

UB Graduate Medical Education Graduation Requirements

Rev. May 2009

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, 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 by the end of April 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: Susan Orrange 829-6129 sorange@buffalo.edu
Procedure: Graduation & Program Evaluation Surveys must be completed by all graduating residents in April and May in order for diplomas to be issued. E-mail announcements and reminders will be sent by GME to all residents. Coordinators should monitor resident compliance by following the Resident Survey Management procedure (see Program Training Administrator 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 Training Administrators in May.

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