



UNIVERSITY OF KENTUCKY

TRANSMITTAL

DATE: May 20, 2003

TO: Rebecca Scott
Senate Council

FROM: Lissa Holland
Graduate Council

The Graduate School

351 Patterson Office Tower
Lexington, KY 40506-0027
(859) 257-4613
Fax: (859) 323-1928
www.rgs.uky.edu/gsl

The Graduate Council met on May 1, 2003, and approved the following:

COLLEGE OF MEDICINE

Combined MD/PhD

Combined MD/PhD Program - Change

This document describes the policies, rules, and general procedural guidelines for combining studies for a student who wishes to earn both an M.D. and a Ph.D. degree at the University of Kentucky. The initial agreement for combining these two degree programs was approved by the Graduate Council on April 19, 1971, and amended in 1984. Medical and graduate programs have continued to evolve over time. In particular, given the major restructuring of the M.D. degree in 1994 and increased emphasis on the need for both the intensive professional training and the thorough understanding of fundamental research that will be required of the physician leaders of the future, revision of the 1984 document is appropriate and necessary at this time.

The current document does not include or imply any substantive changes in the academic requirements for either the M.D. or the Ph.D., but rather clarifies the admission and doctoral degree requirements for the student and outlines the specific interactions between administrators in the College of Medicine and the Graduate School in order to make things as simple and easy to navigate as possible.



UNIVERSITY OF KENTUCKY

May 1, 2003

The Graduate School

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Lexington, KY 40506-0027*

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Dr. Jeffrey B. Dembo, Chair
Senate Council
153 Bowman Hall
CAMPUS 0059

Dear Dr. Dembo:

At its meeting on May 1, 2003, the Graduate Council approved, and recommends approval by the Senate Council, for the proposal from the College of Medicine to modify the combined M.D./Ph.D. program.

Thank you for your attention to this request.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'Douglass S. Kalika'. The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Douglass S. Kalika, Acting Dean
The Graduate School

Enclosure (1)

lh

cc: Angel Clark
Jaque Hager



UNIVERSITY OF KENTUCKY

P024

**Dean and Associate Vice
President for Clinical Services
College of Medicine**

*MN 150 Chandler Medical Center
800 Rose Street
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April 21, 2003

Dr. Douglass S. Kalika, Acting Dean
The Graduate School
355 Patterson Office Tower
University of Kentucky
Lexington, KY 40506-0027

Dear Dean Kalika:

The College of Medicine has reviewed the document dated January 2003 that you have prepared in conjunction with Dr. Charles Snow that outlines some of the procedures and details involved in administering the program combining both Medical and Doctoral studies.

We implemented a major restructuring of our M.D. degree program in 1994, and the previous procedures and description of the M.D./Ph.D. combined-studies program dating back to 1984 were no longer applicable.

We are pleased to approve the working arrangement described in this updated document. Our understanding is that the document does not include or imply any changes in the academic requirements for either the M.D. or the Ph.D., but rather primarily clarifies the admission and doctoral-degree requirements for the student and outlines the specific interactions between administrators in the College of Medicine and the Graduate School in order to make things as simple and easy to navigate as possible.

Given our increased emphasis on recruiting high quality students into a program of studies that culminates in both a medical and doctoral degree, we anticipate a greater number of such students in the future.

Sincerely,

Emery A. Wilson, M.D.
Dean and Associate Vice President for
Clinical Services

EAW:lmaw

COMBINED MEDICAL AND DOCTORAL STUDIES

January 2003

This document describes the policies, rules, and general procedural guidelines for combining studies for a student who wishes to earn both an M.D. and a Ph.D. degree at the University of Kentucky. The initial agreement for combining these two degree programs was approved by the Graduate Council on April 19, 1971, and amended in 1984. Medical and graduate programs have continued to evolve over time. In particular, given the major restructuring of the M.D. degree in 1994 and increased emphasis on the need for both the intensive professional training and the thorough understanding of fundamental research that will be required of the physician-leaders of the future, revision of the 1984 document is appropriate and necessary at this time.

