
Academic Records

The University of Rochester School of Medicine and Dentistry fully complies with the provisions of the Family Educational Rights and Privacy Act of 1974. This act protects the privacy of educational records, establishes the right of students to review their educational records, and provides guidelines for the correction of inaccurate or misleading data. Students also have the right to file questions or complaints with the University Dean of Students concerning alleged failure to comply with the Act. Copies of the policy statement on student files established by the University of Rochester, which is in compliance with this act, are available in the Office of the Dean of Students, 510 Wilson Commons, University of Rochester, Rochester, NY 14627-0443.

The United States Medical Licensing Examination

The School requires all medical students to take this examination. While the School does not use the results of the examination as a requirement for promotion or graduation, we believe it is incumbent upon all students to take this examination, which is now the single route to licensure in this country.

Degrees

The degree *Doctor of Medicine* is awarded after the successful completion of four academic years of study, on the recommendation of MEDSAC.

The degree *Doctor of Medicine with Distinction in Research* is awarded for excellence in research as evidenced by a written thesis of high quality.

The degree *Doctor of Medicine with Honor* is awarded to students who have shown uniformly excellent academic work throughout the four years.

The degree *Doctor of Medicine with Honor and with Distinction in Research* is awarded if a student qualifies for both of the above categories.

A candidate should discuss his or her qualifications for the degree Doctor of Medicine with Distinction in Research with the chair of the Honors Committee before November 1 of the fourth year and before beginning the thesis. Research carried out as a requirement or in partial fulfillment of a graduate degree program is not eligible for submission. Research used as the basis for the thesis should represent scholarly activity undertaken during a year out or over the course of several summers plus elective time. Reports must be submitted and defended before an examining committee prior to February 15 of the fourth year.

ADMISSION TO MEDICAL STUDY

The study and practice of medicine require integrity, compassion, scholarship, responsibility, devotion, and intellectual curiosity. The individual's educational and other life experiences prior to medical school should demonstrate and strengthen these qualities.

Qualifications for Acceptance

A strong academic record and good scores on the MCAT are necessary, but not sufficient criteria for admission. In addition to these academic measures, the Admissions Committee looks for evidence of scholarship in the form of research or advanced study beyond the classroom, service to the community, leadership abilities, integrity, and excellent interpersonal skills. Rochester seeks students who value human diversity, exhibit a love of learning, have an appreciation of the science and art of medicine, and are called to serve others.

UNDERGRADUATE EDUCATION

1. A minimum of three years of study in an accredited college or university. Almost all entering students, however, will have completed the baccalaureate degree.
2. Expository writing—one year. This may be met with English or nonscience courses that involve extensive expository writing.
3. One year of biology with laboratory. It is strongly recommended that preparation include exposure to both the structure and function of organisms and to cellular and molecular biology. Biochemistry or botany will not satisfy this requirement.
4. One year of physics with laboratory.
5. Two years of chemistry, including either one year of organic chemistry or one semester of organic and one semester of biochemistry. Within the two-year chemistry sequence, one year of laboratory is required.
6. In addition to the expository writing requirement, two years (12-16 credit hours) in the humanities and/or the social or behavioral sciences.
7. Although not specifically required, courses in calculus, statistics, and biochemistry are recommended. Experience in clinical settings, research or an honors thesis in your major, public health, or community outreach activities are also strongly recommended.
8. All required premedical courses must ordinarily be taken at an accredited United States or Canadian college or university.
9. The School favors the practice of advanced placement or credit as a means to broaden and diversify

the undergraduate experience. With regard to requirements listed above, however, advanced placement courses may meet only one semester of the chemistry and/or one semester of the physics requirement. Advanced placement will not satisfy the English, biology, or nonscience requirements.

INTERNATIONAL STUDENTS

The School does not accept applications for admission from individuals who are not citizens or permanent residents of the United States. There is one exception to this policy: Applications will be accepted from foreign nationals who have, or expect to receive, an undergraduate degree from the University of Rochester.

Since foreign nationals are not eligible for financial assistance provided through government programs, any international students admitted under this exception will be offered a conditional acceptance pending verification of ability to finance their medical education. Such verification is provided through the following means: on or before May 15 of the year of matriculation, the accepted students must deposit to the School funds sufficient to meet the full expenses of the first two years of enrollment (in 2000–2001, \$88,000). Provision for funds must be by deposit of appropriate funds in an escrow account.

Financial terms must be acceptable to the School. Students who have satisfied the escrow or credit requirements, but whose immigration status changes to United States citizen or permanent resident may apply for a refund of any remaining balance upon appropriate documentation. International students typically are ineligible to apply for financial assistance during the duration of enrollment at the School.

