

**CLERKSHIP
POLICY AND PROCEDURE
HANDBOOK**



**CLASS OF 2015
2014 – 2015 ACADEMIC YEAR**

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Welcome Class of 2015!

First of all, congratulations on surviving the strenuous academic course work, labs, and clinical rotations that you had to complete to get to this exciting point of your podiatric education! You are about to embark on perhaps the most unique educational journey you have ever taken. The year to come is sure to be filled with many memorable experiences and will be hectic at times, but remember that many have gone before you and have conquered their fears and apprehensions of applying all their book knowledge in the clinical setting.

As a fourth year student at Kent State University College of Podiatric Medicine, you will complete six (6) months of Core Rotations. Core Rotations are mandatory rotations that you will be scheduled in according to your 4th year clinic group assignment. The Core Rotations consist of the following:

- CLI 80440: Senior Clinical Rotation (a.k.a. CFAC I and CFAC II Rotations)
This is a two-month rotation spent at the various Cleveland Foot and Ankle Center locations, with emphasis on competencies needed to enter the next stage of podiatric training. Experiences are gained in the school's three main clinics and other various clinic sites affiliated with the college. This two-month rotation is under the direction of the KSUCPM clinical faculty.
- CLI 80445: Senior Primary Care/VA Rotation
This is a one-month rotation spent at the DVA – Cleveland (Louis Stokes VA Medical Center) in Cleveland, OH, with emphasis on the skills necessary to function effectively in government health care facilities. This one-month rotation is under the direction of KSUCPM adjunct clinical faculty.
- CLI 80455: Community Medicine
This is a one-month rotation that takes place at several college operated community medicine clinics throughout the city of Cleveland. Training in this rotation affords you the opportunity to provide care and develop an understanding/appreciation of community-based health problems, all while helping fulfill the college's commitment to serve the greater Cleveland community. This rotation also includes training in various imaging modalities, including plain film radiography, MRI, and CT scanning. This one-month rotation is under the direction of KSUCPM clinical faculty. Work in various clinics throughout the community
- CLI 80491: History and Physical Rotation (Senior Medicine Rotation)
This is a two-month rotation that places you in a non-podiatric based medical service at a college affiliated area hospital. You will be instructed in skills, values and knowledge necessary to perform both complete and focused medical histories and physicals. This two-month rotation is under the direction of KSUCPM adjunct clinical faculty.

Elective Clerkship Rotations are mandatory rotations that you will schedule yourself through the AACPM Uniform Clerkship Application Process in the months that you have allotted to you for these rotations. There are six (6) months within your 4th year schedule available for Elective Clerkship Rotations. You are required to complete five (5) months of elective rotations, with at least one (1) month spent in the private office setting. You may choose to take one (1) of the six (6) months allotted for elective rotations as an elective month. It is important to note that Elective Clerkship Rotations may not be scheduled during any month when you are scheduled to complete a Core Rotation.

- CLI 80496: Elective Clerkship Rotations

Elective Clerkship Rotations are one-month long rotations that make-up 6-months of your 4th year schedule and are designed to enhance your clinical education and patient exposure. These rotations afford you interdisciplinary training and opportunities to share and expand your clinical knowledge with experienced podiatric physicians in Cleveland and all around the country. You will gain exposure to many different aspects of podiatric medicine, diverse clinical experiences, and see how the scope of podiatry is affected both geographically and demographically. Elective Clerkship Rotations rely on the idea that you will carry out self-directed learning that builds from the experiences each clerkship program will provide. Your experience in these rotations will be most valuable to you as you begin considering residency programs. These one-month long rotations are under the direction of KSUCPM adjunct clinical faculty.

This handbook has been developed to provide you with helpful information as you begin to research various clerkship programs in which you can complete the Elective Clerkship Rotations required for your 4th year, as well as prepare you for the AACPM Uniform Clerkship Application Process. It also provides the policies and procedures that you will be expected to know, understand and follow as you move out of the classroom and into the arena of Elective Clerkship Rotations.

As mentioned above, your Elective Clerkship Rotations will take you out of the classroom setting you have become accustomed to and comfortable with and will place you into the “real world” of applied podiatric clinical knowledge. Having a good transcript, class rank and GPA are great things to take with you into the arena of Elective Clerkship Rotations, but they are certainly not the only things that are going to open doors for you. Do not underestimate the importance of the most sought after quality of any clerk, PROFESSIONALISM. Do you encompass and exude the following qualities/characteristics of a professional?

Professional

To obtain the character quality of professionalism, one must first act as a professional.

Professional is defined by Webster as “participating for gain or livelihood in an activity or field of endeavor often engaged in by amateurs”.

- P** Pride
- R** Respect
- O** Organization
- F** Fidelity
- E** Education
- S** Success
- S** Spirit
- I** Intelligence
- O** Opportunity
- N** Nurture
- A** Allegiance
- L** Love

The Ideal Resident

- Resilient
- Multi-tasking
- Decisive
- Effective under Pressure
- Self-starter
- Analytical

The Ideal Practitioner

- Resilient
- Methodical
- Decisive
- Effective under Pressure
- Risk Adverse
- Analytical

Some qualities/characteristics of the professional for thought.

Presented by residency director, Irv Kanat, DPM at the May 2008 COTH Faculty Development Conference.

Building a reputation as a professional in the greater podiatric community is not difficult, but it does take effort and diligence. When completing your Elective Clerkship Rotations strive to be punctual, courteous, humble, etc. Demonstrate intense work-ethic by going above and beyond. You can do this by taking the time to follow-up on your patients, being an active contributor of the health care team, participating in lectures and extra-curriculars. Don't be afraid or hesitant to run special errands or work on special projects that clerkship directors/attendings/residents may ask you to complete.

Clerkship directors will assess your performance in a number of areas, basic knowledge, communication skills, analytical skills, problems solving, basic podiatric skills and character qualities. These character qualities largely include your maturity, things like: can you follow rules, do you have a sense of responsibility and motivation, can you work independently or are you more comfortable with supervision, can you work with people (including patients, staff and other members of the health care team), can you accept and respond reasonably to constructive criticism, can you be depended on (do you arrive when expected, on time and well-kept)? Do these things correctly and you will succeed in establishing yourself as a professional in the eyes of the seasoned podiatric physicians who are also your clerkship directors.