BACKGROUND

In past years, the Medical School curriculum was more open and flexible. It was possible for a medical student to hop back and forth between medical and graduate course work periodically, particularly because the summer term was often open in the basic medical curriculum, or to complete both professional-medical and graduate course work in the same semester. Given the increase in the knowledge and abilities now needed by the modern, skilled M.D., the College of Medicine dramatically revised the Medical School curriculum in 1994. It is now evolved into an intensive 12-month operation for the student. While the medical student now has a somewhat lesser degree of flexibility and freedom in pursuing both degrees, some of the detailed procedures and complexity needed to reconcile the professional and graduate portions can now be simplified and still meet the high quality standards expected of both medical and doctoral curricula.

One of the major objectives of our current revision is to make the policies and procedures as clear, simple, and easy as possible for both the student wishing to pursue combined medical and doctoral studies, as well as for the administrators and staff who must explain and implement the procedures.

Effectively, there are now three fixed Models or Options available for integrating the clinical and basic-science aspects of this training:

- **Option A.** The student completes the first two years of Medical School, taking the USMLE Step 1, then enters and completes graduate studies, and finally completes the final two years of the medical curriculum with clinical internships.
- **Option B.** The four years of the normal Medical School curriculum are taken without interruption, and these are followed by graduate work.
- **Option C.** Students admitted to the doctoral programs in the College of Medicine through the Integrated Biomedical Sciences (IBS), and who have selected a specific graduate-degree program and advisor, can apply for the combined degree program. Such students must have letters of support from both their graduate program and their research mentor. They will enter medical school after completion of two years of graduate work.

They will return to graduate school upon completion of the USMLE Step 1 to complete their graduate degree. It is anticipated that these students will require two additional years of graduate work prior to re-entering medical school.

For a number of practical reasons, Option A is the route recommended by the Medical School.

The guidelines and procedures outlined in this document focus most specifically on those College of Medicine Departments offering Ph.D. degree programs (Anatomy & Neurobiology; Molecular and Cellular Biochemistry; Microbiology, Immunology & Molecular Genetics; Molecular and Biomedical Pharmacology; and Physiology) because these are the programs in which the bulk of combined-degree students are expected to enroll. These are referred to as *medical areas* below.

However, combined-degree students may pursue studies in multidisciplinary programs including Biomedical Engineering, Gerontology, Nutritional Sciences, and Toxicology. This document does not preclude medical students from pursuit of graduate degrees in programs other than the five medical area Ph.D. programs specifically housed in the College of Medicine. Similar and/or other appropriate arrangements can be made to accommodate such students.

GENERAL GUIDELINES

Students in a combined M.D./Ph.D. program must satisfy current Graduate Council regulations for the doctoral degree. One exception is that, in the unlikely event a student will be taking both medical and graduate course work simultaneously, the student's total credit-hour load may exceed the maximum of fifteen hours permitted by The Graduate School.

Students in the combined program must remain in good standing in both programs. If a medical student falls below the Medical College academic minimum, the College of Medicine's Registrar will notify The Graduate School. If a graduate student is placed on academic probation, The Graduate School will notify the College of Medicine.

Although decisions about graduate policy and procedures are ultimately made by the Dean of the Graduate School, questions or petitions about graduate admissions and academic requirements should be directed toward the (currently titled) Senior Associate Dean for Academic Administration, who shall be referred to simply as the *Graduate School Senior Associate Dean* hereafter in this document. Questions about and facilitation of Graduate School procedures can also be directed to the (currently titled) Associate Dean for Distance Learning and Multidisciplinary Programs in the Graduate School.

On the Medical School side, questions about the combined programs should be directed to the Director of the M.D./Ph.D. program, who shall hereafter be termed the *M.D./Ph.D. Program Director (College of Medicine)*.