Technical Standards

All candidates for the M.D. degree must possess essential skills and abilities necessary to complete the medical school curriculum successfully either with or without reasonable accommodations for any disabilities the individual may have. Note: The use of an intermediary that would in effect require a student to rely on someone else's power of selection and observation will not be permitted. The medical school's technical standards are as follows:

- Ability to record historical information; detect, understand, and interpret physical findings; communicate physical findings, develop and record diagnoses as well as treatment plans.
- Ability to manipulate equipment and instruments traditionally used by physicians and physicians-in-training.
- Ability to recognize, understand, and interpret instructional materials required during undergraduate medical education.
- Ability to detect and appreciate alterations in anatomy, or other abnormalities encountered as part of the general physical examination.

- Ability to recognize, interpret, and evaluate diagnostic studies.
- Ability to review and interpret notes prepared by other members of the health care team.
- Ability to perform calculations necessary to deliver appropriate care to the patient.
- Ability to communicate effectively with patients, families, and other health care personnel.
- Ability to perform all of the above skills within a time frame that is appropriate for a clinical setting.

Technical Standards Policy

All applicants accepted to the University of Rochester School of Medicine and Dentistry must be able to meet the School's technical standards. All students are asked to review the standards and are required to sign a form certifying they have read, understand, and are able to meet the standards.

The medical school is prepared to provide reasonable accommodations to students who are accepted by the School and who have physical and learning disabilities (e.g., mobility impairments, chronic illnesses, dyslexia, and other learning disabilities). The University will review the information in order to determine whether a reasonable accommodation can be made. The University reserves the right to reject any requests for accommodation that in its judgment would involve the use of an intermediary that would in effect require a student to rely on someone else's power of selection and observation; fundamentally alter the nature of the School's educational program; lower academic standards; cause an undue hardship on the School; or endanger the safety of patients or others.

Assistance for Individuals with Disabilities

To be in compliance with the Americans with Disabilities Act (ADA), the School of Medicine and Dentistry is committed to making reasonable accommodations to assist students with documented disabilities to fulfill their educational objectives. All candidates who matriculate at the medical school must sign a statement that they have read and are able to meet the School's technical standards, with or without reasonable accommodations.

ADA ELIGIBILITY FOR REASONABLE ACCOMMODATIONS

Candidates with disabilities who wish to request accommodations under the ADA must follow the University's procedures for verification of a disability. This procedure, in summary, requires forwarding a request for verification of ADA eligibility as well as supporting documentation to the University Disability Resources Office (UDRO).

The University employs a uniform definition of documentation required for verification of ADA eligibility. Once the UDRO verifies an individual's ADA eligibility, it

will notify the medical school's ADA coordinator. At this point the ADA coordinator will be in touch with the candidate regarding arrangements for accommodations. For further information about documentation requirements and the UDRO process, call Kathleen M. Sweetland, University ADA Coordinator, at (716) 275-9125.

PROCEDURES FOR REQUESTING ACCOMMODATIONS

1. A student with a disability requests verification of ADA eligibility by the University Disability Resources Office (UDRO). The student will be notified of the verification. Once a student's ADA eligibility has been verified, there is no need to repeat the UDRO process unless the student's situation or needs change.
2. The UDRO notifies the medical school's ADA coordinator about a student's ADA eligibility. Any confidential records and documentation submitted by the student to the UDRO to support determination of ADA eligibility are retained and kept confidential in the UDRO office. The medical school's ADA coordinator will receive from the UDRO a notice of the individual's ADA eligibility and guidelines related to reasonable accommodations appropriate for the individual's needs.
3. It is the responsibility of the student to request needed accommodations. Once a request is made, the student will sign a release authorizing the School's ADA coordinator to send letters to course directors specified by the student. Unless a request is made and the student authorizes release of information about the need for accommodations to appropriate others (e.g., faculty, staff), the medical school will not proceed with arranging accommodations.
4. Notification to faculty and others about a student's need for accommodations will contain a statement of the student's ADA eligibility as well as guidelines for necessary accommodations. No information about the student's diagnosis, condition, or history will be available in any way to course instructors or others from whom a student might request an accommodation.
5. The medical school's ADA coordinator will maintain a folder containing all release forms signed by the student as well as eligibility and accommodation information forwarded by the UDRO. Such materials will be retained separate from the student's academic file, and access to such material will be limited and appropriate confidentiality will be maintained.
6. Students will be apprised of ADA eligibility within the time frame that is established by the UDRO. If a request for eligibility verification is made at the start of an academic period, temporary accommodations will be provided, pending the verification process. Because of the number of verifications being processed at the beginning of academic periods, students are urged to submit their requests for eligibility verification and accommodations as far in ad-

vance as possible. Advance preparation will ensure the smoothest availability of needed accommodations.

7. Students with concerns about eligibility verification decisions and provision of accommodations may appeal the decisions according to the process established by the UDRO and the medical school. Contact the School of Medicine and Dentistry ADA coordinator for further information about this process.