Researching Elective Clerkship Rotations

The task of selecting programs at which to fulfill Elective Clerkship Rotations is not an easy one and requires you to research and think deeply about your podiatric aspirations. Researching programs in advance is a critical step in the decision making process and will increase your overall satisfaction with your clerkship experiences. The choices you make now will significantly affect what residency you will eventually secure, as there is a strong connection between clerkships and residencies. It is very important for you to keep residencies in mind as you begin to make your clerkship selections (NOTE: a handful of residencies select their residents exclusively from students who have completed clerkship rotations with them). Please feel confident that the Office of Student Academic Services will do its best to assist and provide guidance to you in making confident and well-suited selections for your Elective Clerkship Rotations.

There are several methods of research you can do to help you make well-informed decisions about which clerkship/residency programs will suit your needs:

AACPM Website - The website of the American Association of Colleges of Podiatric Medicine (www.aacpm.org) is a terrific place to get information about clerkship programs. The website provides a Clerkship Handbook which lists nearly all hospitals that have active clerkship programs. This handbook will give you the contact information and application requirements for each clerkship program. Be sure to review it closely. **The Clerkship Handbook for the Class of 2015 is available July 25, 2013 at this website and must be used when you begin the process of applying to clerkships.** You may also want to look at the CASPR Directory of Participating Programs. While the current directory was posted for the purpose of aiding the Class of 2014 as it applies for residencies (a similar directory will be made available for the Class of 2015 at a later date), it does give some very good information about residency programs and is worth taking a look at. Such as, contact information for the residency program, a description of the

hospital in which the residency program is housed, a list of the clinical experiences a resident will have while completing the residency program, didactic program details, resident benefits, application requirements, etc. All of these things may be of particular interest to you as you decide whether a clerkship rotation at a particular program might have potential to lead to post-graduate training in the affiliated residency program. In addition to looking at the Clerkship Handbook and CASPR Directory of Participating Programs, you may also find it very helpful to review the information provided in the Lists and Charts section of the website. Here you will find lists detailing those programs that have minimum GPA and class rank requirements, require US citizenship, etc.

Review the Podiatric Scope of Practice – Knowing how each state’s medical board defines the Doctor of Podiatric Medicine and the human foot and what specific provisions/privileges it grants to the podiatric physician is key to helping you make a well-informed decision about what clerkship/residency programs will best help you reach your podiatric aspirations. The American Podiatric Medical Association provides a Podiatric Scope of Practice on their website at www.apma.org. To obtain this information you must have a Member Account. As podiatric medical students each of you has the privilege of having a Member Account and using this very helpful website at no cost. During your first year at KSUCPM you were automatically enrolled in the APMSA and should have received a letter from them that outlined the benefits of your membership. Included in that letter was your specific Member ID and Log-in. All you need to do to access the Scope of Practice on the APMA website is plug in the Member ID and Log-in that was assigned to you. If you have misplaced the letter you received or do not remember your ID and Log-in, just call APMA Member Services at 1-800-275-2762 and they can give you that information. You are encouraged to review the Podiatric Scope of Practice prior to selecting and applying to your Elective Clerkship Rotations.

Residency State Requirements - American Association of Colleges of Podiatric Medicine (AACPM)

For the most current information regarding state licensure, contact the individual state licensing board. Contact information by state is provided by the Federation of Podiatric Medical Boards at www.fpmb.org/memberboards.asp.

Clerkship Information Files - The Office of Student Academic Services maintains files of information on clerkship and residency programs. Feel free to stop by and see if a program you are interested in has provided the school with any information to be given to students.

APMSA Residency Surveys - Another great tool to use are the Residency Surveys that are published by the APMSA on an annual basis. The Office of Student Academic Services and the KSUCPM Library have a nice collection of the surveys spanning over the last four to five years. These surveys provide a residents “point of view” and can give you a unique view of a residency program from an insider’s perspective.

Visit the Program – What better way to find out whether you really want to pursue a clerkship rotation

with a program than spending a little time visiting it! Second, third and fourth year students can feel free to visit clerkship programs when they can find the free time in their schedules to do so. Just be sure to come by the Office of Student Academic Services and complete a Clerkship Scheduling Form to document the dates of your visits. Also, be sure to read the section of this handbook that covers the school's Student Malpractice Insurance Coverage Policy as it relates to program visits. Please be aware that students should not participate in direct patient care while visiting programs, but should limit their activities to strict observation only. Enjoy your visit!

Residency Fair – KSUCPM hosts a Residency Fair every year during the fall semester. All students are welcome to attend, but the fair is especially important and even mandatory for third year students. On average, 50 to 60 programs from around the country come to share information and speak with interested students about what their residency programs have to offer. This is a terrific and inexpensive way to meet residency directors/residents face to face and a nice alternative to those students who may not have the time or money to visit programs. **The 2013 Residency Fair will be held on Friday, September 20th from 9:00am to 3:00pm at KSUCPM. Be sure to mark your calendars, as it is mandatory that you attend.**

Contact the Program of Interest - If you have utilized all of the above methods of research and still find that you have unanswered questions about a program, please feel free to contact the program directly. They give their contact information in the Clerkship Handbook for a reason and welcome the opportunity to speak with interested students.

Selecting Elective Clerkship Rotations

After you have done your research and have a list of clerkship programs you would be interested in completing rotations with, you must begin the process of selecting which ones you will use to fill your schedule. There are many circumstances that can affect your ability to complete a rotation with a particular program. The list below includes items that should be considered before you begin the application process. Seriously considering all of the items in this list will help you build a schedule that meets your academic, personal, and financial needs.

Location - Are you limited to a certain location? Can you afford to bare the expense (airfare, housing) of completing rotations that will require you to travel to another city/state? If you are planning to practice podiatry in a certain state, than it is strongly encouraged for you to do a clerkship rotation in that state, so that you become more familiar with how podiatry is practiced there. Do you have extended family in a particular area of the United States and plan to eventually try and obtain a residency that will allow you to live closer to them? You should ask yourself these types of questions as you select clerkship programs to attend.

Type of residency - When considering a clerkship program also consider what type of residency program is associated with it. Does the residency program teach the specific skills you want to acquire during your post-graduate training? Clerkships are meant to expand your clinical knowledge, but are also great ways to for you to become more familiar with the type of residency that will best suit you. You should seriously consider your long-term plans for your podiatric career when selecting your clerkship rotations.

