



CDU College of Medicine Medical Student Handbook

Academic Year 2026-27

Charles R. Drew University of Medicine and Science
College of Medicine

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Welcome to the Charles R. Drew University of Medicine and Science Family!

Dear Students,

Your acceptance and enrollment at the Charles R. Drew University College of Medicine have opened the gateway to personal and professional development and growth. The need for health care providers to care for the underserved and underrepresented populations of Los Angeles has continued to grow. Charles R. Drew University of Medicine and Science endeavors to grow and collaborate with our communities. Our goal is to provide our students with the necessary tools to make a lasting partnership and impact with our communities as well as prepare you to lead and advocate in the charge to reduce health care disparities in our communities locally, nationally, and worldwide. Charles Drew has a rich cultural and educational history that you are now joining and adding to.

Sincerely,

Deborah Prothrow-Stith, MD
Dean of the College of Medicine



Forward

The Charles R. Drew University of Medicine and Science, College of Medicine Student Handbook contains information critical for students attending CDU COM. This document contains information to familiarize students with their rights and responsibilities. This document also contains information on non-academic policies, procedures, and regulations. This document also contains community information that will promote the development of an optimal environment for the student's development, health, and success.

Please be aware that the information in this handbook illustrates the general nature of and the conditions surrounding services offered to students at CDU COM. This does not, however, constitute a contract or a binding agreement between MMC and the student. Procedures listed in this handbook are subject to change at any time. All programs and activities listed in this handbook are subject to change at any time. All programs and activities described in this handbook are subject to change and/or cancellation and/or termination by Charles R. Drew University of Medicine and Science without prior written notice.

Statement of Non-Discrimination

Charles R. Drew University of Medicine and Science is dedicated to creating a campus community that is safe and respectful. CDU constantly strives to ensure a peaceable environment for learning, working, and living that promotes equal opportunity and non-discrimination for all.

Charles R. Drew University of Medicine and Science College of Medicine is an equal opportunity and Affirmative Action Institution and does not discriminate based on sex, age, race, creed, color or national origin or handicapped conditions in its admissions, employment and education programs or activities. “No person in the United States shall on the basis of sex, be excluded from participation in, be denied the benefit of or be subject to discrimination under any educational program or activity receiving Federal financial assistance” (Title IX of the Educational Amendments of 1972 to the 1964 Civil Rights Act).

Direct Title IX reports or queries to:

Keith Henderson, Compliance, EEO and Diversity Officer, Title IX Coordinator

keithhenderson@cdrewu.edu

(323) 357-3684

Individuals may submit reports, including anonymous reports, through Convercent®, the university’s 24-hour independent hotline provider, Convercent® online at

<https://app.convercent.com/en-us/Anonymous/IssueIntake/IdentifyOrganization>

(800) 461-9330

History of Charles R. Drew University of Medicine and Science, College of Medicine

Charles R. Drew University of Medicine and Science is the nation’s largest private, independent historically black institution dedicated solely to educating health science professionals. The College has a rich and distinguished legacy of providing health professional education opportunities to minority students and individuals from disadvantaged backgrounds, regardless of race or ethnicity. The College of Medicine is dedicated to building a community of Physicians and Physician Scientist dedicated to advancing health care and research in the biosciences that benefits poor and medically underserved communities. Charles R. Drew University of Medicine and Science graduates will be known for their dedication to practicing in medically underserved areas and providing care to people who otherwise would not have access to patient services in California and across the United States.

Our Vision, Mission, and Values

VISION STATEMENT

Excellent health and wellness for all in a world without health disparities.

MISSION STATEMENT

Charles R. Drew University of Medicine and Science is a private non-profit student-centered University that is committed to cultivating diverse health professional leaders who are dedicated to social justice and health equity for underserved populations through outstanding education, research, clinical service, and community engagement.

VALUES

Community - At CDU, community encompasses historically underserved, under resourced, and underrepresented groups such as those in South Los Angeles and around the world that are impacted by health disparities. As a value, “community” is the binding spirit that inspires and drives our unique approach in preparing health professionals dedicated to social justice and health equity.

Leadership - At CDU, we hold ourselves accountable and define our collective and individual responsibility as a catalyst for change necessary to reduce and eliminate health disparities. As a value, “leadership” means we embrace our role as a pioneer in health education and research.

Excellence - At CDU, excellence is the highest quality performance in our operations, interactions, activities, and service to our community. Excellence invokes the desire to challenge and transcend the status quo. As a value, “excellence” represents the transformation we seek in ourselves and in our students, faculty, and staff.

Diversity - At CDU, diversity is defined by the multiple perspectives and ideas, plurality of cultures, variety of ethnicities, and differences in individuals within our communities. As a value, “diversity” represents a quintessential element of humanity and social justice for all.

Integrity - At CDU, integrity is the strength of character necessary to remain true to our values even in the face of adversity. As a value, “integrity” is conducting trustworthy, ethical, and respectful education, research, clinical, and other services in our committed engagement with underserved communities.

Compassion - At CDU, compassion is empathy for the plights and predicaments of disadvantaged populations. As a value, “compassion” propels us to hear the voiceless, compels us to advocate for the oppressed, and obliges us to seek relief for the deprived.

Accreditation Statements

Charles R. Drew University of Medicine and Science has received preliminary accreditation from the Liaison Committee on Medical Education (LCME) for a Doctor of Medicine (MD) degree program in October 2022. We are in the process of receiving full accreditation from the LCME. The LCME is recognized by the U.S. Department of Education as an accreditation agency for medical education programs leading to the MD degree. Read more about the LCME accreditation process at <https://lcme.org>

The Doctor of Medicine program has received preliminary accreditation from the Liaison Committee on Medical Education (LCME) and is on track to achieve full accreditation upon the graduation of its inaugural class in 2027

