



**Official Audit
Class of 2020 – College Program**

DUE DATE: March 15, 2020

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<https://case.edu/medicine/students/registrar>

Instructions:

1. After all enrollments are registered in SIS, complete the second page by **listing all 2- and 4-week clinical electives** you have completed/scheduled. *Please note that the 12-weeks of additional electives can be either clinical or non-clinical.*
2. **Review your unofficial transcript** in SIS (case.edu/sis) and notate discrepancies on the unofficial transcript, if any. Your audit and transcript **MUST** match.
3. **Sign the bottom of this form** and submit all pages, including your unofficial transcript. Completed forms should be dropped off to Tanya Moore in Room 481M or emailed to mooret2@ccf.org. Please note "Audit Form" in the email subject line.
4. Remember to notify Tanya Moore of drops by completing the appropriate drop form which can be found on the CCLCM Portal under the Resources tab then Electronic Forms. Proof of departmental consent is required when the drop is an elective that starts in less than 30 days. Proof of consent can be forwarded to Tanya Moore via email.

Note:

- All academic activity must be completed by May 1, 2020 (Block 11).
- No changes to academic records are permitted after graduation on May 17, 2020, including thesis titles.

Please sign below:

I plan to complete all graduation requirements by May 1, 2020. I will notify Tanya Moore and/or the SOM Registrar via som-registrar@case.edu of changes to this audit after submission. I will submit a new audit if requested.

Signature: _____ (required)

Printed Name: _____

Telephone: _____

Date: _____

Name: _____

Date: _____

Audit Checklist for Graduation - Class of 2020

In Years 3 -5, CCLCM students are required to complete a total of 146 weeks to graduate.

72 Clinical Weeks + 12 Additional Weeks (clinical or non-clinical) + 48 Research Thesis = 132 weeks

14 weeks of vacation time (Year 3 = 4 weeks; Year 4 = 4 weeks; and Year 5 = 6 weeks)

Required	Course Code / Title	Site	Dates	# of Weeks
Longitudinal Clinic (2 Weeks counted from Years 1 & 2 Longitudinal Experiences)				2
Basic Cores (40 Weeks)				
	Basic Core 1 or Team Based Care 1			12
	Basic Core 2 or Team Based Care 2			12
	Basic Core 3 or Team Based Care 3			8
	Basic Core 4 or Longitudinal Ambulatory Block			8
Acting Internship (8 Weeks)				
(One AI must be Medicine, Pediatrics, Surgery or Family Medicine in Cleveland)				
Acting Internship #1				4
Acting Internship #2				4
CLINICAL ELECTIVES (Minimum of 20 Weeks)				
All electives are counted as 2- or 4-week electives				
On your transcript 2-week electives are recorded as 1.5 units and 4-week electives are recorded as 3.0 units				
Clinical Elective #1				
Clinical Elective #2				
Clinical Elective #3				
Clinical Elective #4				
Clinical Elective #5				
Clinical Elective #6				
Clinical Elective #7				
Clinical Elective #8				
Clinical Elective #9				
ADDITIONAL ELECTIVES (Clinical & Non-Clinical)				
(Maximum of 12 Weeks non-clinical electives are counted towards graduation requirements)				
Additional Elective #1				
Additional Elective #2				
Additional Elective #3				
Additional Elective #4				
Additional Elective #5				
Research Thesis (48 Weeks)				48
Capstone (2 weeks required Capstone course are counted)			03/09/2020 – 03/20/2020	2
List of examinations that must be completed as a graduation requirement			Date completed/scheduled	
USMLE Step 1 (Must take prior to the start of the third year)				
CWRU Clinical Skills Exam (Should take after completion of Basic Cores)				
USMLE Step 2 Clinical Knowledge (Must be completed by Oct. 31 st of the 5 th year)				
USMLE Step 2 Clinical Skills (Must be completed by Oct. 31 st of the 5 th year)				

If you have questions, please contact Tanya Moore at 216/444-0856 or mooret2@ccf.org.