ADMISSION TO THE COMBINED PROGRAMS

Students must be admitted to both the College of Medicine and The Graduate School, with separate applications being submitted to each of these academic units.

The College of Medicine Admissions Committee will evaluate the applicants for Medical School Admission. At appropriate times, the M.D./Ph.D. Program Director (College of Medicine) shall send to the Graduate School Senior Associate Dean lists of --

- (a) Medical students newly approved for and admitted to the M.D./Ph.D. program and
- (b) Medical students who are activating or initially entering the graduate portion of the combined program after having completed a medical-school portion of their studies.

The Graduate School will evaluate the applicant's credentials and route a *completed* application file to the M.D./Ph.D. Program Director (College of Medicine). This completed application will then be forwarded to the Director of Graduate Studies of the graduate program specified by the combined degree student by their second year in medical school, so that the program can consider the student for admission. Admission to a program in The Graduate School will be contingent upon a positive recommendation from the Director of Graduate Studies and the approval of the Graduate School Senior Associate Dean.

On the Graduate School application form, the applicant must mark the selection indicating "M.D./Ph.D." dual degree in the *Special Programs* section. Students who apply for the combined program at the time they first apply to Medical School will normally indicate application to the Integrated Biomedical Sciences (IBS) doctoral program (Program code IBSC) in the *Program Requested* section if they wish to pursue a doctorate in one of the medical areas.

To be considered for admission to The Graduate School, medical students must --

- (a) Hold an awarded bachelor's degree from an accredited college or university with an undergraduate grade point average of 2.75 or above. (Consideration of applicants for medical areas who do not hold an awarded bachelor's degree will be on a case-by-case basis by the Graduate School Senior Associate Dean.)
- (b) Have *official* GRE scores sent directly from the ETS (or MCAT scores for application to the medical areas only) that meet the approval of the Director of Graduate Studies in the program and the Graduate School Senior Associate Dean. [Note: MCAT scores will be accepted by the Graduate School in lieu of GRE scores *only* for students in this special combined M.D./Ph.D. program, and *only* for those applying to the medical areas.]
- (c) Have two *official* transcripts sent directly to the Graduate School *by each institution* of higher learning previously attended. Alternatively, the Graduate School will also accept transcripts in sealed envelopes obtained from the Registrar of each institution that accompany the application. (Furthermore, to help decrease the application burden on the student, The Graduate School will accept, as official, ordinary photocopies of the applicant's GRE and/or MCAT scores and transcripts that are provided by an academic administrative official in the College of Medicine Admissions Office **provided they are accompanied by a signed certification that they are true and exact copies of original, official documents received directly from the issuing institution.**)
- (d) Submit the current Graduate School application fee.

Printed application forms are available at the Graduate School or by calling, writing, or emailing. Students may also apply and pay the application fee online via the Graduate School Web site: <http://www.rgs.uky.edu/gs/>.

Letters of recommendation and any program application materials should be sent directly to the M.D./Ph.D. Program Director (College of Medicine), not to the Graduate School.

Applicants to the combined-degree programs will not be admitted to The Graduate School without the approval of the College of Medicine Registrar and the Medical Progress Committee.

TRANSFER TO A SPECIFIC MEDICAL AREA DOCTORAL PROGRAM

Students who are initially admitted to the combined M.D./Ph.D. Program in the Integrated Biomedical Sciences (IBS) program shall enter into the doctoral program and select an Advisor in one of the five medical areas and be awarded the Ph.D. in that discipline. The transition to the specific Ph.D. program (e.g., Anatomy or Biochemistry) shall occur according to the procedures of the IBS program.

READMISSION

The M.D./Ph.D. Program Director (College of Medicine) and the Graduate School Senior Associate Dean will cooperate in order to facilitate the appropriate and continuous registration status of students in the combined program. However, students who interrupt their graduate studies may be subject to the re-admission policies of the Graduate School, which are detailed in the *Graduate School Bulletin*.