Self-Assessment – You need to honestly assess yourself. Are you the type of person who starts slowly and builds his or her reputation on solid and responsible performance? Are you extremely self-confident and quick on your feet? Are you extroverted and find it easy to adapt to new environments/situations or are you more introverted and find it difficult to feel at ease in fast-paced, high-demand environments? You also need to honestly assess your GPA. Be aware that some clerkship programs are affiliated with residency programs that have GPA requirements. If your GPA is lower than the required GPA of a program, then you may want to consider another program that better suits your GPA. The point to asking yourself these types of questions is that you know yourself better than anyone else. Be honest with yourself and select clerkship programs that are a good match for your academic credentials and your personality/temperament.

Potential for growth - Try to select a clerkship program that will provide experiences in areas in which you may recognize a weakness in your training or one that concentrates on a particular subject matter in which you have an interest.

Financial needs - You should be aware of the financial demands of each program before you commit yourself to a program. Your senior year will, by far, be your most expensive one. Only select programs

that will allow you to stay within your projected financial budget. Many programs do not provide room and board. You will also need to consider travel expenses and residency application and interview fees. **Please understand that overextending yourself financially will not be an acceptable excuse to back out of a scheduled clerkship rotation.**

Residency opportunities – Selection of clerkship programs solely because of their associated residency programs may shortchange your overall clinical education. These programs are not to be used for the sole purpose of “residency shopping.” You are asked to select your programs on their own intrinsic clinical value. If you decide that you are no longer interested in a certain residency program, but have committed yourself to complete a clerkship rotation with that program, you are still committed to attend the clerkship rotation. Failure to attend a program for this reason will warrant a Professional Deficiency Evaluation.

Hours and personality of program - Do you want to put in 18 hour days, 7 days per week and be on call? Can you handle those kinds of hours? Again, it is time to realistically assess yourself. Being challenged both academically and personally promotes knowledge and personal growth, as long as it is done in an environment that you are capable of coping with. You must know the kind of person you are and what you can handle. Do not feel bad if you do not possess the type of driven nature it takes to work long hours. You can get very good training at programs that do not have those kinds of hours. It is important to select clerkships where you feel you can work comfortably and not be overly stressed, but do not go to a clerkship program with an attitude that you do not have to put in your share of time. The more you volunteer, the better the chance of ending up at a good residency.

Variations of training - Not only does completing clerkships in different areas of the country give you different perspectives of the scope of podiatry, but so does doing rotations in different types of clerkships. Consider all possibilities.

Cost - It is very difficult to estimate what the total cost of your senior year will be. You will need to consider CASPR/CRIP costs, travel to programs, housing, food, etc. You are encouraged to speak with the Financial Aid Office about what your options are if an emergency situation arises and you find yourself in need of extra money.

Applying to Elective Clerkship Rotations

Now that you have researched clerkship programs and have selected those that meet your specific interests and needs it is time to begin preparing to apply to those programs.

There are four (4) types of clerkship programs that can be utilized to fill the six (6) months available for Elective Clerkship Rotations in your schedule. They are defined as follows:

- **Office-based Clerkship Program:** Program that trains a student solely in a podiatrist's office.
- **Hospital-based Clerkship Program:** Program that trains a student solely in the podiatry department of a hospital.
- **Combination Clerkship Program:** Program that trains a student in both the office and hospital setting. A combination clerkship program cannot be used to fulfill more than one type of clerkship rotation schedule requirement. A student must choose to use this type of clerkship program to fulfill *either* an office-based *or* a hospital-based clerkship rotation schedule requirement.
- **Non-podiatric Clerkship Program:** These non-podiatric based programs take place in private offices with physicians who specialize in a field of medicine other than podiatry. In the past, some students have chosen to complete non-podiatric based rotations at private offices with physicians who specialized in Internal Medicine, Dermatology, Vascular Medicine, etc. **Again, a non-podiatric based rotation is an option for you, but it will require special consideration and approval from the Office of Student Academic Services.** Please be aware that no more than one (1) month in your 4th year schedule can be used for this type of rotation.

You must complete a minimum of two (2) months at hospital-based clerkship programs and one (1) month at a private office-based clerkship program. The other three (3) months that are available for Elective Clerkship Rotations can be spent in any combination of hospital or office-based clerkship programs. You can even use one (1) of the remaining months to complete a non-podiatric based rotation or research. You may also elect to take one (1) month of elective.

You must use this schedule when applying to all of your Elective Clerkship Rotations. For your convenience the start and end date of each rotation is provided on the schedule. Students must complete four (4) weeks of training at each clerkship rotation for the rotation to be counted towards graduation requirements.

PLEASE NOTE: You will notice that some of your scheduled rotations consist of five (5) weeks, a week more than the four (4) week clerkship rotation requirement. **During a five (5) week you are expected to complete all 5 weeks However, some programs allow students to be released after completing 4 weeks. You must ask permission from the Clerkship Program Director.** You should refrain from scheduling any visits to other programs or making other plans until after you have received permission from the director to do so. Some directors may want you to stay the fifth week due to patient coverage and scheduling needs. **Always ask permission or you could run the risk of failing a rotation.**

PREPARING ADDITIONAL MATERIALS FOR YOUR CLERKSHIP APPLICATIONS...

The Clerkship Handbook for the Class of 2015 will be posted July 2015 on the AACPM website (www.aacpm.org). Review the profiles for the programs you are planning to apply to and begin working on preparing/acquiring the application requirements for each of them (transcript-for unofficial you will print it off of your Flashline account and for official transcript contact the Registrar's office at Kent, Part I board score, letters that verify your enrollment, class rank, GPA, academic good standing, and HIPPA training, photograph, Curriculum Vitae [CV], Letter of Interest, etc.).

The typical student applies to approximately 7-10 clerkship programs. Being organized is the key to keeping yourself on track during the application process, so it is suggested that you create a file for each program you will be applying to and keep all documents pertinent to each program in those files. You are also encouraged to upload all hard copy documents into PDF files on your computer, as you may be asked to send your application and additional documents to programs via e-mail.

Disclaimer: If we do not have an affiliation agreement with a program you are interested in going for a clerkship, you are not permitted to commit to this program. Students are not permitted to go to the following programs, because no agreement can be fully executed:

1. Legacy Portland Kaiser
2. Morristown Medical Center
3. Southern Arizona Limb Salvage Alliance (SALSA)
4. Mount Sinai Medical Center-FL
5. Palmetto
6. Westside Regional Medical Center
7. Cedars-Sinai Medical Center-CA

This list may change

Question:

How to obtain a copy of your transcript (Unofficial-Print it off of Flashline, Official-Contact the Registrar's office at Kent).

