

Oakland University William Beaumont School of Medicine

Student Handbook



Oakland University
William Beaumont
School of Medicine

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Oakland University William Beaumont School of Medicine Handbook for Medical Students

The Oakland University William Beaumont School of Medicine Handbook for Medical Students is where students will find online links to OUWB policies, critical documents, and guidelines along with key resources and references, and a list of the courses offered each school year.

How to Use the Handbook

Find the information and click on the links which will connect to the OUWB and Oakland University websites, departments, and emergency contacts.

About OUWB

To learn more about the history of OUWB, the mission, vision, values and culture, visit the [About OUWB page on the website](#).

Policies and Guidelines

There are many policies, critical documents, and guidelines to navigate the learning environment at OUWB. Each document listed here will link directly to the page that can be viewed or printed. View this same list on the [OUWB Policies, Critical Documents, and Guidelines webpage](#).

Policies, Critical Documents, and Guidelines

[Academic Honesty](#)
[Academic Probation](#)
[Add /Drop and Schedule Changes](#)
[Approving Away Electives](#)
[Assessing Students with Environmental Difficulties](#)
[Attendance and Class Participation](#)
[Authorship Guidelines](#)
[Blood Body Fluid Exposure Finger Stick](#)
[Classroom Guests](#)
[Clinical Skills Assessment](#)
[Conflict of Interest Policy and Procedures](#)
[Consequences of the Loss of Access](#)
[Course and Faculty Evaluations](#)
[Criminal Background Check](#)
[Degree Conferment and Commencement](#)
[Directed Independent Electives](#)
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[Elective Requirements](#)
[Enrolling in Electives as an M4](#)
[Evaluation of Elective Performance](#)
[Formative Assessment and Feedback](#)
[Good Academic Standing](#)
[Grade Appeal Procedure](#)
[Immunizations](#)
[Inclement Weather](#)
[International Global Health Electives](#)
[Leave of Absence](#)
[Links to External Websites from MedSync](#)
[M1 & M2 Grading and Longitudinal Course Grading](#)
[M3 & M4 Clerkship Grading](#)
[M3 Clerkship Progress Guidelines](#)
[M3 & M4 Graduation Requirements](#)
[Modified M4 Year Schedules due to Academic Difficulties](#)
[Narrative Assessments for Courses and Clerkships](#)

[NBME Retest Policy for Technical Issues](#)
[Observership Guidelines for Clinical Experiences](#)
[Occupational Injuries](#)
[OUWB Professional Code of Conduct](#)
[OUWB Religious Observance](#)
[Procedure for Establishment of New Student Awards](#)
[Procedure for Reporting Student Awards to
Committee on Student Awards](#)
[Professionalism Feedback Forms Policy](#)
[Quartile Authority Guidelines](#)
[Reporting Incidents of Mistreatment, Harassment,
or Acts of Discrimination](#)
[Resident and Fellow Preparation for Teaching](#)
[Responsibilities for Supervising Students
in the Clinical Setting](#)
[Satisfactory Academic Progress to Maintain
Enrollment Eligibility](#)
[Satisfactory Academic Progress to Maintain
Financial Aid Eligibility](#)
[Scheduling Electives and Credit](#)
[Sharing Information](#)
[Social Media Guidelines](#)
[Standards for Graduation](#)
[Standards of Conduct for the Learning Environment](#)
[Student Duty Hours](#)
[Student Grading, Progress, and Retest Policy
in the Preclinical Curriculum](#)
[Student Performance Review Committee](#)
[Student Workload in the Preclinical Curriculum](#)
[Students Infected with Bloodborne Pathogens](#)
[Sub Internship Requirements](#)
[Substance Abuse Screening](#)
[Suspension Guidelines](#)
[Technical Standards for the M.D. Degree](#)
[Technology Use](#)
[Tuition Refund and Scholarship Return](#)
[USMLE Step Exam Failures](#)
[Visiting Student Policy](#)
[Withdrawal from the Program](#)

Standards of Student Conduct

Policy Attestation

Each semester, students are required to review the OUWB policies and guidelines online, update food and allergy restrictions, and sign an attestation form. The OUWB Online Attestation module must be completed and signed within the first week of each semester. For more information about the attestation process, contact the Associate Dean for Institutional Effectiveness & Technology at **(248) 370-3635**.

