student-driven resource for academic assistance (Tutornet) is also available on Carmen.

**Career Counseling.** The College of Medicine uses the Careers in Medicine longitudinal career counseling program developed by the Association of American Medical Colleges (AAMC). It begins in Med 1 with a personality inventory and correlation with possible specialty choices. Academic advisors are also assigned at this time. One of the primary roles of the advisor is to counsel students on clinical clerkship choices and career development. Students may request advisors in a specific academic area. The College maintains close educational ties with the clinical departments at OSU and other teaching hospitals. Each clinical department has designated a special faculty member to serve as the departmental advisor for those students who have expressed an interest in a particular clinical area of study, such as general surgery, ophthalmology, or family practice.

In Med 2, students learn as much as possible about the opportunities that exist within the medical community. Participating in interest groups, completing the exercises in Careers in Medicine, and taking advantage of departmental opportunities will help them learn to survey the possibilities.

Med 3 and 4 students are encouraged to discuss their career objectives and study plans with departmental advisors. The departmental advisor can direct the student to specific resources or an individual within the department to serve as an advisor for a particular student or to enhance career planning. The student or advisor may request a change of assignment at any time and for any reason, without prejudice, by contacting jane.trask@osumc.edu, who maintains a data base of students and their advisors.
**Personal Counseling.** The personal counselor is a licensed mental health professional who provides counseling to any medical student. She can be reached at 614-292-3340, by fax at 614-688-5455, and by e-mail at patricia.fertel@osumc.edu.

The counselor is available to provide behavioral health-related services and can also refer to other services outside that office. It is stated policy that the counselor shall not be in a position to offer any form of academic evaluation for medical students. This is to reassure students that no conflict of interest would contaminate the counselor-student relationship. To further protect the privacy of medical students, it is required that all of their medical treatment comes from physicians who will not be in a position to offer any form of academic evaluation, thus protecting the student-educator relationship.

The College of Medicine encourages students to take a proactive approach to their own mental health and to seek counseling rather than to deny the existence of problems. Learning how to cope effectively with personal problems and feelings will help students become emotionally balanced physicians.

Counseling services provided to medical students are confidential as stipulated under the Family Educational Rights and Privacy Act (FERPA). Information regarding counseling is released only with the written permission of the student. Student mental health issues can often include, but are not limited to: adjustment to medical school, crisis counseling, relationship counseling, academic crises, interpersonal issues, test anxiety, depression and anxiety, grief counseling, substance use, roommate concerns, health concerns, body image issues, serious mental illness, stress, and relaxation strategies.

The mental health counselor also tracks disclosure forms that are to be completed annually and arranges toxicology screens for incoming first year students and new Med 3 students.

**HONORS AND AWARDS**

Recognition of outstanding performance by individuals in the College of Medicine helps to enhance a quality medical education. Students are recognized in all phases of the medical school curriculum from the basic sciences to the clinical sciences, receiving honors and commendations for exemplary achievement.

**Alpha Omega Alpha Honor Medical Society**

http://medicine.osu.edu/studentaffairs/5624.cfm

Alpha Omega Alpha (AOA) was organized in 1902 to promote high medical ideals and scholastic achievements. In 1932, the Gamma Chapter was established at The Ohio State University. The AOA constitution specifies that election of members be based primarily on academic achievements with consideration given to the qualities of leadership, fairness in dealing with colleagues, compassion, integrity, and service to the school and community at large.
Students are elected at either midway through Med 3 or the beginning of Med 4. Those who are in the top 25% of their class may be considered, but the number inducted from each class may not exceed one-sixth of the graduating class. At OSU, this breaks down to about 34 students per class. About half are juniors, who are elected in the spring of their third year, and half are seniors, who are elected in the fall of their fourth year. Faculty, alumni, and house staff are currently chosen in the spring.

**Gold Humanism Honor Society**

http://medicine.osu.edu/studentaffairs/5625.cfm

Humanism is a quality expected of every graduating medical student at the College of Medicine. Each spring, the College’s chapter of the Gold Humanism Honor Society (GHHS) recognizes those students who at the end of their third year have demonstrated exemplary attitudes and behaviors characteristic of the most humanistic physicians: Integrity, excellence, compassion, altruism, respect, empathy, and service. In keeping with the spirit of the Society, two faculty members are also inducted each year. The GHHS complements the Alpha Omega Alpha Honor Medical Society by recognizing those students who excel in humanistic and compassionate care.

The process begins in February each year when a peer evaluation survey is sent out to all third-year medical students. Respondents are asked to rank in order up to three students from their class who best fit each of seven statements. Additional comments are also encouraged to help in the selection process. A committee of students, staff, and faculty makes the final decision.

**Landacre Research Honor Society**

http://medicine.osu.edu/landacre/index.cfm

Membership in the Landacre Honor Society is conferred upon medical students who complete the following:

- Participate in research during their tenure in the College of Medicine and
- Present their research at the annual Graduate and Postgraduate Research Day.

Additional information can be found at the above Web site.

**Honors Convocation**

The Honors Convocation prior to graduation in June recognizes those graduating students with exemplary performance in medical disciplines and clinical departments. Numerous awards are given from the departments of Anesthesiology, Emergency Medicine, Family Medicine, Internal Medicine, Neurology, Obstetrics and Gynecology, Ophthalmology, Orthopaedics, Otolaryngology, Pathology, Pediatrics, Physical Medicine and Rehabilitation, Psychiatry, Radiology, and Surgery. Recognition includes certificates, plaques, books, and checks.
Doctoral Hooding Convocation

The June Doctoral Hooding Convocation program that honors the graduates of the College not only provides the recognition of the Doctor of Medicine degree, but also vests each student with the academic hood that comes with the distinction of the M.D. degree. The following awards are also presented during the Hooding Convocation by the College of Medicine:

- Dean’s Award
- College Academic Excellence Award
- Watman Achievement Award
- William J. Means Memorial Award
- Clinical Excellence Award
- College Achievement Award
- College Leadership Award
- College Service Award
- Medical Scientist Award
- Professor of the Year Award

Eligibility for Participation

In order to participate in the Doctoral Convocation, the student must have successfully completed, or be expected to complete by the end of June of his or her senior year, all academic and administrative requirements for the M.D. degree. These include posting passing scores for Step 1, and both portions of Step 2 of the USMLE; settling all financial obligations to the College of Medicine or University; and completing a financial aid exit interview.