How to obtain a copy of:

- *Part I board score
- * Letters that verify your enrollment
- * Class rank
- *GPA
- *Academic good standing
- *HIPPA training

Answer: -Complete Release Form Located outside the office of Student Academic Services and choose the option or write in your request and turn it in to the office of Student Academic Service.

- **Photograph** – Uploaded to Clerkship Online Application website. Please be sure to take a professional looking head shot of yourself. Perhaps a friend could take a photo of you in your clinic attire and lab coat. Do not send a casual photograph of yourself. Your online application is the clerkship programs first encounter with you, make yourself look good!
- **Curriculum Vitae (CV)** - Nearly every clerkship program will request that you send a Curriculum Vitae (CV) along with your application. It is important to understand the difference between a CV and a Resume. A Resume is a short synopsis of your career goals and employment history and is typically limited to two pages in length. Its main purpose is to get the writer an interview and ultimately a job. A Curriculum Vitae, commonly referred to as CV, is a longer (two or more pages), more detailed synopsis than a Resume. It includes a summary of your educational and academic background, as well as teaching and research experience, publications, presentations, awards, honors, affiliations, and other details.

It is important for you to spend time on writing your CV and polishing it. Your CV will not only be needed for applying to clerkship and residency programs, but will be needed when applying for privileges at hospitals, surgery centers and nursing homes and will be useful for a myriad of other professional ventures. At this point in time, your CV will not be very long as you are just beginning to build your podiatric career.

Items that should be included in your CV are: full name, address, telephone number, e-mail, educational history, honors and awards, leadership roles, research activities/projects you have participated in, community service, volunteer work, student club/organization memberships, sororities, fraternities, work study positions (i.e. tutoring and library assistant).

There are as many CV formats as there are individuals preparing them. Prepare your CV in a format that you are comfortable with that presents your information in the way you

want it to be presented. Sample CV formats and information on writing them can be found by searching “curriculum vitae” on Google. You can also find a collection of CV writing resource materials in the library.

Resources for writing your CV:

Ohio State University School of Medicine appears to be very helpful, with several samples available.

University of Maryland School of Medicine has some very good tips with a kind of Mad Lib CV format. It's basically just a different way to present the same material, and it is available [here](#)

Joe A. Podstudent
1000 Stumph Rd. Apt. 410 ~ Parma, OH 44130

(216) 466-1234
Japodstud@kent.edu

Education

2008-present	Doctor of Podiatric Medicine, expected 2013 Kent State University College of Podiatric Medicine	Cleveland, OH
2003-2007	Bachelor of Science, Biology Purdue University	Fort Wayne, IN
2003-2007	Associates of Science, Chemistry Purdue University	Fort Wayne, IN
2003-2007	Associates of Arts, Psychology Purdue University	Fort Wayne, IN

Research Experience

2010	Kent State University College of Podiatric Medicine Evaluation of lateral deviation in the transverse plane of the first metatarsal resulting in hallux abducto valgus following tibial sesamoidectomy	Cleveland, OH
2004-2008	Research assistant, Department of Virology IPFW Examination involving herpes simplex virus and varicella zoster virus complementary proteins.	Fort Wayne, IN

Awards and Recognitions

2011	North Central Academy of Podiatric Medicine Scholarship	Cleveland, OH
2011	3 rd Place at ACFAS' 69 th Annual Scientific Conference	Fort Lauderdale, FL
2011	ACFAS Merz Scholarship	Cleveland, OH
2006 & 2007	Who's Who Among Students in American Universities and College	Fort Wayne, IN

Professional Involvement

2010-2011	American College of Foot and Ankle Surgeons	Treasurer
2010-2011	Podiatric Association for Diabetes	Director of Social Affairs
2008-2011	Alpha Gamma Kappa Fraternity	Secretary
2008-present	Kent State University College of Podiatric Medicine Yearbook	Photographer
2005-2007	AMSA Pre-Medical	President
2005-2006	Biology Organization	Secretary
2004-2005	APMA Pre-Medical	Treasurer

Professional Affiliations

2008-present	American Podiatric Medical Students Association
2008-present	American College of Foot and Ankle Surgeons
2008-present	Podiatric Association for Diabetes
2008-present	Alpha Gamma Kappa Fraternity
2008-2009	American Association for Women Podiatrists
2008-2009	Kappa Tau Epsilon Fraternity

Community service/ Volunteer

2008-present	Euclid Avenue Free Clinic	Cleveland, OH
2009 & 2011	The Mohican Trail 100 Mile Trail Run	Loudonville, OH
2009, 10, 11	Rite Aid Marathon Foot Aid and Care Station	Cleveland, OH
2010	American Diabetes Association Step Out Walk	Cleveland, OH
2010	H1N1 Vaccination Clinic Medical Screener	Independence, OH
2009	The North Coast 24-Hour Endurance Run	Cleveland, OH
2009	Rite Aid Marathon Foot Aid and Care Station	Cleveland, OH

Teaching Experience

2009-present	Kent State University College of Podiatric Medicine Teaching assistant for first and second year podiatry students in Gross Anatomy, Histology, and Physical Diagnosis.	Cleveland, OH
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References

Available upon request

Joyce P. Student

100 Day Drive Apt. 800, Parma, OH 44129
216-231-1234
jpstudent@kent.edu

Objective To obtain a podiatric clerkship with a focus of surgery and biomechanics

Education Bachelor of Science, Chemistry May 2005
Michigan State University, East Lansing

- Honors College
- National Society of Collegiate Scholars

Doctor of Podiatric Medicine May 2013
Kent State University College of Podiatric Medicine

Activities

Academic Honors

- Clements Scholarship 2005
- Kent State University College of Podiatric Medicine: Class of 2009 Excellence Award 2007

Community

- Donated food contributions to the monthly food drive at St. Anne Catholic Parish 2005 until present
- Led campus toiletry drive for St. Anne Catholic Parish November 2006

Leadership

- Captain of KSUCPM team for American Diabetes Association annual Walk for Diabetes October 2006
- President of Student National Podiatric Medical Association (SNPMA) 2007-2008
- Treasurer of American College of Foot and Ankle Surgeons (ACFAS) 2007-2008

Scholarly Activities

- Contributing abstractor for *Compendium of Podiatric Medicine and Surgery* 2006
- Gross Anatomy teaching assistant 2006
- Lower Anatomy tutor 2006

