All students must submit a PEP documenting their planned Advanced Studies curriculum by March 1st.

Purpose of the PEP: Your Proposed Educational Plan (PEP) is an instrument for you and your Learning Community Mentor to use in your discussion your educational goals for your Advanced Studies Year. If this is your initial PEP, you should make an appointment with your LC Mentor to discuss your 4th year plans and review your PEP.

Instructions: Complete the following sections of the PEP form.

• Section A: Note the field(s) of medicine you're considering.

• Section B: Outline your 'ideal' Advanced Studies Schedule. Include time and location if possible. Select if the course is a required course or a Type A, B or C elective. Note credit hours (1 week = 1 credit hour). To portray a complete picture of your plans for your advanced studies year, in addition to your courses and rotations, you should also indicate activities that you plan to do other months such as preparation for USMLE Step 2, residency interviews, etc. These can be indicated by clicking “other” on the drop down menu.

• Section C: List any additional elective(s) you are considering. Any elective in Section B or C on a Mentor-approved PEP will be processed by the Office of Student Affairs. If the elective is ultimately scheduled for a different time / location than originally listed on your PEP, a revised PEP is not necessary. If you later add new electives to your PEP (i.e., not previously listed in sections B or C, then re-approval by your LC Mentor is required.

• Section D: Indicate dates when you have taken or plan to take USMLE Step 1 and Step 2 (CK/Cs) Exams.

• Comments: use this section to include any communication with your mentor regarding this PEP.

• Submit: When you click the Submit button your proposed PEP will be sent to your LC Mentor for approval.

PEP FAQs

• What are the fourth year required courses?
  1. Approved required UMMS Sub-internship (IM, FM, Peds, or Gen Surg)
  2. Emergency Clinical Problem Solver (ECPS)
  3. Advanced Biomedical & Translational Sciences (ABTS)
  4. Capstone Scholarship & Discovery 4 (CSD4)

• What are the fourth year elective requirements? 24 weeks of electives are required. 12 weeks must be Type A and/or B. A minimum of the 8 of those 12 must be Type A or B1. The remaining 12 can be taken as Type A, B or C. Up to 8 weeks of electives can be taken in smaller blocks (2 weeks or greater). A maximum of 8 weeks of clinical international electives can count toward graduation.

• How do I count credit hours? All Advanced Studies required courses and electives count as 1 credit hour per week. A minimum of 9 credits per semester are required to be enrolled as a full-time student.

• Do I need to submit a revised PEP if I have arranged to do an elective at a different time or site from what is listed on my original PEP? No. As long as the elective is listed on the previously approved PEP, Student Affairs will process the elective paperwork. Time and Location are listed on the PEP only to assist the LC Mentor / mentee in discussing timing and location strategy.

• Do I need to meet with my LC Mentor in person to discuss/submit a revised PEP? A face-to-face meeting is strongly advised to review the student’s initial PEP before the Advanced Studies year begins. Subsequent
meetings are at the discretion of you and your LC Mentor, if you both agree on the revised PEP following an email or telephone conversation, then the LC Mentor can approve the revised PEP without a face-to-face meeting.