TUITION AND FEES

Students enrolled in the regular medical curriculum will be assessed the applicable tuition and fees of the College of Medicine. For any semester or summer session devoted only to graduate-degree work, the student will be assessed the applicable graduate tuition and fees.

COURSE REGISTRATION

Students should register for course work in the College of Medicine for their medical courses and in The Graduate School for all doctoral degree courses. Students should register in graduate courses in normal manner via the University's VIP telephone registration and/or online system. If simultaneous registration in both colleges in the same semester or summer term is desired, graduate registration should be done through the office of the Graduate School Senior Associate Dean.

GRADUATE TRANSCRIPTS

Official graduate transcripts in the Office of the Registrar will be based on graduate course work completed while in graduate status only. Grades and grade point averages for graduate work shall follow the specifications described in the *Graduate School Bulletin*.

DOCTORAL PROGRAM ADMINISTRATION

Advisory Committee. A doctoral student's Advisory Committee will be constituted in the manner as described in the *Graduate School Bulletin*.

Residency Requirements. Residence requirements for the doctorate may be completed in three years of full-time graduate work or the equivalent in combined full-time and part-time study. Combined-program students must fulfill graduate residence requirements by one of the three Residence Models specified in the *Graduate School Bulletin*, provided the model has also been accepted by the doctoral program in which the student is enrolled and approved by the Director of Graduate Studies. [As of this date, the five medical areas have approved only Residence Model I for use in their doctoral programs.]

The Graduate School will accept the first two years of full-time course work in the Medical School as transfer of residence credit for one year of the pre-Qualifying Examination residence credit upon recommendation of the Director of Graduate Studies and approval by the Graduate School Senior Associate Dean.

Qualifying Examination. Students may proceed to the Qualifying Examination when the following minimum requirements have been met:

- (a) Completion of the required two years of pre-Qualifying Examination residence by a Residence Model approved by the student's graduate program.
- (b) A minimum graduate grade point average (GGPA) of 3.0 or better.
- (c) Satisfaction of The Graduate School foreign language requirement, *if required by the program*.
- (d) Removal of all "missing", "I", "S", and "U" grades from the transcript, except for those "S" and "U" grades in graduate residence-credit courses or in graduate courses that carry 0 credit.
- (e) Satisfactory completion of all program requirements.

The Qualifying Examination shall be scheduled in normal manner through the Director of Graduate Studies of the program in which the student is enrolled.

Post-Qualifying Examination Residence. Following successful completion of the Qualifying Examination, candidates for the Ph.D. must register in The Graduate School for two consecutive full-time semesters of Residence Credit (769). After two full-time semesters of post-qualifying residence, students must register for 769 - 0 credits (or 749 - 0 credits, if eligible) each semester until the degree is completed. Exceptions to this requirement must be approved by the Graduate School Senior Associate Dean on petition by the Director of Graduate Studies.

If a student fails the Qualifying Examination, a second examination may be scheduled as per the procedure described in the *Graduate School Bulletin*.

Final Examination and Dissertation. A combined-program student is required to schedule and successfully complete the Final Examination for the doctoral degree and to submit a satisfactory dissertation in accordance with established Graduate Council policies as described in the *Graduate School Bulletin*.

AWARD OF THE DEGREES

The student will be officially awarded the M.D. and the Ph.D. degree separately, when *all* the requirements for the degree in question have been successfully completed. Simultaneous conferral of degrees is not required. For the doctoral degree, a student is required to file the Graduate School "Application for Degree" Form no later than the deadline date specified for the semester or term in which the candidate expects to be awarded the Ph.D. The "Application for Degree" form is valid for one year once filed.

MASTER'S PROGRAM ADMINISTRATION

Requirements for the Master's degree are the same as those currently established by the individual programs. Students electing to pursue a Master's degree in combination with the M.D. degree must satisfy all program and Graduate Council requirements as set forth in the *Graduate School Bulletin*.