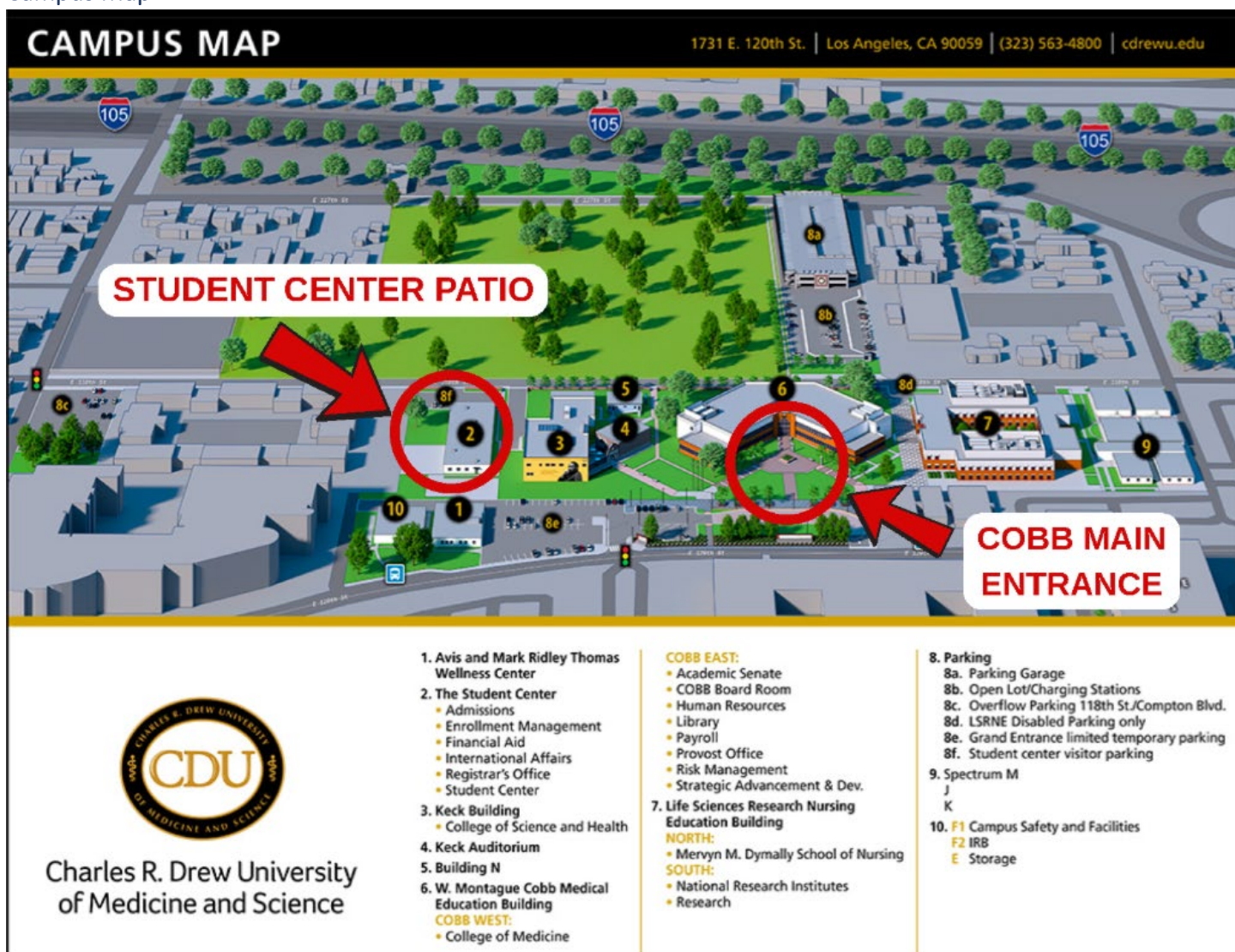
Effective October 15, 2021, the WASC Senior College and University Commission (WSCUC) awarded CDU final approval to implement the new degree of Doctor of Medicine. Learn more about the WASC accreditation process at <https://www.wscuc.org>

Campus Directory

Department/Office	Phone Number	Email
Admissions	(323) 563-9393	medschool@cdrewu.edu
Campus Safety	(323) 563-4918 After Hours Number: (323) 326-4859 (After 5 p.m. only)	Campussafety@cdrewu.edu
Information Technology Help Desk	(323) 563-4990 (800) CDU-HELP option #2	helpdesk@cdrewu.edu
Library	(323) 563-4869	Library2@cdrewu.edu
Registrar’s Office	(323) 563-4856	registrar@cdrewu.edu Anjailavanostrand@cdrewu.edu
COM Student Affairs	(323) 563-9380	comstudentaffairs@cdrewu.edu tarynstarks@cdrewu.edu
Student Financial Aid	(323) 563-4824	Comfinaid@cdrewu.edu

		alexceoannacampo@cdrewu.edu
Student Finance Office: Billing statement, tuition payments, or tuition/fees		studentfinance@cdrewu.edu
Student Health and Wellness Services	(323)357-3426	shaw@cdrewu.edu SophiaBarrett@cdrewu.edu
Student Life		Osl@cdrewu.edu
Student Health Insurance Plan		Ship@cdrewu.edu
Facilities		Facilities@cdrewu.edu

Campus Map



Medical Education Program Objectives (MEPOs)

Patient Care (PC)	1. Conduct patient-centered encounters and gather complete and focused histories and physical exams 2. Prioritize problems, formulate differential diagnoses and plans for diagnosis/management 3. Perform diagnostic and therapeutic procedures and understand their principles 4. Apply epidemiologic principles and social determinants to population health and risk reduction 5. Planning and documenting care and treatment of patients; composing orders and prescriptions effectively 6. Recognize and manage patients requiring urgent or emergent care
Medical Knowledge (MK)	1. Describe and apply scientific principles underlying development, function, disease, health maintenance and management 2. Interpret scientific literature and diagnostic studies including indications, interpretation and cost-effectiveness 3. Demonstrate knowledge of common problems and diseases and discuss health promotion and disease prevention 4. Assess health and socio-cultural characteristics of populations and address cultural differences and reporting requirements
Patient Assessment and Application of Medical Knowledge (PAAMK)	1. Demonstrate life-long learning and use reliable sources of medical information 2. Describe, assess and apply scientific research methodologies and clinical trial design to patient care 3. Use evidence-based approaches and decision-support systems for clinical decision-making 4. Employ quality improvement practices, translate clinical questions into research, and use technology to design and present data
Emotional Intelligence, Interpersonal and Communication Skills (EIIC)	1. Demonstrate interpersonal skills and empathic communication across cultures 2. Prepare case presentations and teach students, colleagues and other health professionals 3. Work productively in teams and collaborate with interprofessional colleagues 4. Address sensitive issues compassionately and promote healthy behavior change 5. Educate patients and families and obtain informed consent in a culturally sensitive manner
Professionalism (PR)	1. Demonstrate reliability, integrity, self-awareness and openness to addressing mistakes 2. Provide and receive constructive feedback and demonstrate leadership 3. Demonstrate resilience, coping skills and apply ethical principles across situations and cultures 4. Recognize obligations to individual patients and to society and balance conflicting interests
System Based Practice (SBP)	1. Function efficiently under time constraints and maintain accurate electronic medical records 2. Understand health-care systems (locally and globally), policy, economics, payment structures and cost-effectiveness 3. Utilize consultants and resources effectively and promote safety and quality improvement

Code of Conduct: Students

Issuing Officer: Executive Vice Chancellor for Academic Affairs/Provost

Responsible Office: Division of Student Affairs

Effective Date: June 4, 2019

Revised Date/Review Date (If necessary): May 2019

Supersedes (If necessary): Former catalog and student handbook advisories.

PURPOSE:

The Divisions of Academic Affairs and Student Services strive to deliver a student discipline process that is equitable, just, educational, effective and expeditious; and to provide a system that promotes student growth through individual responsibility and in which the success of its educational endeavors is characterized by increased civility. The primary concerns of Charles R. Drew University of Medicine and Science (CDU) are the students, their growth and development,

and their experience while enrolled at the University. CDU attempts to provide all students with a campus environment that is conducive to academic achievement as well as social and individual growth. To that end, rules, regulations and guidelines governing student behavior and the student's relationship with the University have been formulated into a student code of conduct. The CDU Student Code of Conduct is established to foster and protect the core missions of the University, to foster the scholarly and civic development of the University's students in a safe and secure learning environment and to protect the people, properties and processes that support the University and its mission. All students are expected to conduct themselves in behaviors that contribute toward this end.

