

M2 to Ph.D. Transition checklist



WAYNE STATE
School of Medicine
Enrollment Management

CHECKLIST PREPARATION

Use the check list below to ensure that you are prepared to complete the Ph.D. phase.

JANUARY – MARCH (Before beginning research rotations)

Pass United States Medical Licensing Examination (USMLE) Step 1 exam by the date required of your cohort.

Provide evidence of passing USMLE Step 1 to M.D./Ph.D. Coordinator

Complete [Graduate School Application](#) (GRA) including official transcripts

Complete GRA appointment paperwork, [select health insurance plan](#), sign and return to M.D./Ph.D. Coordinator

The [Enrollment Management Coordinator](#) will meet with all students that plan on going away to do their Ph.D. once they pass their USMLE Step 1 exam. The Enrollment Coordinator will then place all students going out to their Ph.D. portion on a leave of absence.

After passing USMLE Step 1 exam, arrange a check-in meeting with the Rotation Advisory Committee to discuss plan for research rotations



APRIL - AUGUST

Complete two ~ 8-week research rotations. Following each rotation, request that the research advisor complete the [Rotation Evaluation Form](#)

[Register for classes](#) ([GS0900 Responsible Conduct in Research Required](#))

Attend SOM Graduate Student Orientation (Day 1 only-4th Thursday in August)

Students requiring health insurance coverage will enroll in only Fall term [student health insurance coverage](#) provided by the medical school for coverage effective July 1st – October 31st. There will be a 2-month overlap between this coverage and your employee health insurance plan. The M.D./Ph.D. program will cover the cost of the Fall term student health insurance payment. (June/July)

Students enrolled in a student health insurance plan provided by the medical school must transition to the [employee health insurance plan](#) provided by main campus for coverage effective September 1st.



September checklist next page

Office of
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M2 to Ph.D. - transition checklist continued

SEPTEMBER

Submit Plan of Work - determine transfer of 30 credits from Seg1/Seg2 (consult program graduate program officer and mentor to complete form.

Register with NIH.gov for ERA Commons (consult program graduate officer)

Submit signed M.D./Ph.D. Research Mentor Agreement to M.D./Ph.D. Coordinator

Arrange meeting with mentor and M.D./Ph.D. Director (i.e., funding, publication and completion expectations)

Select ICE (integrated clinical experience) preceptor with guidance from M.D./Ph.D. Director



IMPORTANT INFORMATION

M.D./Ph.D. Program Tuition and Living Expense Matrix



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