Reporting Incidents of Mistreatment, Harassment, or Acts of Discrimination

Students who believe they have been the victim of mistreatment, harassment, or an act of discrimination by a faculty member, staff member, or another student can report it by completing an online [form](#).

Read OUWB's "Reporting Incidents of Mistreatment, Harassment or Acts of Discrimination" [here](#).

Read Policy 710 - Oakland University's policy on discrimination, [here](#).

Professional Code of Conduct

Students who witness or perceive a violation of the Professional Code of Conduct are expected to take appropriate action, including reporting the possible infraction to appropriate faculty members or administrators. Read the policy [here](#).

Standards of Conduct for the Learning Environment

The teacher-learner relationship confers rights and responsibilities on all parties within the OUWB community to behave in ways that fosters respectful behavior, minimizes the likelihood of student or faculty mistreatment or abuse, and optimizes the educational experience for students. Read the policy [here](#).

Consequence of the Loss of Access to the BHS Medical Record System (HIPAA)

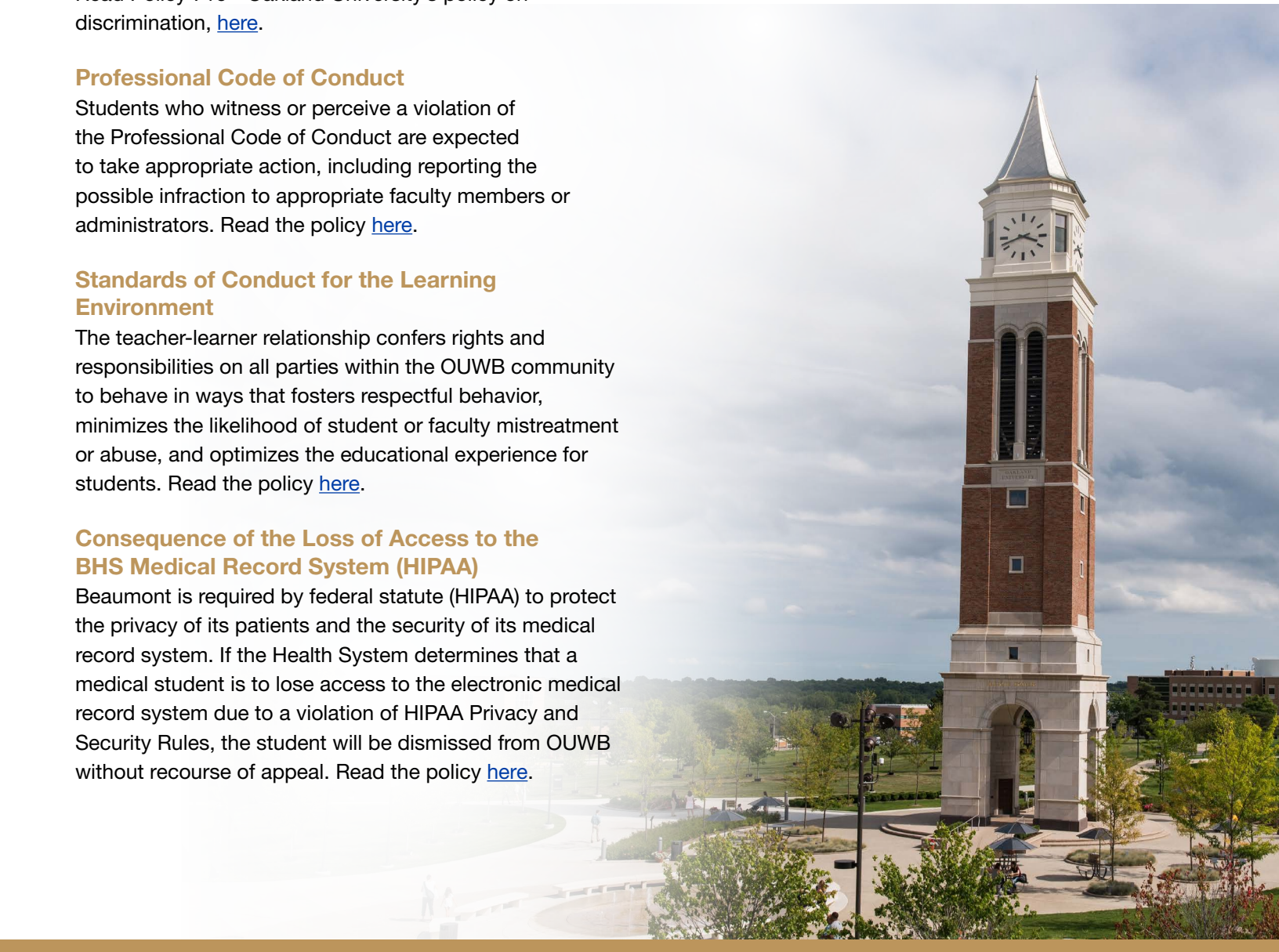
Beaumont is required by federal statute (HIPAA) to protect the privacy of its patients and the security of its medical record system. If the Health System determines that a medical student is to lose access to the electronic medical record system due to a violation of HIPAA Privacy and Security Rules, the student will be dismissed from OUWB without recourse of appeal. Read the policy [here](#).