- Contributing researcher for ACFAS national poster presentation 2007

Language Skills

Spanish

Work Experience

KSUCPM library work-study assistant 2005-present
Hollywood Video sales associate 2006-2007

Professional Memberships

Treasurer, ACFAS 2007-2008
President, SNPMA 2007-2008

How to obtain a copy of your Immunization Record, Background Check Report, Drug Test Results, and a copy of the school's Certificate of Professional Liability/Malpractice Insurance. – Many of the clerkship programs you will be attending have their own rules and policies regarding what credentialing requirements (immunization record, background check, etc.) must be in hand prior to the start of a rotation in order to allow you admittance to the hospital. **It is your responsibility to know what each clerkship program will require of you and to have the documents readily available to send prior to the start of your rotation.**

In preparation for your 3rd and 4th year clinical rotations, **you are required to submit a copy of your complete immunization record to Barb Strong in Student Academic Support. A current Background Check and Drug Test Report will be turned in to the Student Academic Services Department. KSUCPM carries Professional Liability/Malpractice Insurance on all second, third, and fourth year students on approved clerkship rotations.**

In order to help facilitate your preparations for clerkship rotations, the Office of Student Academic Services will provide you with a copy of your Background Check Report, Drug Test Results, and a copy of the school's Certificate of Professional Liability/Malpractice Insurance. If requested, copies of these documents will be sent to you in a PDF file via your KSUCPM student e-mail account. **As mentioned above, it is your responsibility to know what each clerkship program will require of you and to have the documents readily available to send prior to the start of your rotation.**

STUDENT MALPRACTICE INSURANCE COVERAGE POLICY

Students are **ONLY** covered by KSUCPM's malpractice insurance policy while participating in direct patient care in college approved clinical rotations in the College's clinics and other affiliated clinics, hospitals, and doctor's offices. Malpractice insurance coverage is limited to the following direct patient care rotations:

- First Year
 - CLI 80101 – Introduction to Patient Care I Rotation

- Second Year
 - CLI 80201 – Introduction to Patient Care II Rotation

- Third Year
 - CLI 80310 – Podiatric Surgery Rotation
 - CLI 80351 – Podiatric Medicine/Biomechanics I Rotation
 - CLI 80352 - Podiatric Medicine/Biomechanics II Rotation
 - CLI 80365 – Primary Care/VA Rotation

- Fourth Year
 - CLI 80440 – Senior Clinical Rotation (CFAI I and CFAI II)
 - CLI 80445 – Senior Primary Care/VA Rotation
 - CLI 80455 – Community Medicine Rotation
 - CLI 80491 – Senior Medicine Rotation
 - CLI 80496 – Clerkship Rotations

KSUCPM's malpractice insurance policy does not provide coverage for students who, in their free time, choose to visit, work voluntarily, or are otherwise privately employed in clinics, hospitals, or physician's offices. While visits are permitted, students are strongly advised to limit their activities strictly to observation. If a student participates in direct patient care outside of a scheduled rotation, they do so at their own risk.

CLERKSHIP ATTENDENCY POLICY

Participation in the external programs is considered to be a valuable and important part of the podiatric medical student's education. Attendance for the entire duration of the scheduled external experience is expected; therefore, 100% attendance is required by all students on rotation. All absences must be excused. Documentation will be required for all absences.

Approved absences:

Emergent Reasons:

- 1) Student or immediate family illness of emergency: The student should seek approval from the clerkship director and then submit documentation to the Student Academic Services Department and complete a time-off form (which must be obtained by contacting the KSUCPM Student Academic Services office) within twenty-four hours upon their return.

Non-Emergent Reasons:

For non-emergent leaves the paperwork must be submitted to the program director and the KSUCPM Student Academic Services office six weeks prior to the requested leave time.

Examples of non-emergent situations:

- 1) Religious holidays.
- 2) A request to present at a professional conference.
- 3) Participation in the CRIP interview process.
- 4) Request for time-off for non-urgent personal reasons are usually not approved by clerkship directors, but **may** be reviewed if the appropriate request for time-off form is submitted to the clerkship director and the KSUCPM Student Academic Services department.

*For non-emergent leaves, paperwork must be submitted to the program director **and** KSUCPM Student Academic Services office six (6) weeks prior to the requested leave time. All absences must be requested in advance with the full knowledge and permission of the external program director and the KSUCPM Student Academic Services office.*

In order to begin the approval process for a non-emergent absence, students must obtain a request form from the KSUCPM Student Academic Services office. The form must then be presented to the clerkship director for approval. Once the clerkship director has approved and signed the request, the form must be sent to the KSUCPM Student Academic Services department for final approval. If all of these steps are not completed in full, the absence will not be considered approved.

Only the clerkship director may approve an absence. Residents or faculty directly working with students are not permitted to approve an absence.

Unexcused absences will result in the failure of the rotation. Failure to appropriately attend a clerkship will automatically result in a failure of your rotation and will be made up as scheduled by the department of Student Academic Services.

Tardiness:

Tardiness to any of the activities of an external rotation – including conferences, clinics, lectures, rounds, or other patient care activities – constitute a professional standards violation. Repeated incidents will result in disciplinary action including notice of professional deficiency and failing of the rotation.

Clerkship directors will be advised to report all tardiness and requests to leave the program to the KSUCPM Student Academic Services office. Absences and tardiness will be reported as part of the student evaluation.

I have read the attendance policy and acknowledge that my attendance will be monitored throughout the clerkship process. I also acknowledge that any excused absence must be approved in advance in writing by both the clerkship director and the KSUCPM Student Academic Services office.

Student Name (Print)

Student Signature & Date

Clerkship Website Application Process

STEP 1

Programs participating in the Online Clerkship Application Process

- Thursday, June 20, 2013 you can begin the online clerkship process.

- Thursday, September 5, 2013, Early Application will be delivered to programs you select for the months of March and April ONLY.

For the 2014 cycle, we expect to have an online application service in place.
www.aacpm.org

2014-2015 Clerkship Online Calendar – Proposed Date Activity/Deadline

[Schedule is subject to change]

- **June 20** Registration Open
- **July 25** 2014-2015 Clerkship Handbook published
- **August 1** Application and Selection tabs open for students
- **September 5** Early Application Delivery
- **October 11** Initial Selection Deadline, site shuts down in preparation for delivery
- **October 15** Applications delivered
- **October 15** Website reopens for additional selections
- **October 22** All initial applications should have been reviewed and offers made.