RESOURCES TO ASSIST STUDENTS

Whenever a person with an ADA-eligible disability begins a new activity or program, it may be necessary to consider whether new or different reasonable accommodations will be necessary. The School strongly urges ADA-eligible students to plan ahead for accommodations. The medical school's ADA coordinator as well as the School's Ombudsperson for Students with Disabilities can assist students in such planning and with related matters. In addition, the University has offices and services across the institution that are responsible for ensuring systems and a culture that invite and foster opportunity and achievement for individuals with disabilities. Additional resources include:

1. The most recent technical standards of the School of Medicine and Dentistry.
2. A copy of *Access Rochester, A Resource Guide for Students with Disabilities*, which is updated annually and distributed through the UDRO.
3. University of Rochester Disability Policies and Procedures, which are also available online (www.rochester.edu/ada/).

Students with learning disabilities are encouraged to schedule an appointment with Vicki Roth, Assistant Dean, Learning Assistance Services [(716) 275-9049] in Lattimore Hall Room 107 (on the University of Rochester River Campus) to explore any needs for additional accommodations, given their learning style. They are also encouraged to review the procedures and documentation requirements for requesting accommodations for the United States Medical Licensing Examination (USMLE). Information regarding the approved School of Medicine and Dentistry ADA accommodations for all students who receive accommodations from the National Board of Medical Examiners for the USMLE will be retained in a separate confidential folder for a period of 10 years after they graduate. This is necessary because the Federation of State Medical Boards (FSMB) (Part III) and other licensing bodies require the School to verify the accommodations it provided to candidates during medical school.

THE ADA OMBUDSPERSON

The School of Medicine and Dentistry's ADA Ombudsperson is available to assist with issues related to the Americans with Disabilities Act, student disability and illness, and accommodations requested of the School of Medicine and Dentistry. Because of the sensi-

tive nature of some of these issues, the ADA Ombudsperson is a resource in addition to, and separate from, the ADA-related services provided by the School administration.

The ombudsperson may be able to provide assistance by (1) explaining the application, if any, of the ADA to a personal situation, (2) discussing whether to disclose a disability to the School, (3) identifying disability resources in the University and Rochester communities, (4) explaining and interpreting University and School ADA-related requirements, procedures, and documentation, (5) advocating on a student's behalf with respect to the provision of ADA-related accommodations, and (6) working with students, faculty, and medical school administration for continuous quality improvement with respect to ADA-related policies and procedures.

Sarah Trafton, J.D., is the School of Medicine and Dentistry ADA Ombudsperson. [Call (716) 275-2194, e-mail trafton@prevmed.rochester.edu, or schedule an appointment by calling (716) 275-0165.]

ADDITIONAL STUDENT RESPONSIBILITIES

1. A student is responsible for contacting each course director to review his or her individual needs.
2. If a student encounters difficulty in accessing accommodations, he or she should contact the ADA coordinator.
3. Each student should meet once each semester with the ADA coordinator to review his or her accommodations and any requests for modifications.

ASSISTANCE FOR STUDENTS WHO BECOME DISABLED AFTER THEY MATRICULATE

The same procedures will be followed to assist students who become disabled after they matriculate. If a student is suspected of having a learning disability, the student will be referred to Learning Assistance Services for a preliminary assessment. If there is sufficient evidence to warrant a full neuropsychological evaluation, the student will be responsible for the cost of the evaluation. The student retains the right to withhold the results of any evaluations from the School. However, if accommodations are desired appropriate documentation would need to be provided. A letter will be sent to the School's Financial Aid Office requesting an adjustment to the student's financial aid budget (loan) if the student has limited resources to cover the cost of the evaluation.

As is the case for the neuropsychological evaluations, students will be responsible for the cost of all assessments to document other ADA-eligible disabilities. The exception to this policy will be when the Medical Student Promotions Review Board mandates, as a condition for continued matriculation, that a student be evaluated. In such instances the medical school will be responsible for all related costs and will have access to the full reports.

Application

Application to the University of Rochester School of Medicine and Dentistry must be made through the American Medical Colleges Application Service (AMCAS). Information about AMCAS is available from pre-health advisors at colleges and universities, and is submitted electronically directly to AMCAS.

Upon receipt of the applicant's materials from AMCAS, the Office of Admissions at Rochester will send a Supplemental Application and request letters of recommendation. The AMCAS application must be received by October 15, and the Supplemental Application completed and returned to Rochester by November 15. It is in the student's interest to file the electronic AMCAS application early, as we begin interviewing promising applicants in September. No interviews are scheduled until the applicant's file is complete (AMCAS application, Supplemental Application, and letters of recommendation).

The Medical College Admissions Test (MCAT) is required and no file will be considered complete until the scores are received by the Office of Admissions. A non-refundable application fee (currently \$75) is required.

Admission to Advanced Standing

Rochester has a very limited transfer admission program. Consideration is given for advanced standing to the second- or third-year class on an individual basis, depending on the special circumstances of the applicant, qualifications, and the availability of openings. Most transfer students need to have compelling personal reasons for being in Rochester. The transfer student must be in good standing at the Liaison Committee on Medical Education (LCME) accredited medical school from which transfer is sought.

Because of our unique integration of basic and clinical sciences during the first two years, only students with comparable early clinical exposure will be considered for transfer.