Attendance and Class Participation

Students are expected to fully participate in the curriculum and meet the requirements of attendance as outlined in OUWB guidelines. Individual course or clerkship requirements are listed in the syllabus. Read the policy [here](#).

Social Media Guidelines

Students using social media are expected to demonstrate a level of maturity and civility consistent with the AMA Code of Medical Ethics. Social media communication should never contain information that includes a patient identifier (names, photographs) or any other health information; this also includes photographs or videos of a clinical setting. Students in violation of this guideline may be referred to the Student Performance Review Committee. Read the policy [here](#). Read the AMA Code of Ethics [here](#).



Student Support

Educational Records - Family Educational Rights & Privacy Act

The Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment, provides OUWB students with the right to inspect and review their educational record and, with certain expectations, to limit disclosure of information from that record. Read the policy [here](#).

Leave of Absence

Students who need to request a leave of absence for medical, personal, or academic reasons should contact the Associate Dean of Student Affairs. Read the policy [here](#).

Blood/Body Fluid Exposure/Finger Stick and Sharps Injuries

Students in medical education are at risk of exposure to blood and body fluid through breaks in skin or mucosal contact. Students should be aware of the policy and procedures to report and respond immediately to any risk of contamination. Read full policy [here](#).

Student Performance Review Committee

The Associate Dean of Student Affairs serves as student advocate and support for any student appearing before the Student Performance Review Committee (SPRC). Read about the SPRC [here](#).

Academic Advising

The Director of Academic Success, Senior Medical Student Advisors, and the Academic Success Team are available to meet one-on-one for academic counseling appointments regardless of academic performance. The Academic Success Team can assist with the study planning, learning strategies, skill building, and much more. The team has designed the Academic Success Toolkit as a resource to transition students into the rigors of medical school and throughout their academic program. Access the toolkit [here](#). *NOTE: You must use your Oakland University NetID and password to gain access.*

MedSync Portal - Academic Success

The Academic Success MedSync portal houses information about the tutoring program including the Online Request Form. The MedSync portal also houses handouts and practice worksheets from tutoring review sessions. Access the Academic Success section of the MedSync Portal [here](#).