Early December 2013 Arrangements finalized between students and clerkships

STEP 2

Programs not participating in the Online Clerkship Application Process

To schedule Clerkships that is not found on ONLINE CLERKSHIP DIRECTORY.

(Includes Private Practice Rotations and Non – Podiatric Rotation, Clerkships programs not utilizing the online clerkship application process)

Scheduling Elective Clerkship Rotations

After you have submitted online your clerkship applications to the programs you want to attend, you must wait to be contacted by the program. This can be a very hectic and stressful time, as some programs will contact you right away and others will take more time to get back to you. It is not uncommon for it to take until mid-November through January for some programs to get back with students. Programs will respond with offers of acceptance and some may respond to let you know that they have already filled all of their clerkship positions, but either way they will respond to let you know on the Clerkship Application website.

As you begin to accept positions at clerkship programs, there are several key things you need to be aware of:

To schedule Clerkships that is not found on ONLINE CLERKSHIP DIRECTORY.

(Includes Private Practice Rotations and Non – Podiatric Rotation, Clerkships programs not utilizing the online clerkship application process)

- **Correspondence with Programs** - All correspondence with programs must be done in writing! The most common form of written correspondence are e-mails and you should get in the habit of retaining the e-mails you send to and from programs, as you may need to refer to them later if an issue arises, such as a problem with scheduling or if a misunderstanding needs to be clarified. Clerkship programs will be corresponding with many students and it is very easy for misunderstandings and errors to occur during all of the scheduling chaos. **In fact, it is mandatory that you submit all written correspondence with programs along with your completed schedule to be kept in your file in the Office of Student Academic Services.**
 - **Letter or E-mail of Acceptance** – Most clerkship programs will send you a either a Letter or E-mail of Acceptance when they offer you a clerkship position. In the instance that a program offers you a clerkship position over the phone, please ask them to send you a Letter or E-mail of Acceptance that confirms which month they have invited you to come and complete a rotation at their program. **As mentioned previously, a copy of this letter/e-mail must be submitted with your schedule to the Office of Student Academic Services.**
 - **Letter or E-mail of Confirmation** - When you are accepted to a program, you **MUST** respond to the program with a Letter or E-mail of Confirmation (a letter that confirms that you have accepted their invitation to complete a clerkship rotation at their program). This letter or e-mail should restate the dates you will be attending their program and should also thank them for allowing you the opportunity to be educated at their program. **As mentioned previously, a copy of this letter/e-mail must be submitted with your schedule to the Office of Student Academic Services.** For clarification and to familiarize you with what a Letter or E-mail of Confirmation looks like, a sample letter can be found on page 47 of this handbook.

- **Letter or E-mail of Declination** - If you must decline an invitation to a program, you must send the program a Letter or E-mail of Declination. For example, if you receive a Letter or E-mail of Acceptance from a program confirming that you have been accepted to a program, but have already committed yourself to another program, you **MUST** send a Letter or E-mail of Declination to let them know that you will be unable to accept their invitation. As mentioned previously, a copy of this letter/e-mail must be submitted with your schedule to the Office of Student Academic Services.

- **Schedule Changes Not Allowed** - You are committed to fulfill all commitments to programs once you have agreed to attend! **NO CHANGES ARE ALLOWED.** Applying to a program does not commit you to go. However, if you have been accepted to a program and have agreed to attend, then you have committed yourself to that program. Please see the following Clerkship Schedule Change Policy written by Dr. Hetherington.

- **Deadline for Submission of Schedule** – You are expected to hand in your completed schedule into the Office of Student Academic Services no later than **December 2014** (including the OFFICE COPY of your Student Schedule Worksheet, all Clerkship Scheduling Forms, and copies of all written correspondence with programs). Specific deadline to turn in your schedule is TBD.

Clerkship Schedule Change Policy

Vincent J. Hetherington, DPM
Senior Associate Dean, KSUCPM

Clerkship programs provide students with clinical exposure and training. In return, the programs receive much needed help in clinical settings. When students withdraw from programs for reasons other than documented hardships, they jeopardize rotations at clerkship programs for future students and promote a negative perception of KSUCPM and our students.

Clerkship directors are not compensated for their efforts and when a student withdraws from their commitments, directors are inconvenienced, as well as angry and frustrated.

In the interest of maintaining positive relationships with the clerkship programs with whom KSUCPM is affiliated, it will be the policy of the Office of Student Academic Services that once a student commits to a clerkship program he/she may NOT withdraw for any reason except for documented hardship.

If you feel your financial hardship is significant you will need to contact our department as soon as possible and we will review each situation. **Miscalculations of funds are not a financial hardship as students must be responsible for accurately allocating their finances.**

Unapproved Schedule Change: If a schedule change is made without approval it will result in:

1. A professional deficiency
2. An F for the rotation

Dates to be determined by the Office of Student Academic Services

****You are not to attend an unapproved clerkship****

Preparations for Elective Clerkship Rotations

Contact Programs Prior to Start of Rotation – You should contact programs at least one month prior to the start of the rotation so that you can be sure they have all necessary paperwork needed and so that you can determine when and where you should report.

Staying in Touch – Please check your e-mail regularly throughout the year as it will be the main way you will receive important information from all departments at KSUCPM while you are out on your rotations. Also, it is very important to provide the Office of Student Academic Services with a phone number where you can be reached (cell phone numbers are preferred). Emergencies do arise from time to time and a clerkship director may need to reach you.

Be prepared to work to meet the Goals and Objectives of Elective Clerkship Rotations – The core philosophy behind the training you will receive at clerkship programs is that people learn best when they actively participate in their own learning, not when things are spoon-fed to them. As an adult learner, clerkship programs will consider it your job to learn while you are with them, and take a responsible and professional approach to the experience.

Clerkship program directors, attending's, residents, and other various staff members will teach you, spend time with you, encourage you, give you resources and experiences, and frame a structure and context within which your learning can grow. Ultimately, though, you are the single most important engine driving the type and amount of learning you get from each clerkship rotation. You are expected to take that responsibility seriously and “go after” learning experiences.

On the following two pages are the KSUCPM Clerkship Goals and Objectives. All clerkship programs affiliated with the school (both hospital and office based) are provided with a copy of these Goals and Objectives. You should go to each rotation prepared to work towards gaining competency in each of the listed goals and objectives. This will help you gain the most knowledge and experience throughout the course of your 4th year clerkship experiences.

