The University of Tennessee Health Science Center
College of Medicine Graduation Checklist

By using this checklist, you should make it to graduation without any bumps or bruises.

### Academic Requirements
All requirements must be met before we can certify you for graduation - no exceptions.

- **Required M3 Clerkships**
  All core clerkships must be completed with a passing grade.

- **Required M4 Clerkships**
  - Ambulatory Medicine Senior Clerkships (MED1-3003/F, MED2-3003/F and MED3-3003/F)
  - Capstone (IDE1-4040/F, IDE2-4040/F and IDE3-4040/F)
  - JI Any (3000 series)
  - JI Medicine (MED1-3002/F, MED2-3002/F, MED3-3002/F and MED4-3002/F)
  - Surgery Specialties (SUR1-3002/F, SUR2-3002/F and SUR3-3002/F)
  - Specialty Clerkship (SPE1-3001/F, SPE2-3001/F and SPE3-3001/F)
  - Longitudinal Scholars' Project (LSP1-3003)
  - Principals of Clinical Medicine (PCM-3002)

- **Electives**
  - Sixteen weeks of Elective credit (four 4-week rotations or the equivalent combination of 4- and 2-week rotations)

- **Board Exams**
  - USMLE Step 2 CK - no later than **November 1st**. Passing score must be submitted in order to graduate.
  - USMLE Step 2 CS - no later than **November 1st**. Passing score must be submitted in order to graduate.

If you have any questions, please, contact: Office of Medical Education
910 Madison Ave, Ste 1002
Memphis, TN 38163
(901) 448-5506

### Financial Aid Requirements
- **Attend Exit Counseling** no later than **April 30th**.

If you have any questions, please, contact: Janice Maddox
Financial Literacy Coordinator
910 Madison Ave, Ste 520
Memphis, TN 38163
(901) 448-1601
jmaddox9@UTHSC.EDU
**Bursar's Office Requirements**

Pay all debts or obligations owed to the University no later than **March 31st.**

- Bookstore
- Libraries
- Food Service Centers
- Student Housing (if applicable)
- Student health, infirmaries or hospitals.
- Parking
- Tuition/Loans
- Emergency loans
- Print services

If you have any questions, please, contact:  
Bursar's Office  
62 South Dunlap, Ste 103  
Memphis, TN  38163  
(901) 448-5550  
Fax: (901) 448-6795  
CASHIER@UTHSC.EDU

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**Student Affairs Requirements**

- Pick-up *Graduation Packet* from Student Affairs Office *(April 15th)*

If you have any questions, please, contact:  
Student Affairs Office  
910 Madison Ave, Ste 1043  
Memphis, TN  38163  
(901) 448-5684

- Fill out *Intent to Graduate* form and fax or hand deliver no later than **April 30th**

If you have any questions, please, contact:  
Office of the Registrar  
910 Madison Ave, Ste 520  
Memphis, TN  38163  
Fax: (901) 448-1017

- Order regalia from the UT Bookstore in **April** (if measurements were not taken during graduation photo)
- Pick-up regalia from the UT Bookstore the **week of graduation**

If you have any questions, please, contact:  
UTHSC Bookstore  
930 Madison Ave, Plaza Level  
Memphis, TN  38163  
(901) 448-5413
**Student Life Requirements**

- Have your graduation photo taken in October
- Read the *Graduation Instructions* [http://www.uthsc.edu/studentlife/graduation/](http://www.uthsc.edu/studentlife/graduation/)
- Pickup your Yearbook before leaving campus

If you have any questions, please, contact: Office of Student Life & SGAEC
800 Madison Ave, Rm 300
Memphis, TN 38163
Liz Roemer (901) 448-4860
LROEMER@UTHSC.EDU

**Miscellaneous**

- Close your VAMC account on last rotation day
  If you have any questions, please, contact: Elston Howard
  VA Medical Center
  1030 Jefferson Ave, CW462
  Memphis, TN 38104
  (901) 577-7395
  ELSTON.HOWARD@VA.GOV

- Name change forms turned in by March to the Registrar's Office (No later than March 30th)
  If you have any questions, please, contact: Office of the Registrar
  910 Madison Ave, Ste 520
  Memphis, TN 38163
  (901) 448-5568
  Fax: (901) 448-1017
  REGISTRAR@UTHSC.EDU

- Return your GEB Locker key no later than April 30th
  If you have any questions, please, contact: GEB Scheduling Office
  8 South Dunlap, Rm CB17
  Memphis, TN 38163
  (901) 448-6960
  CMASON@UTHSC.EDU

- Return/Donate textbooks to SASS no later than May 20th
  If you have any questions, please, contact: Student Academic Support Services -SASS
  8 S Dunlap, GEB Rm BB9
  Memphis, TN 38163
  (901) 448-5056
  SASS@UTHSC.EDU

Please remember, *Graduation Attendance* is **MANDATORY!**