Get Involved

Medical Student Government'

The Medical Student Government (MSG) at OUWB serves as the official representative body of the medical students to the OUWB administration, faculty, Beaumont, Oakland University, and the community. For more information, email msg@oakland.edu or visit the website [here](#).

Student Organizations

Sign in to the MedSync Portal to explore more than 80 student organizations. Each organization hosts a page with details about their interest group's objectives along with a list of member officers, contact information and ways to engage. Contact Student Affairs for MedSync Portal login by emailing ouwb-studentaffairs@oakland.edu. MedSync Portal access [here](#).



Resources and References

Emergencies

Oakland University Police Department (OUPD)

OUPD patrols campus and responds to the 911 calls placed from emergency phones with the blue lights found across campus.

Dial 911

- from a campus blue light emergency phone to reach OUPD emergency services.
- from a personal cell phone to reach the local police emergency services.

For all non-emergencies, call (248) 370-3331 to reach OUPD or dial 3331 from a campus phone. OUPD can also be reached by email at info@oupolice.com. *NOTE: This email is not monitored 24/7 and is to be utilized for general information only.*

The OUPD also has an extensive, emergency operations plan and a Crisis Management Team in place to mitigate emergencies on campus. Register to receive text message [emergency alerts](#) and read all about the emergency procedures on the Oakland University Police Department Emergency Management [page](#).

Police Escorts on OU's Campus

To utilize the police escort service, call (248) 370-3331.

Beaumont Emergency Numbers

In the event of an emergency at Beaumont, students are directed to call (248) 898-0911 or extension 80911.

School Closings

Find out if campus has been closed for emergencies or for inclement weather by visiting the [OU website](#), call (248) 370-2000, or sign up for the text message [alert system](#) to receive notifications.

Student Health

Insurance coverage, OU Graham Health Center, and OU counseling information can be found on the student health website page [here](#).