KENT STATE UNIVERSITY COLLEGE OF PODIATRIC MEDICINE

CLERKSHIP GOALS AND OBJECTIVES

GOAL I

The podiatric medical student should develop an understanding of the policies and procedures of office practice/hospital practice.

OBJECTIVES:

1. Describe methods of and rationale for patient scheduling.
2. Describe methods of and rationale for patient processing for the initial visit and subsequent visits.
3. Describe methods of and rationale for scheduling of surgery and/or other procedures, in the office setting or in the hospital setting.

GOAL II

The podiatric medical student should develop an understanding of case presentation, charting and documentation procedures for the medical record.

OBJECTIVES:

1. Accurately, clearly, and concisely make a case presentation.
2. Accurately, clearly, and concisely chart an initial history and physical examination.
3. Accurately, clearly, and concisely write an outpatient visit progress note.

GOAL III

The podiatric medical student should develop an understanding of history and physical examination techniques and procedures and their interpretations.

OBJECTIVES:

1. When given a chief complaint be able to perform and interpret an appropriate history and physical examination including:
 - History of present illness
 - (N.L.D.O.C.A.T.)-Nature, Location, Duration, Onset, Course, Aggravated by, and past treatments
 - Significant Past Medical History
 - Medications
 - Allergies
 - Review of systems
 - Physical Findings
2. Develop an appropriate differential list.

GOAL IV

The podiatric medical student should develop an understanding of the indications for special tests and examinations and their interpretations based on the differential diagnosis.

OBJECTIVES:

1. When given historical and physical findings of foot problems, be able to order appropriate studies to aid in diagnosis.
2. When given results of special studies be able to interpret the results.

GOAL V

The podiatric medical student should develop an understanding of the process of evaluating the results of the history and physical as well as any other diagnostic tests in order to develop a provisional diagnosis.

OBJECTIVES:

1. When given historical, physical, and diagnostic test results, be able to arrive at an appropriate provisional diagnosis.

GOAL VI

The podiatric medical student should develop an understanding of the management strategies available to treat common podiatric medical conditions.

OBJECTIVES:

1. Describe treatment regimens for foot problems.
2. Suggest treatment(s) for specific foot problems.

Special Instructions Regarding Private Office Based Clerkships

For a podiatric physician to have the ability to educate a student during a private office based clerkship, he/she must have an Adjunct Clinical Faculty Appointment with KSUCPM. To obtain this appointment, physicians must complete paperwork and submit certain documents to be reviewed and approved by the Office of Academic Affairs.

The Office of Student Academic Services keeps records of all podiatric physicians who have, at one time or another, had an Adjunct Clinical Faculty Appointment with KSUCPM has welcomed students to complete private office rotations in their offices. You may inquire about these physicians by visiting the Office of Student Academic Services. You are encouraged to complete your private office rotation with a doctor who has already been approved and has a current Adjunct Clinical Faculty Appointment with KSUCPM.

The Office of Student Academic Services will take recommendations from students for podiatrists to become Adjunct Clinical Faculty Members. Many times students have been mentored by a podiatric physician and would like to complete their private office rotation with him/her. In such cases, the following procedures should be followed:

- If you are interested in doing a private office rotation with a physician that has had no prior affiliation with KSUCPM, you must **submit a scheduling form** with the following information:
 - * **First and last name of doctor**
 - * **Full address (including street, city, state, and zip code)**
 - * **Phone number/Fax number/E-mail Address**
- Be aware that the procedure for giving a podiatric physician an Adjunct Clinical Faculty Appointment takes some time and that you should not commit to a rotation with a physician until he/she has been approved by KSUCPM. **Any clerkship programs for credit, whether hospital based or office based, must be supervised by practitioners who have Adjunct Clinical Faculty Appointments with KSUCPM. Students who spend any time with a practitioner who does not have an Adjunct Clinical Faculty Appointment do so at their own risk. Malpractice insurance coverage for the experience WILL NOT be provided nor will the student receive credit for the experience.**

You must apply to all private office based clerkships, although the podiatric physician will most likely not require the same application or documents that most hospital based clerkship programs request. The best approach is to call the physician directly to inquire whether or not they would be willing to allow you to complete a private office rotation with them. If they say yes then you should request that they send you a Letter or E-mail of Acceptance and you must send them a Letter or E-mail of Confirmation along with any other documents they may ask you to send (CV, Transcript, etc.). **As mentioned before, a copy of all written correspondence with the physician must be submitted with your schedule to the Office of Student Academic Services.**

Procedures for Requesting a Schedule Change

If you feel you have just cause for requesting a release from a clerkship program you have scheduled a rotation with, you **MUST** do all of the following:

1. You must contact the Office of Student Academic Services as soon as there is a reason to request a change. For the rotation in question a meeting will be set up by the Department of Student Academic Services to determine if you do have just cause to request a release. It is understood that unforeseen emergencies can arise and in those cases students will not be penalized.

Please bring the following information with you:

- The name of the program and the director in charge of the program.
 - Your reasons and supporting documentation for requesting a release from your rotation with the program.
 - The month you were scheduled to attend the program.
2. After meeting with the Office of Student Academic Services you will be further directed on how to proceed. If it is deemed that you have a just cause to request a release from a rotation, you will be advised to contact the program director to request a release (Do not contact the Director of the Program regarding the schedule change before you have spoken with the Office of Student Academic Services. If you contact the program you may receive a professional deficiency), you must make the request in writing (via letter or e-mail). Please be advised that you must receive written confirmation of release from the clerkship director. If you do not have a just cause and the clerkship director does not agree to release you, you must attend the rotation as you had initially planned. **An unapproved schedule change will result in a professional deficiency, failure of the rotation, and you will be required to make up the rotation at a later date.** If the clerkship director does agree to release you from your commitment, the following information must be submitted to the Office of Student Academic Services before the schedule change can be made:

- A copy of your written communication with the clerkship director that delineates your request for release.
- A copy of the written confirmation of release from the clerkship director.
- A copy of the written confirmation of acceptance from the clerkship director at the program you will be attending instead, if applicable.
- You must complete and sign a Clerkship Scheduling Form so that all necessary changes can be made to your schedule.

