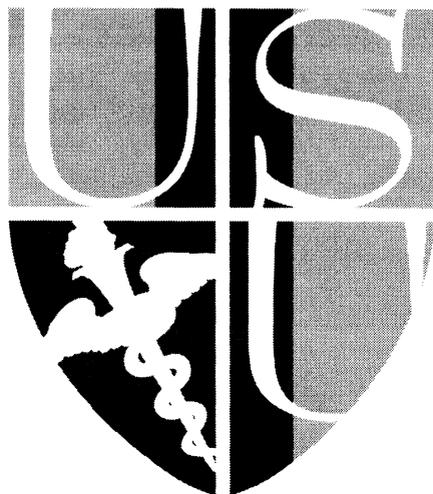


**USUHS  
INSTRUCTION  
1310**





# UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES



## SUBJECT: Enrollment of Uniformed Services University of the Health Sciences (USUHS) School of Medicine (SOM) Medical Students in USUHS Graduate Courses for Credit

### Instruction 1310

(REG)

FEB 21 2006

#### ABSTRACT

This Instruction assigns responsibility and prescribes the procedures to be followed to enroll USUHS SOM medical students in USUHS SOM graduate courses for academic credit.

**A. Purpose.** The purpose of this Instruction is to reissue USUHS Instruction 1310<sup>a</sup> and to establish policies and procedures that will enable USUHS SOM medical students to enroll in USUHS SOM graduate courses for academic credit.

**B. References.** See *Enclosure 1*.

**C. Applicability.**

The policies and procedures set forth in this Instruction apply to matriculated students in the F. Edward Hébert School of Medicine, USUHS, who are candidates for the M.D. degree.

**D. Background.** There are at least three sets of circumstances which may provide the opportunity for medical students to enroll in graduate courses:

1. Academic departments have the authority to exempt individual medical students from required courses in the medical curriculum in accordance with USUHS Instruction 1105<sup>b</sup>, section C.1.d.(12).

2. Medical students in a decelerated status may have individualized curricula with less than a full-time equivalent of required academic courses during certain academic periods.

3. There are elective blocks in the fourth-year curriculum during which students must select and enroll in approved courses.

In these or other appropriate circumstances, approval may be granted for selected USUHS SOM students to participate in courses in the graduate programs at the SOM, USUHS. It is appropriate to grant academic credit for all approved courses taken by medical students as part of the curriculum leading to the M.D. degree.

**E. Procedures.** See *Enclosure 2*.

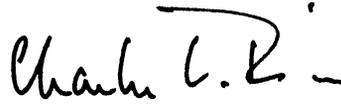
**F. Policy.**

1. Matriculated students in the SOM who are candidates for the M.D. degree may

be permitted to enroll in and receive academic credit for courses in the SOM graduate programs at USUHS.

2. Enrollment of medical students in the SOM graduate courses at USUHS does not constitute admission to specific graduate programs or confer eligibility to receive graduate degrees other than the M.D. degree.

**G. Effective Date.** This Instruction is effective immediately.

A handwritten signature in black ink, appearing to read "Charles L. Rice". The signature is written in a cursive style with a prominent flourish at the end.

Charles L. Rice, M.D.  
President

Enclosures:

1. References
2. Procedures

**REFERENCES**

- (a) USUHS Instruction 1310, "Enrollment of Uniformed Services University of the Health Sciences (USUHS) School of Medicine (SOM) Medical Students in USUHS Graduate Courses for Credit," dated September 28, 1995 (hereby cancelled)
- (b) USUHS Instruction 1105, "Grades and Grading Policies and Procedures," dated December 19, 2005
- (c) USUHS Instruction 1201, "Student Promotions Committee," dated December 19, 2005

**PROCEDURES**

1. The procedures for approval of enrollment of medical students in graduate courses at USUHS follow:

a. Students must meet the specified requirements for prerequisites for the proposed course and must obtain permission in writing from the course director (students may not enroll in graduate courses concurrently with required clinical clerkships or subinternships).

b. Students must obtain permission from the Associate Dean, Student Affairs (OSA).

c. After steps 1.a. and 1.b. have been completed, the Associate Dean, OSA, will forward his approval and the course director's approval to the Associate Dean, Graduate Education (GEO).

2. Registration forms and grade sheets for graduate courses in which medical students enroll will be processed by the office of the Associate Dean, GEO. Copies of each registration form and final grade sheet will be transmitted to the Assistant Dean, Admissions and Academic Records. The course name, course number, number of credits, and final grade will be recorded by the Registrar (REG) on the student's official transcript as a component of the course of study for the M.D. degree.

3. For the purpose of assessing academic performance of medical students, grades for graduate courses will be treated in the same way as grades for basic medical science courses, in accordance with USUHS Instruction 1105<sup>b</sup> and SOM-DPM-156-88<sup>c</sup>.