OUWB Counseling and Mental Health Services

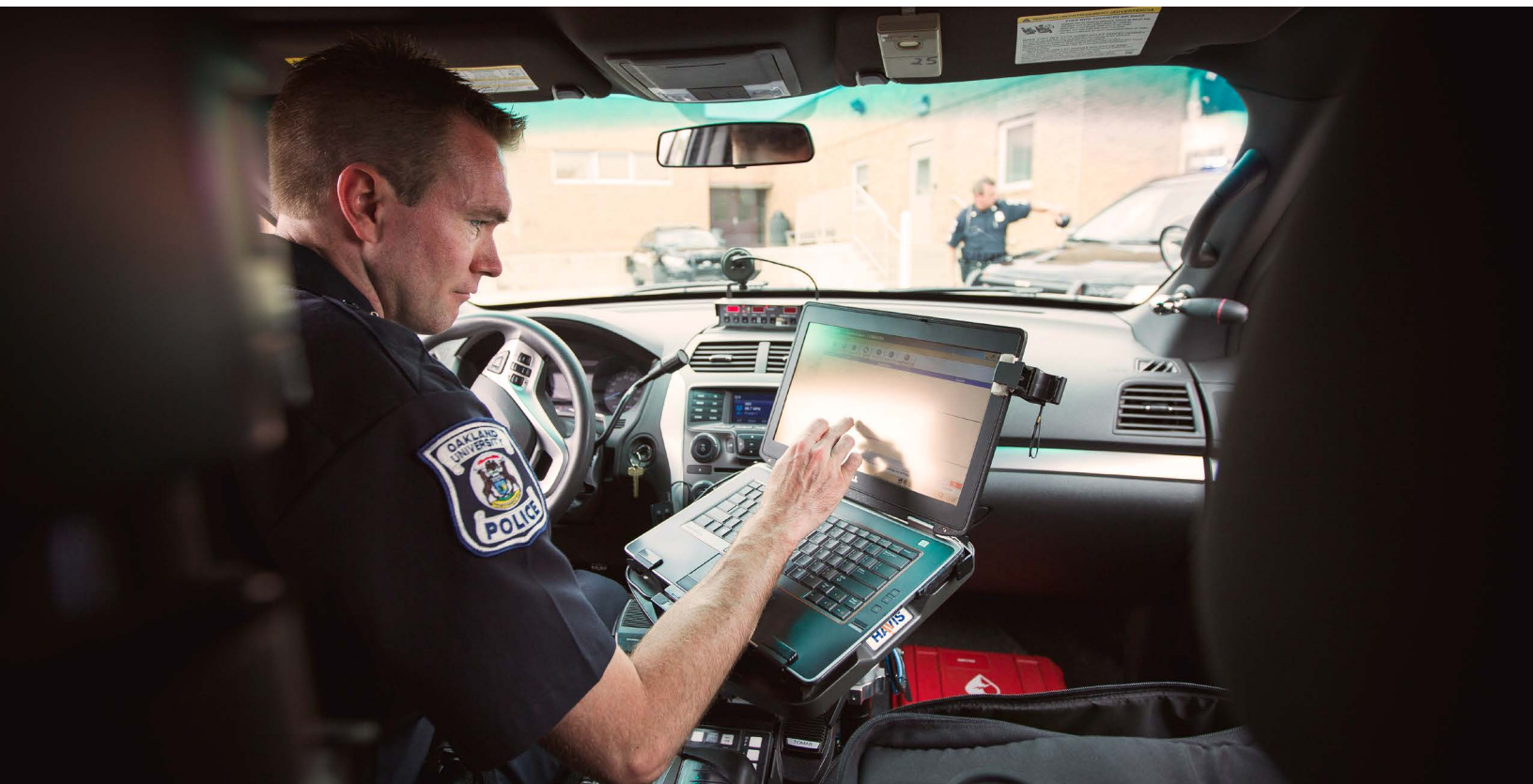
Find contact information for the OUWB social worker who can offer student support on topics ranging from anxiety to skill building. Visit the website page [here](#).

Google Calendars

Class calendars are available on Google Calendar. To receive access to them, email meded@oakland.edu.

Forms

Access student and registrar forms such as the [Add/Drop](#) form or the [Medical Student Travel Authorization](#) form from this [website page](#).



Four-Year M.D. Academic Course List

M1 Courses

- Anatomical Foundations of Clinical Practice (AFCP) 1 & 2
- Art & Practice of Medicine (APM) 1 & 2
- Biomedical Foundations of Clinical Practice (BFCP) 1 & 2
- Cardiovascular (Cardio)
- Embark 1: Research Design and Project Management (Fall)
- Embark 2: Research Proposal Development and Compliance Training (Winter)
- Hematology and Lymphoid (Heme/Lymph)
- Medical Humanities & Clinical Bioethics (MHCB) 1 & 2
- Neuroscience 1 (Neuro 1)
- Promoting Reflection & Individual Growth through Support & Mentoring (PRISM) 1 & 2
- Promotion and Maintenance of Health (PMH) 1 & 2
- Respiratory

M2 Courses

- Art & Practice of Medicine (APM) 3, 4, & 5
- Behavioral Science
- Diagnostic Medicine 1
- Embark 3: Techniques in Research Communication (Fall)
- Embark 4: Techniques in Effective Scholarly Presentation & Focused Research (Winter)
- Embark 5: Research Colloquium (Winter)
- Endocrinology (Endo)
- Gastroenterology & Hepatology (GI)
- Integrative Evidence Based Medicine (EBM)
- Male & Female Reproductive (Repro)
- Medical Humanities & Clinical Bioethics (MHCB) 3 & 4
- Musculoskeletal, Connective Tissue, & Skin (MSK)
- Neuroscience 2 (Neuro 2)
- Promoting Reflection & Individual Growth through Support & Mentoring (PRISM) 3 & 4
- Promotion and Maintenance of Health (PMH) 3 & 4
- Psychopathology
- Renal & Urinary (Renal)
- USMLE Review

M3 Courses

- Clerkships
 - Family Medicine
 - Internal Medicine
 - Neurology
 - Obstetrics and Gynecology
 - Ophthalmology
 - Pediatrics
 - Psychiatry
 - Surgery
- Embark 6: Directed Capstone Research (Fall)
- Embark 7: Directed Capstone Research (Winter)
- Embark 8: Focused Research (Clerkship Fall or Winter)
- Interdisciplinary Studies 1 & 2
- Medical Humanities and Clinical Bioethics 5 & 6
- Promoting Reflection & Individual Growth through Support & Mentoring (PRISM) 5 & 6

M4 Courses

- Clerkships
 - Anesthesiology and Pain Medicine
 - Diagnostic Medicine 2
 - Emergency Medicine
- Embark 9: Directed Capstone Research (Fall)
- Embark 10: Directed Capstone Research (Winter)
- Promoting Reflection & Individual Growth through Support & Mentoring (PRISM) 7 & 8
- Sub-Internship (Emergency Medicine, Family Medicine, Internal Medicine, Pediatrics, or Surgery)
- Electives to complete the program of study

OUWB Departments

Student Affairs - Center for Medical Student Services

O'Dowd Hall, Room 216

☎ (248) 370-2767

@ ouwb-studentaffairs@oakland.edu

👉 [Student Affairs Website](#)

Admissions - Center for Medical Student Services

O'Dowd Hall, Room 216

☎ (248) 370-2769

@ medadmit@oakland.edu

👉 [Admissions Website](#)

Alumni Office

O'Dowd Hall, Room 428

☎ (248) 364-6130

👉 [Alumni Website](#)

Business Office

O'Dowd Hall, Room 428

☎ (248) 370-3634

@ medbusadmin@oakland.edu

Compass Office of Community Engagement

O'Dowd Hall, fifth floor

☎ (248) 370-4696

@ compass@oakland.edu

👉 [Compass Website](#)

Communications and Marketing

O'Dowd Hall, Room 428

☎ (248) 370-3001

@ jasukait@oakland.edu

👉 [Communications & Marketing Website](#)

Diversity & Inclusion - Center for Medical Student Services

O'Dowd Hall, Room 216

☎ (248) 370-2076

@ diversity.med@oakland.edu

👉 [Diversity & Inclusion Website](#)

Embark Program

O'Dowd Hall, fifth floor

@ embark@oakland.edu

👉 [Embark Website](#)

Foundational Medical Studies

O'Dowd Hall, fourth floor

☎ (248) 370-3656

👉 [Foundational Medical Studies Website](#)

Financial Services - Center for Medical Student Services

O'Dowd Hall, Room 216

☎ (248) 370-3611

@ medfinservices@oakland.edu

👉 [Financial Services Website](#)

Information Technology - Center for Medical Student Services

O'Dowd Hall, Room 216

☎ (248) 370-3695

@ medhelp@oakland.edu

👉 [Information Technology Website](#) | [Help Desk Website](#)

Medical Education

O'Dowd Hall, fifth floor

@ meded@oakland.edu

👉 [Curriculum / Medical Education](#)

Medical Library

Kresge Library, first floor

☎ (248) 370-3772

@ medref@oakland.edu

👉 [Medical Library Website](#)

PRISM

O'Dowd Hall, fifth floor

@ ksmith5@oakland.edu

👉 [PRISM Website](#)

Registrar's Office - Center for Medical Student Services

O'Dowd Hall, Room 216

☎ (248) 370-3636

@ medreg@oakland.edu

👉 [Records & Registration Website](#)

Research Office

O'Dowd Hall, fifth floor

☎ (248) 370-3676

@ ouwbresearch@oakland.edu

👉 [Research Website](#)