3. **DO NOT UNDER ANY CIRCUMSTANCE** cancel a rotation or fail to attend a rotation without notifying the Office of Student Academic Services first. The office is notified by program directors when students fail to attend scheduled rotations. You must go through the steps laid out above to cancel a rotation. If you fail to follow the schedule change procedures outlined above, you will fail the rotation. The make-up rotation dates will be determined by the office of student academic services. You will also receive a professional deficiency.

Requirements for Satisfactory Completion of All 4th Year Rotations

In order to receive full credit for both Core Rotations and Elective Clerkship Rotations, all of the following must be completed:

- **Schedule Approval** - Your fourth year schedule must meet the approval of the Office of Student Academic Services. Your schedule will be reviewed once you have submitted it to the office. If any problems are found you will be contacted and the appropriate steps will be taken to fix the problem. Problems can be avoided by following all the procedures and policies laid out in this handbook.
- **Patient Logs** - You must submit a patient log for every patient encounter you experience (whether observed, assisted, or performed) for every Core Rotation and Elective Clerkship Rotation that you complete. You will submit these logs via Typhon Software, the same system you have been using to submit your 3rd year rotation patient logs.

The Office of Student Academic Services will monitor your patient log submissions. The names of students who consistently submit low numbers of patient logs and/or submit patient logs late will be forwarded to the Dean of Academic Affairs and the Dean of Clinical Education/Operations for disciplinary action.

Patient logs for each rotation should be submitted the following Monday after completion of the rotation.

Failure to turn in logs and evaluations by the dates stated above, (the following Monday after completion of the rotation), or without prior approval will possibly lead to failure of the rotation.

Do not get behind of the easy task of entering patient logs will become a big project. You are encouraged to take handwritten notes using the Typhon Blank Case Log Worksheet (a copy of the Blank Case Log Worksheet can be found at the back of this handbook) for each of the patients you see each day and then refer to those notes when you begin entering your logs on Typhon Software. You should get in the habit of entering your logs on a daily basis.

YOU ARE REQUIRED TO LOG EACH PATIENT ENCOUNTER YOU HAVE WHICH INCLUDES OSBERVED, ASSISTED or PERFORMED.

- **Student Feedback** – You must give feedback for every Elective Clerkship Rotation that you complete. You will submit your feedback via Typhon Software, the same system you will be utilizing to enter your patient logs for your fourth year rotations.

Feedback for each clerkship rotation should be submitted no later than the following Monday after completion of the rotation. The purpose of completing Feedback is to inform the Office of Student Academic Services of any difficulties that you may have experienced while at a clerkship program and to provide information about programs for future students.

Please note that your feedback submissions are anonymous when viewed by other students, so please be honest about your rotation experiences.

- **A Satisfactory Evaluation** – Each rotation coordinator/clerkship director will submit an evaluation of your clinical performance. These evaluations will be requested and sent out by the Office of Student Academic Services on a monthly basis. As the evaluations are turned in they will be reviewed and you will be notified of any failures. You are encouraged to stop by the Office of Student Academic Services to review your evaluations. The comments that rotation coordinators/clerkship directors leave can be very helpful to you and can help you hone your clinical skills and improve any problem areas.

Students who fail to complete all of the requirements listed above for Core Rotations and Elective Clerkship Rotation(s) must complete the failed rotation(s) after graduation. **Diplomas will be withheld until the student has satisfactorily remediated the failed rotation(s), in compliance with graduation requirements. Per KSUCPM policy; failures of multiple rotations will result in academic dismissal.**

Patient Logs and Feedback must be completed for all rotations using the TYPHON system for 4th year.

- Private Practice **requires patient logs** and EASI Evaluation(feedback)
- CFAI I **requires patient logs** and EASI Evaluation(feedback)
- CFAI II **requires patient logs** and EASI Evaluation(feedback)
- VA CORE **requires patient logs** and EASI Evaluation(feedback)
- SENIOR MEDICINE **requires patient logs** and EASI Evaluation(feedback)
- COMMUNITY MEDICINE **requires patient logs** and EASI Evaluation(feedback)
- CLERKSHIPS (electives) **requires patient logs** and EASI Evaluation(feedback)

Kent State University College of Podiatric Medicine Student Academic Services

Name _____ Graduation Year _____

Student ID number _____

I am requesting the following service from Student Academic Services (check one):

- Enrollment Verification – letter verifying student’s enrollment status, academic standing, dates of attendance and/or anticipated graduation date.
- Class Ranking – letter providing student’s ranking in percentage by class following the most recently completed semester.
- Clinical Evaluations
- National Board Scores Part I Part II
- Graduation Verification – letter verifying student’s graduation date and degree earned.
- Other – Please Specify: _____

Special Instructions: _____

Unofficial Transcript print it off your Flashline account

Mail to:

- I will pick up _____
- Send to my email _____

I authorize the Kent State University College of Podiatric Medicine to release the above information. If I am requesting a class list it will be used solely for the purpose specified above.

Student’s Signature: _____ Date Needed:
Processed by:
Date Processed:



Case #:

Date of Service:

▶ = REQUIRED FIELD

Student Information
▶ Semester: _____
▶ Course: _____
▶ Clinical Faculty: _____
▶ Clinical Site: _____

Patient Demographics
▶ Age: _____ yrs/mos/wks/days
▶ Gender: M / F / T
▶ Race: _____

Clinical Information
▶ Time with Patient: _____ minutes
Consult with Clinical Faculty: _____ minutes (not part of patient time)

Medical Diagnosis/ICD Codes
▶ #1 _____ #3 _____
▶ #2 _____ #4 _____

Other Questions About This Encounter
▶ Location Type: _____

Competencies
Write in competencies and mark observed, assisted or performed. Printable competency list available on main menu.
OBS ASST PERF _____ ITEM _____

Clinical Notes:



College of Podiatric Medicine

SAS Clerkship 4th Year Request Time-Off Form

Participation in the external programs is considered to be a valuable and important part of the podiatric medical student's education. Attendance for the entire duration of the scheduled external experience is expected; therefore, 100% attendance is required by all students on rotation. **All Absences Must be Excused.**

Name
Email Address
Phone Number
Date(s) Requested Off
Reason for Time Off :

Student Signature _____ Date _____

Program Clerkship Director (Ex. St. Mary's Hospital)

Approved **Not Approved**

Print Name _____ Signature _____ Date _____

KSUCPM STAFF ONLY

Director of the Office of Student Academic Services

Approved **Not Approved**

Signature _____ Date _____

Comments:
