

UB Graduate Medical Education Graduation Requirements

Rev. February 2008

The Office of Graduate Medical Education would like to remind you of the various components required for residents to receive diplomas this year. Diploma requests should be completed for all graduating residents, and must be submitted through the on-line Resident Update System no later than March 14th 2008, regardless of residents' completion of the items below. Only those residents who have completed all requirements will receive a diploma.

The responsible GME staff person for each of these components is listed below. Please contact the appropriate person if you have further questions. Thank you.

The Office of GME will only print diplomas if the following are complete:

- **4 Core Curriculum Master Sessions** (or a waiver for any session not attended, on file with GME)
Questions: Susan Orrange 829-6129 sorange@buffalo.edu
Procedure: Web registration for each session lists only residents who have not completed a particular session, thereby allowing programs to determine who needs to attend. A status report is accessible online to monitor completion.

Programs are required to submit waiver forms for each session a resident has not attended before the resident can receive a diploma. Programs are advised to submit waiver forms no later than April 30th as there will be no diplomas printed between May 15 and July 15.

Due to their timing, programs are expected to monitor and withhold diplomas from residents who have not completed the following items:

- **Graduation Survey
& Program Evaluation Survey**
Questions: Kathleen Harrison 829-6130 kc34@buffalo.edu
Procedure: Graduation & Program Evaluation Surveys must be completed by all graduating residents between April 14th and May 16th in order for diplomas to be issued. An e-mail will be sent to the residents on your diploma list to inform them when the survey is available. Coordinators should monitor resident compliance by following the Resident Survey Management procedure (see coordinator meeting handbook).
- **Return all UB Library books**
Questions: Susan Orrange 829-6129 sorange@buffalo.edu
Procedure: The UB & Hospital Libraries generate a list of overdue books, which is sent to Program Coordinators in May.

REMINDER: *The hospitals also require that residents complete all medical records.*