POLICY:

The Divisions of Academic Affairs and Student Services continually review student policies and regulations to ensure that they reflect changes in basic University practice and policy, and to recommend modifications as warranted by a changing student environment. Included in their review are the regulations pertaining to the student conduct system, which is administered by the Office of Academic Affairs presiding in coordination with the Offices of Student Affairs.

The Office of Student Affairs reviews all matters relating to student conduct and academic integrity. A complete description of the student conduct system is printed in college/school level student handbooks. Enrollment at Charles R. Drew University of Medicine and Science is considered implicit acceptance of these and other policies applicable to students, all of which are educational in nature and designed to help students understand expectations and accept responsibility for their own actions. The Code applies to the on-campus conduct of all students and registered student organizations, including conduct using university computing or network resources.

- A. Academic course requirements or any credit-bearing experiences, such as internships, field trips, study abroad, or student teaching
- B. Any activity supporting pursuit of a degree, such as research at another institution or a professional practice assignment.
- C. Any activity sponsored, conducted, or authorized by the University or by registered student organizations.
- D. Any activity that causes substantial destruction of property belonging to the University or members of the University community, or causes or threatens serious harm to the safety or security of members of the University community; or
- E. Any activity in which a police report has been filed, a summons or indictment has been issued, or an arrest has occurred for a crime of violence.

Students should also consult with their respective academic department for conduct expectations specific to their academic program. Student behavior that is not consistent with the Student Code of Conduct is addressed through Student Code Procedures that are designed for the fair and equitable investigation and resolution of formal complaints. The University reserves the right to administer the Code and proceed with the hearing process even if the student withdraws from the University, is no longer enrolled in classes, or subsequently fails to meet the definition of a student while a disciplinary matter is pending. Students are subject to city, state, and federal laws while at the University, and violations of those laws may also constitute violations of CDU's Code of Conduct. In such instances, the University may proceed with university disciplinary action under the Code of Conduct independently of any criminal proceeding involving the same conduct and may impose sanctions for violation of the Code even if such criminal proceeding is not yet resolved or is resolved in the student's favor. Any student found to have engaged, or attempting to engage, in any of the following conducts while within the University's jurisdiction would be subject to disciplinary action by the University. Attempt shall be defined as conduct that, if successful, constitute or result in prohibited conduct. Any student who abandons an attempt or prevents the prohibited conduct from occurring under circumstances that demonstrate a complete and voluntary renunciation of the prohibited conduct will not be subject to disciplinary action by the University.

1. Any activity that compromises the academic integrity of the University or disrupts the educational process. Examples of academic misconduct include, but are not limited to:
 - a. Cheating, plagiarism, or other forms of academic dishonesty that are intended to gain an unfair academic advantage, including violations defined within the University's Academic Dishonesty Policy.
 - b. Furnishing false information to a university official, faculty member, or campus office.
 - c. Forgery, alteration, or misuse of a university document, key, or identification instrument.
 - d. Misrepresenting oneself to be an authorized agent of the University or one of its auxiliaries.
2. Unauthorized entry into, presence in, use of, or misuse of university property.
3. Willful, material, and substantial disruption or obstruction of a university-related activity, or any on-campus activity.
4. Participating in an activity that substantially and materially disrupts the normal operations of the University or infringes on the rights of members of the University community.
5. Willful, material, and substantial obstruction of the free flow of pedestrian or other traffic, on or leading to campus property or an off-campus University-related activity.
6. Disorderly, lewd, indecent, or obscene behavior at university-related activities/event and/or directed toward a member of the University community.
7. Conduct that threatens or endangers the health or safety of any person within or related to the University community, including physical abuse, threats, intimidation, harassment, or sexual misconduct. See also the Policy on Bullying and Anti-Harassment.
8. Hazing or conspiracy to haze. Hazing is defined as any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university or other educational institution in the state of California (CA Penal Code 245.6), and in addition, any act likely to cause physical harm, personal degradation or disgrace resulting in physical or mental harm, to any former, current, or prospective student of any school, community college, college, university or other educational institution. The term "hazing" does not include customary athletic events or school sanctioned events.
9. Use, possession, manufacture, or distribution of illegal drugs or drug-related paraphernalia, (except as expressly permitted by law and University regulations) or the misuse of legal pharmaceutical drugs while on campus or at a university related activity.
10. Use, possession, manufacture, or distribution of alcoholic beverages (except as expressly permitted by law and University regulations), or public intoxication while on campus or at a university-related activity.
11. Theft of property or services from the University community, or misappropriation of university resources.
12. Unauthorized destruction or damage to university property or other property in the University community.
13. Possession or misuse of firearms or guns, replicas, ammunition, explosives, fireworks, knives, other weapons, or dangerous chemicals (without the prior authorization of the campus president) on campus or at a university related activity.
14. Unauthorized recording, dissemination, or publication of academic presentations (including handwritten notes) for a commercial purpose.
15. Misuse of computer facilities or resources, including a. Unauthorized entry into a file, for any purpose. b. Unauthorized transfer of a file. c. Use of another's identification or password. d. Use of computing facilities, campus network, or other resources to interfere with the work of another member of the University community. e. Use of computing facilities and resources to send obscene or intimidating and abusive messages. f. Use of computing facilities and resources to interfere with normal University operations. g. Use of computing facilities and resources in violation of copyright laws. h. Violation of a CDU computer use policy.
16. Violation of any published University policy, rule, regulation or presidential order, or federal, state, and local laws.

17. Failure to comply with directions, or interference with, any University official or any public safety officer while acting in the performance of his/her duties.
18. Any act chargeable as a violation of a federal, state, or local law that poses a substantial threat to the safety or well-being of members of the University community, to property within the University community or poses a significant threat of disruption or interference with university operations.
19. Inciting or participating in riotous behavior with the purpose to commit or incite action that presents a clear and present danger to others, causes physical harm to others or damages University property or property of university community members.
20. Using electronic or other means for recording images without others' prior knowledge and in a location where there is a reasonable expectation of privacy. The storing, sharing, and/or distribution of such unauthorized images is also prohibited.
21. Violation of the Student Conduct Procedures, including
 - a. Falsification, distortion, or misrepresentation of information related to a student discipline matter.
 - b. Disruption or interference with the orderly progress of a student discipline proceeding.
 - c. Initiation of a student discipline proceeding in bad faith.
 - d. Attempting to discourage another from participating in the student discipline matter.
 - e. Attempting to influence the impartiality of any participant in a student discipline matter.
 - f. Verbal or physical harassment or intimidation of any participant in a student discipline matter.
22. Failure to comply with the sanction(s) imposed under a student discipline proceeding.
23. Encouraging, permitting, or assisting another to do any act that could subject him or her to discipline. See also the Policy on Bullying and Anti-Harassment.

BACKGROUND: N/A

APPLICABILITY:

The Code applies to the on-campus conduct of all students and registered student organizations, including conduct using University computing or network resources. Charles R. Drew University of Medicine and Science has jurisdiction over student behavior that occurs on university premises, at university sponsored events, or other off-campus locations if it adversely affects the University community or University objectives as determined by university officials. If an off-campus incident is determined to fall within the University's jurisdiction, it will be handled according to the policies and procedures of the Student Code of Conduct. Students are responsible for their conduct from throughout their engagement with the University, which includes from application for admission through conferral of a degree, even though conduct may occur on or off-campus, before or after classes, during the academic year, or during breaks between terms of enrollment (even if the conduct is not discovered until after a degree is conferred). The University has continuing jurisdiction over students charged with violating the code who withdraw from the University while proceedings under the Student Code of Conduct are still active or pending. Students are expected to engage in appropriate academic and social conduct that reflects positively on the University, on campus and in the community.

- A. Academic course requirements or any credit-bearing experiences, such as internships, field trips, study abroad or student teaching.
- B. Any activity supporting the pursuit of a degree, such as research at another institution or a professional practice assignment.
- C. Any activity sponsored, conducted, or authorized by the University or by registered student organizations.
- D. Any activity that causes substantial destruction of property belonging to the University or members of the University community, or causes or threatens serious harm to the safety or security of members of the University community; or
- E. Any activity in which a police report has been filed, a summons or indictment has been issued, or an arrest has occurred for a crime of violence, including a sex offense or alleged sex offense. Students should also consult with their respective academic department for conduct expectations specific to their academic program. Student

behavior that is not consistent with the Student Code of Conduct is addressed through Student Code Procedures that are designed for the fair and equitable investigation and resolution of formal complaints.

ROLES AND RESPONSIBILITIES: N/A

COMPLIANCE:

Failure of responsible employees to comply with the reporting obligations under this policy may result in disciplinary action, up to and including termination. Students in violation of this policy are subject to disciplinary action, up to and including dismissal from the University. APPROVING AUTHORITY: President and Board of Trustees

DEFINITIONS:

University Premises: Includes all lands, buildings, facilities, and resources owned, leased, managed, or operated by Charles R. Drew University of Medicine and Science.

Student: Includes an individual who is registered for classes or otherwise entered into any other contractual relationship with the University to take instruction.

- A. It further includes persons who are eligible to receive any of the rights and privileges afforded a person who is enrolled at the University, including, but not limited to, those individuals admitted to the University and attending orientation programs.
- B. The student status lasts until an individual graduates, is dismissed, or is not in attendance for two (2) consecutive terms.
- C. It also includes registered student organizations. Members of the University Community: Includes, but is not limited to, students, faculty, staff and visitors to the University campus.

Complaint: Includes a written statement, alleging a violation of the Code of Conduct or other published rule applicable to students at the University, provided to an authorized university official. Information submitted by other means (i.e., email, fax, or verbally) will be reviewed and may, at the University's discretion, be acted upon but will not be treated as a formal complaint. Only written statements will be treated as formal complaints. Crime of Violence: Includes the offenses stated in the California Penal Code.

PROCEDURES: N/A

RELATED POLICIES: Policy 408 - Hazing

Dress Code

Students enrolled in the College of Medicine are expected to maintain an appearance that is consistent with the highest professional standards and project an image of cleanliness, competence, and professionalism. Identification badges must always be visible.

Classroom Setting

In the classroom, jeans and scrubs are appropriate, however items to avoid include clothing with rips, tears, or frayed edges; blouses with low cut necklines or exposed midriffs; tank tops and thin straps; and cologne, perfumes and other strong scents; Tattoos should be covered, and jewelry should be minimal.

Clinical Setting

In the clinical setting and in simulation lab, students must always wear white coats that are clean and pressed. Button down shirts (with or without a tie), professional tops, or blouses should be worn. Pants, slacks, khakis, or skirts and dresses that fall to the knee or lower are appropriate. Dress shoes with a low or flat heel are recommended. ID badges must be visible. Items to avoid include strong scents (e.g., cologne/perfumes); clothing with rips, tears, or frayed edges; blouses with low cut necklines or exposed midriffs; tank tops and thin straps; open-toed shoes, flip-flops, or porous shoes. Tattoos should be covered, and jewelry should be minimal.

Please refer to the dress code policy

Professional Communication: Email Etiquette

All students should check their CDU email on a regular/daily basis and are required to use their CDU email address for all communication. When writing an email to a professor or professional staff member, students must use proper email etiquette. Email etiquette refers to appropriate and respectful communication. Here are some guidelines for students to use. When contacting a professor or staff member, use your school email so that your name can be identified, and your email will not go into the spam folder. The subject line of your email should be brief, clear, and referring to the topic that your email will encompass. Address your instructor or staff member properly by using the appropriate title and last name. (e.g., Professor XXX, Dr. XXX or Mr./Mrs. XXX). Write a clear and concise message by stating your question, problem, or concern by being specific and detailed.

Refrain from using all capital letters and any abbreviations or slang words. Use standard punctuation, capitalization, spelling and grammar throughout the body of the email. Always make sure to proofread your messages prior to sending out the email. In emails, always express your gratitude. Create a proper email signature which includes your full name, email address, phone number, program, and cohort number. The e-mail signature should be distinct and separate from the main body of the e-mail.

Allow adequate time for the faculty or staff member to respond. Always thank them for answering as you are confirming that you have received their reply. Don't forget to attach any electronic documents if needed and re-read any ambiguities or typos. Just a reminder, emails are never private and can serve as an official record.

Campus Safety

Campus Safety and Security at Charles R. Drew University of Medicine and Science is committed to the safety of faculty, staff and students. CDU is considered a very safe environment for the community at large. Although no campus is immune from violence; CDU's ongoing programs of reducing violence on our campus are accomplished by preparing the campus community if violence occurs on our campus which will minimize the risk to the CDU Community.

Campus safety: 323-563-4918

Monday-Friday 9am - 5 pm.

After 5pm and weekends: 323-563-4859

Campussafety@cdrewu.edu

Safety Guide for Active Shooter on Campus

<https://www.cdrewu.edu/academics/facultystaff/Offices/CampusSafety>

Drugs and Firearms:

Possession or use of drugs, explosives or firearms on campus is a violation of state law. Violators will be subject to penalties as prescribed by campus and local law enforcement officials.

For more information related to campus safety, please visit:

<https://www.cdrewu.edu/offices/campus-safety/>

Student Policies and Expectations

The cdrewu.edu website has the updated policies

<https://www.cdrewu.edu/academics/program/cdumd/policies-and-support-documentation/>

Pre-Clerkship Policies

- Academic Workload Pre-Clerkship Policy
- Pre-Clerkship Final Written Examination & Remediation Policy
- Pre-Clerkship Attendance and Absence Policy

Clerkship Policies

- Clinical Duty Hours Policy
- Direct Observation Policy
- Educational Site Assignment Policy
- Required Clinical Experiences Policy
- Clerkship Attendance and Absence Policy
- Clerkship Grading and Remediation Policy
- Time Off Prior to Subject Exam Policy

General Education Policies

- Academic Status Policy
- Continuous Quality Improvement (CQI) Policy
- Conflict of Interest Policy *
- Educational Conflict of Interest (COI) Policy
- Educational Policy and Curriculum Committee Policy
- Grade Appeal Policy (pending University approval)
- Medical Student Conference and Travel Policy
- Medical Student Evaluation & Promotions Committee Policy
- Mid-Course and Mid-Clerkship Feedback Policy
- Narrative Assessment Policy
- Non-Discrimination and Harassment in Employment Policy *
- Preparation of Residents, Fellows, and Non-Faculty Instructors Policy
- Required Clinical Experiences Policy
- Satisfactory Academic Progress (SAP) Policy
- Student Mistreatment Environment
- Supervision of Clinical Experiences Policy
- Technical Standards Policy
- Timeliness of Grades Policy
- Title IX Procedures *
- Transportation Policy
- United States Medical Licensing Examination (USMLE) STEP 1 & STEP 2 POLICY (Class of 2028-2029)
- United States Medical Licensing Examination (USMLE) STEP 1 & STEP 2 POLICY (Class of 2027)

Faculty Policies

- Appointments Policy *
- DEI Statement And Charge
- Faculty Appointments and Promotions Criteria
- Faculty Bylaws of the College of Medicine
- Faculty Handbook

- Faculty Peer Evaluation Policy
- Guest Lecturer Policy

Student Affairs Policies

- Admissions Committee Policy
- Admission Committee COI Policy
- Criminal Background Check Policy for Students in College of Medicine
- Deferral of Matriculation Policy
- Dress Code Policy
- Emergency Response Plan *
- FERPA *
- Immunization and Health Records Policy
- Injury Illness Prevention Program *
- Leave of Absence Policy
- Medical Student Exposure Policy
- Medical Student Performance Evaluation (MSPE) Policy
- Student Anonymity in Faculty & Resident Evaluations
- Student Code Conduct *
- Student Completion of Evaluations Policy
- Student Health & Disability Insurance Policy
- Student Mistreatment & Learning Environment Policy
- Student Participation on Committees Policy
- Student Records & Transcripts Policy
- Student Responsibility Policy *
- Student Selection Policy

** Denotes a university-wide policy.*

Curriculum

<https://www.cdrewu.edu/academics/program/cdumd/curriculum/>

Phase One: Pre-Clerkship (22 months)

The first nine months focus on the foundational sciences – anatomy, pathology, and related disciplines – establishing a strong base for understanding human organ systems.

During the second nine months of Phase One, students take a deep dive into the pathophysiology, pharmacology, and clinical applications of each organ system with content necessary to care for patients on clinical rotations and to take the National Board Medical Examinations.

Phase One also launches four longitudinal, four-year courses that form the backbone of CDU's curriculum:

Medicine and Society: Examines the physician's role in modern U.S. society, emphasizing leadership, advocacy, and health policy.

Clinical Skills: Small-group instruction focused on developing essential clinical competencies.

Research: Introduces students to research mentors and guides them in developing projects that culminate in a research proposal and final presentation.

Medical Problem Solving: Focus on development of critical thinking skills needed to apply scientific content to clinically based scenarios, which is needed for medical licensure

Phase Two: Clerkship (12 months)

In the third year, students' complete core clinical rotations at affiliated hospitals and clinics, gaining hands-on experience across major medical disciplines:

Internal Medicine (12 weeks)

Family Medicine (4 weeks)

Surgery (10 weeks)

Psychiatry (4 weeks)

Neurology (4 weeks)

Emergency Medicine (2 weeks)

Procedures Course (1 week)

Pediatrics (6 weeks)

Obstetrics/Gynecology (6 weeks)

Students are paired with preceptors aligned with their subspecialty interests to explore potential career paths.

Phase Three: Residency Preparation (12 months)

The final phase focuses on career readiness and advanced clinical experience. Students complete sub-internships, senior electives, and advanced rotations – totaling at least 20 weeks – primarily in their intended specialty areas, as well as in critical care and acute care medicine.

This phase culminates in the Capstone Research Presentation during the fourth year.

Graduation Requirements

Candidates for graduation in the Charles R. Drew University of Medicine and Science College of Medicine Doctor of Medicine Program must:

- Successfully complete the required pre-clerkship courses and clinical experiences.
- Successfully complete all required clinical clerkships.
- Successfully complete 16 weeks of electives (12 must be clinical, see below).
- Successfully complete a minimum of one sub-internship (four weeks)
- Successfully complete a MICU, PICU, or CCU critical care rotation (four weeks).
- Successfully complete the fourth-year EPA Capstone Course.
- Satisfactorily meet all competencies and medical education program objectives.
- Satisfactory completion of the senior scholarship project.
- Be in professional good standing.
- Have no unresolved concerns regarding academic performance.
- Pass United States Medical Licensing (USMLE) Step 1 and Step 2 exams.
- Complete the Comprehensive Basic Science Subject Exam (CBSE).
- Complete the Clinical Skills Exam (CPX).
- Satisfy all financial obligations due to the CDU, including at least eight semesters of tuition.

Background Check

A background check is conducted with the goal of assessing risks and promoting a safe environment for students, faculty, employees, and guests to protect key organizational assets such as people, property, and information. Background checks shall be performed on all students prior to matriculation into the MD program and prior to beginning clinical rotations. Enrolled students in the MD program may be subjected to additional criminal background checks in order to meet clinical placement requirements. The College of Medicine (COM) performs background screenings that include an assessment of the accuracy, validity, and integrity of the student's background.

The background check may include, but is not limited to:

- Identity confirmation
- Criminal conviction history
- Social Security number verification
- Residence history and verification
- National sex offender registry search
- Healthcare fraud and abuse databases
- Federal and state criminal databases
- Search of the Department of Health and Human Services, Office of the Inspector General, database of excluded persons
- Fingerprinting and screening
- Additional background screenings may be required by clinical site partners

Misrepresentation, falsification, or omission of information submitted to the University on an application for admission, during matriculation in the MD program or in connection with participation in a clinical placement may result in discipline up to and including dismissal.

NOTE: individuals who have been convicted of any crime, whether misdemeanor or felony, may have difficulty obtaining a license to practice as a physician in the state of California. See mbc.ca.gov.

Please refer to Criminal Background Check Policy for Students in College of Medicine

Transportation

The CDU COM MD Program incorporates clinical experiences across all four years of the curriculum at training sites. CDU COM requires students to have reliable transportation to/from campus, and to/from off-campus sites during all years of medical school. Transportation is not provided by CDU COM.

Please refer to the Transportation Policy.

Resources For Students

Student Center

The Student Lounge Area is located on the South side of the Student Center. Stop by to grab some lunch, challenge a peer to a friendly game, or check out the upcoming events!



The Student Lounge Area features CDU's food pantry, and additional kitchen appliances to store and prepare meals. We even have a Keurig machine for early morning or evening study sessions. Need an outlet to charge your devices, a space to relax, or a change of scenery to study? We got you covered! The Student Center Patio Area is an outdoor, recreational, open space for students to socialize, participate in outdoor activities, or get fresh air. Enjoy the picnic tables with your peers, lay a blanket on the grass, or take a casual stroll within the University's borders. The Office of Student Life will occasionally host fun video game tournaments, community-facing events, career fairs, ping pong ball competitions, and feature movies in that space. Be sure to check your email to learn more about semester events!



Student Health and Wellness Services

Charles R. Drew University of Medicine and Science is committed to supporting the psychological, emotional, physical, and developmental well-being of medical students throughout all phases of training. The Student Health and Wellness Services (SHAW) program is designed to promote resilience, reduce barriers to help-seeking, and foster a safe and supportive learning environment. SHAW provides confidential support, consultation, referral, and crisis response services to enrolled medical students.

Scope of Wellness Services

Mental health services are available to support students experiencing stress, anxiety, depression, trauma-related concerns, adjustment difficulties, academic stress, or other psychological concerns. Students may access services voluntarily or may be encouraged to seek support by faculty, advisors, or peers

Services may include:

- Individual Psychotherapy
- Group Psychotherapy
- Crisis Intervention
- Mental Health Check-Ins
- Case Management
- Referral Services
- Wellness Workshops

Confidentiality and Privacy of Wellness Services

All SHAW services are provided in a confidential manner consistent with professional, ethical, and legal standards.

- Use of counseling or wellness services is not documented in academic files, evaluations, or the Medical Student Performance Evaluation (MSPE).
- Information is not shared with faculty, course directors, or administrators without the student's written consent, except as required by law or in situations involving imminent risk to the student or others.
- Students may seek care without fear of academic or professional penalty.

Crisis Support and Emergency Resources

Students experiencing a mental health crisis or concern about immediate safety should take the following actions:

- **During business hours:** Contact SHAW
- **After hours emergencies:**
 - Call or text **988**, the Suicide & Crisis Lifeline
 - Use access to Early Alert
 - Students can now access 24/7/365 counseling services by calling TELUS Health.
 - Call TELUS Health at 1-866-743-7732

Following a crisis, SHAW will assist with follow-up care, coordination of academic support, and reintegration planning as appropriate.

Director of Health and Wellness, College of Medicine:

Dr. Sophia Barrett, PsyD

Email: sophiabarrett@cdrewu.edu

Contact:

Email: shaw@cdrewu.edu

Phone: (323) 357-3426

Website: <https://www.cdrewu.edu/students/studenthealthandwellness>

Medical Equipment

Students must present to clinical sites and skills labs with the following required clinical equipment: stethoscope, wristwatch with a second hand, name badge, penlight, pen, scissors, and a calculator. Medical equipment is provided for you during Gateway.

Lactation Room

CDU lactation pod in the rear lobby of the Life Science Research and Nursing Education (LSRN) Building. The pod provides privacy, a comfortable chair, a sink, and a refrigerator. Users of the lactation pod must download the Mamava app using Google play or App store to gain access to the pod. Access is free and there are further instructions located on the pod itself.

<https://www.mamava.com/mobile-app>

Academic and Career Advising

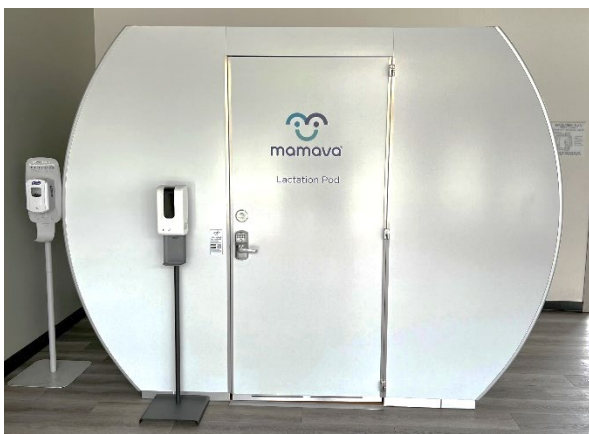
The Charles R. Drew University College of Medicine Academic and Career Advising Program is designed to support student professional growth and achievement of academic and career milestones throughout the 4-year medical program. Each student is assigned to a Career Advisor during the first year of the program and they meet with that advisor a minimum of twice in each academic year. Advisor support focuses on test taking success (basic science courses, USMLE Steps and Required Clinical Clerkship shelf exams), specialty selection, resume building, and application preparation.

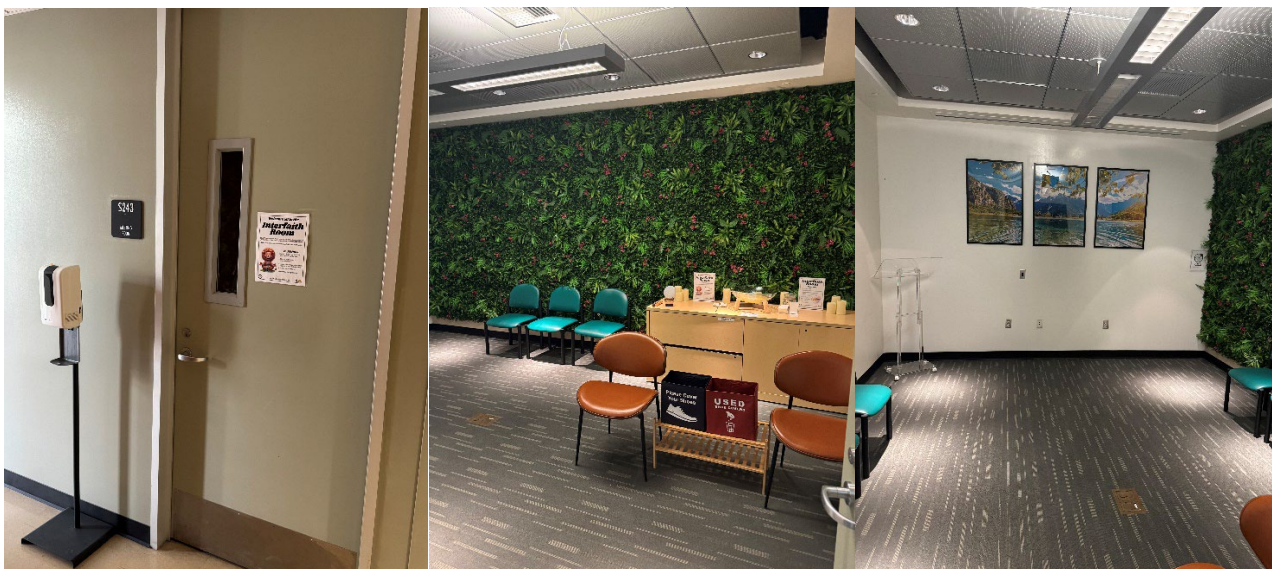
Careers In Medicine

All students and advisors are enrolled in the Careers in Medicine interest group on the AAMC (Association of American Colleges) website. Advisors may provide links to specialty-specific mentors who can advise on a residency application strategy that maximizes the likelihood of a successful residency match into the specialty of choice. Medical school is a journey with many milestones and many hurdles over a changing terrain. Career Advisors offer support, encouragement, guidance and advice throughout the navigation process. Advisors document their interactions with advisees on templates provided by the Office of Student Affairs which become part of the student's file.

Interdenominational Prayer Room

The CDU College of Medicine provides a space for interdenominational worship and prayer





Location: Nursing Building on the second floor. Room S243

Learning Skills Services

The CDU College of Medicine houses a Learning Skills Office to provide academic support to help students succeed throughout medical school and reach their full academic potential. The Senior Director of Learning Skills leads longitudinal courses focused on the development of clinical reasoning and medical solving skills throughout all four years of the curriculum, as well as oversees boards preparation for both Step 1 and Step 2CK for all students. Learning Skills staff also conduct individual sessions with students that support the curriculum and cover topics such as time management, effective study skills, and test-taking support. The office also maintains a website with different academic support resources available to medical students. Academic support is provided for all aspects of the medical school curriculum, including pre-clinical, shelf exams, Step 1 and Step 2CK. The learning skills team also works closely with the Student Academic Success unit to oversee the tutors and supplemental instructors supporting the College of Medicine. Requests for individual tutorial support can be made directly to the Director of Learning Skills, or students are also able to independently book appointments with CDU tutors through the Penji app. Additionally, support for CV and biosketch writing is provided by the Learning Skills office.

Accessibility

CDU is committed to providing appropriate services and reasonable accommodations for students with disabilities consistent with the requirements of *Section 504 of the Rehabilitation Act of 1973*, *Title III of the Americans with Disabilities Act (ADA)*, and the *Americans with Disabilities Amendments Act of 2008*.

Student Accessibility Services provides equal access to educational, social, and recreational programs through coordination of services and reasonable accommodations, consultation, and advocacy.

A student is protected by Section 504 and Title III of the ADA with respect to CDU's educational courses, programs, and activities if the student is a qualified individual with a disability.

The student must be capable of fulfilling the essential functions and requirements of the educational courses, programs, and activities, with or without reasonable modification or accommodations.

To request accommodations, students should reach out directly to the Office of Student Accessibility Services (OSAS) at accessibility@cdrewu.edu. The Learning Skills office serves as the liaison to this office within the College of Medicine, and once accommodations are established through OSAS, students can work directly with the learning skills team to ensure implementation of their approved accommodations.

Impaired Student and Policies

Charles R. Drew University of Medicine and Science College of Medicine strives to provide a safe, healthy workplace environment for our medical students. Students may never risk the health and well-being of a patient, a staff member, or another physician by arriving to and operating in the clinical setting under the influence of drugs, including alcohol. The use of unauthorized drugs that students may have access to in the clinical environment. Such misuse is a violation of the professional code of conduct and trust. Students who violate the professional standards and the health and wellbeing of patients using alcohol, drugs or the trust is subject to disciplinary action through the College Medicine and or other authorities. This disciplinary action may include sanctions and expulsion.

Please refer to CDU COM drug testing policy

The California Medical Board on the Impaired Physician

Business and Professions Code (BPC) section 2239 states that the use or prescribing for or administering to himself or herself, of any controlled substance, or the use of any of the dangerous drugs specified in Section 4022, or of alcoholic beverages, to the extent, or in such a manner as to be dangerous or injurious to the licensee, or to any other person or to the public, or to the extent that such use impairs the ability of the license to practice medicine safely or more than one misdemeanor or felony involving the use, consumption, or self-administration of any of the substances referred to in this section, or any combination thereof, constitutes unprofessional conduct. The record of the conviction is conclusive evidence of such unprofessional conduct.

BPC Code section 2280 prohibits a physician from practicing medicine while under the influence of any narcotic drug or alcohol to such an extent as to impair their ability to conduct the practice of medicine safely to the public and their patients. Violation of this section constitutes unprofessional conduct and is a misdemeanor.

Student Health Providers

The MD Program Student Health & Disability Insurance Policy requires all full-time students to maintain comprehensive health insurance throughout the current academic year. At the beginning of the academic year, all students will be asked to take action to waive or enroll in CDU's Health Insurance Plan by the deadline. Students who do not provide proof via Gallagher will be automatically enrolled in CDU's Health Insurance Plan, and the premium charge will be added to their tuition bill.

Students enrolled in CDU's Health Insurance Plan may also insure their dependents: legal spouse, domestic partner, and dependent children under 26 years of age. For more information, please contact

GGB.ASTteam@ajg.com

CDU's third-party company (Gallagher Health Insurance) streamlines the enrollment process with the provider, WellFleet CIGNA. All insurance action, information, ID cards, etc, will be processed through Gallagher (**GGB.ASTteam@ajg.com**).

If you need support setting up your Gallagher account, please contact **ship@cdrewu.edu**.

Below are healthcare providers who accept the CDU insurance plan and are located within a 20-mile radius of the CDU campus. All healthcare providers will be provided by health professionals who do not teach or assess medical students.

<https://www.cdrewu.edu/academics/program/cdumd/health-providers/>

Financial Aid

- Eligibility Requirements

Our goal here in the Office of Financial Aid and Scholarships (OFAS) is to ensure that CDU students have the financial resources needed to attend CDU. Students, with the assistance of their families, have the primary responsibility of financing their education. However, CDU OFAS's role is to assist students in identifying supplemental financial aid resources used to fund their education.

Nondiscrimination

Charles R. Drew University of Medicine and Science does not discriminate based on race, gender, color, national or ethnic origin, religion, age, sexual orientation, veteran status, or physical handicap when administering financial resources to students. In evaluating applicants for admission, the Admissions Committee selects candidates without regard to the candidate's ability to pay for medical school.

Enrollment Status

Eligibility for federal financial aid options requires that a student must be enrolled at least half-time. By design all CDU MD students are registered as full-time, degree seeking candidates. Should a student's enrollment drop to less than full-time (a rare occurrence), the student, in collaboration with the Medical Student Performance Evaluation (MSPE) Committee, must notify the Office of Financial Aid as soon as possible to ensure that any necessary revisions can be made to their financial aid offer.

It is important that OFAS be notified of any changes in student enrollment. In some cases, enrollment status will necessitate adjustments to federal loans; federal regulations mandate that adjustments must be made within forty-five (45) days of the date of change to your enrollment status. *If possible, OFAS should be notified of enrollment status changes **before** they go into effect.*

- Student Rights and Responsibilities

Satisfactory Academic Progress

Federal regulations require that a student maintains Satisfactory Academic Progress (SAP) to be eligible for federal financial aid. SAP is the successful completion of degree requirements according to an established schedule that led to awarding the degree within published time limits.

- The Financial Aid Application Process

To determine your eligibility for financial aid, students must complete the Free Application for Federal Student Aid (FAFSA). Students must also complete any subsequent items requested by the Office of Financial Aid, the CDU College of Medicine, or both.

Once these items are completed and reviewed by OFAS, a financial aid package will be created and emailed to the student. The student is responsible for reviewing, signing, and returning the entire financial aid offer letter.

If you are a student loan borrower, you will be required to complete subsequent items on studentaid.gov to include Loan Entrance Counseling, Master Promissory Note, and the graduate plus loan application (if

applicable). If you are a private loan borrower, you will complete the application directly with the loan servicer of your choice.

- The Student Budget: Cost of Attendance

The Cost of Attendance (COA) is designed to demonstrate the costs of attending our university. Categories include Direct Costs that are billed by the university and Indirect Costs that demonstrate the average cost of living expenses. Financial aid, in many cases, can cover your direct and indirect costs.

- Financial Aid Packaging

Your financial aid package can include Gift Aid such as scholarships and/or grants, or Self Help Aid such as student loans. Student loan options include federal student loans and private student loans.

The amount listed in the award letter is an estimate. Initial awards may be revised due to the following:

- Less than full-time enrollment
- New Federal regulations or changes needed due to verification
- Lack of academic progress
- Loss of student loan eligibility (due to maximum eligibility period – 150% of program)
- December graduation or enrollment for only one semester of the academic year
- Subsequent awards such as private scholarships, third-party tuition payment/waivers, etc.

- Disbursement of Financial Aid

Your financial aid is applied to your student account to cover direct costs billed by the university. For federal loan disbursements, students have up to 14 days

- Financial Aid Resources

Additional Funding

Payment Plan: Students have an option for a payment plan/arrangement. For more information, please contact our Student Finance Office.

Private (or alternative) Student Loans: Loans made available through banks and other private lenders. Please utilize our Private Lending for Higher Education portal as you begin your research for a student loan lender. Access: [FastChoice](#) | [Home \(fastproducts.org\)](#)
Students interested in this type of financing should do their research and decide upon the best option to meet their needs.

Borrowing History

Students can track their borrowing history, loan amounts owed, interest rates, and loan servicer contact information upon logging into their FSA Dashboard. Access: [FSA Dashboard](#)

The Financial Aid Office encourages all students to be cognizant of their debt. Remember, federal student loans are real loans, just like car loans or mortgages. You must repay a student loan even if your financial circumstances become difficult.

Financial Wellness

For financial literacy resources curated for medical students, please access the [AAMC FIRST Platform](#).

Sallie Mae also offers resources for financial literacy and scholarships. Please access: [Financial Literacy Education: Tools and Support - Sallie](#)

Office of the Registrar

The Office of the Registrar provides a variety of academic and enrollment services for College of Medicine students, including enrollment verifications, official transcripts, and diplomas.

Enrollment Verifications

Enrollment verifications include, but are not limited to, Letters of Good Standing and Jury Duty letters. Students may request enrollment verifications online by visiting www.cdrewu.edu/office/registrar and selecting the Enrollment Verification Request link.

- Requests are processed within 48–72 business hours from the time of submission.
- Letters of Good Standing and Jury Duty letters are considered enrollment verifications.

Official Transcripts

Official transcripts may be requested online by visiting www.cdrewu.edu/offices/registrar and selecting the Order Official Transcripts link.

- Transcript requests are processed within 48–72 business hours.
- Official transcripts are sent directly to the recipient(s) designated by the student.

Diplomas

Diplomas are issued by the Office of the Registrar upon completion of the program and official conferral of the degree.

- Each graduate will receive one complimentary diploma following completion of their degree. Diplomas are mailed approximately 4–6 weeks after degrees are conferred.
- Additional or replacement diplomas may be ordered for a fee by visiting

Name Changes

Students who need to update their legal name in university records must complete the Name Change Request Form and submit it to the Office of the Registrar via email at registrar@cdrewu.edu.

Supporting legal documentation (e.g., marriage certificate, court order, or other government-issued documentation) must be included at the time of submission.

Requests are processed within 48–72 business hours after all required documentation have been received.

Address Changes

Students may update their mailing address by completing the Address Change Form and submitting it to the Office of the Registrar via email at registrar@cdrewu.edu.

Address changes are processed within 48–72 business hours of receipt.

Parking on CDU Campus

To ensure fair access to parking and to maintain a safe and orderly campus environment, Campus Safety will be increasing enforcement of all parking regulations.

Effective immediately, parking notices will be placed on any vehicle found in violation of campus parking policies, including but not limited to:

- **Parking in the wrong designated spaces**

(e.g., reserved, staff/faculty, visitor, service, or loading zones)

- **Exceeding the 4-hour limit in Electric Vehicle (EV) charging spaces**

EV stalls are intended for active charging only. Vehicles occupying these stalls beyond four hours, or remaining parked after charging is complete, will be cited.

- **Illegally parking in disabled/accessible parking spaces**

These spaces are strictly reserved for vehicles displaying valid disabled placards or plates.

Unauthorized vehicles will be cited immediately.

- **No parking permits** – Parking permits are required for the CDU Parking lot. Please make sure your parking permit is visible in your windshield.

- **Double Parking** – Vehicles incorrectly parked across multiple spaces will be cited.

Overflow Parking lot - The overflow parking lot is a CDU parking lot. Permits are **required**, and all rules must be followed. There are currently no disabled parking spaces in the overflow. If assistance is needed, please contact Campus Safety at 323-563-4918.

Parking Impact

Improper parking has created significant challenges across campus, including limited availability for individuals with accessibility needs, restricted access to EV charging, and increased congestion in high-traffic areas. Ensuring that all drivers park in their designated areas helps maintain fairness, improve traffic flow, and guarantees that parking resources remain available to those who need them most.

Warning and Towing Process

As part of this effort, all violators will receive one written warning notice.

After a warning has been issued, any subsequent violation may result in the vehicle being towed at the owner's expense, without further notice.

We encourage all community members, employees, and visitors to review and follow posted parking signage to avoid disruptions. Your cooperation allows us to maintain a safer, more accessible, and more efficient campus environment.

Student Equipment Acknowledgment and Responsibility Contract

- PC laptop and power chord
- Otoscope
- Ophthalmoscope
- Manual Blood Pressure cuff
- Stethoscope
- White coat

Contract

Students are responsible for the proper use, care, and maintenance of all equipment issued to them. Students will not lend, sell, or transfer this equipment to others.

Students will immediately notify Associate Dean of Student Affairs and Admissions of any damage, loss, or theft of the equipment.

Students are financially responsible for the replacement or repair of any lost, stolen, or damaged items due to misuse or negligence.

Equipment is provided to support my academic and clinical training.

Surveys

Types

AAMC will send survey request to your email used on your medical school application

- Medical Student Questionnaire (MSQ)
- Year Two Questionnaire (Y2Q)
- Graduation Questionnaire (GQ)

End of Block

Independent Student Analysis (ISA)

Clerkship

Information Technology

Contacting the IT Helpdesk

Hours of Operation: Monday through Thursday (7:00 a.m. – 7:00 p.m.), Friday (7:00 a.m. – 6:30 p.m.) and Saturday and Sunday (7:30 a.m. – 4:30 p.m.)

In Person Technical Support:

Available by visiting the Library Front Desk

Monday through Thursday (10:00 a.m. – 7:00 p.m.)

Friday (8:00 a.m. – 6:30 p.m.)

Saturday and Sunday (7:30 a.m. – 4:30 p.m.)

Email Support: helpdesk@cdrewu.edu

Phone: 1-800- CDU- HELP /800-238-4357 (option #2)

•Technology Services Available to Students

SSO – Single Sign On

Microsoft Office 365

Password Manager

Wireless

Traveling outside the US

We block access to Office 365 and Blackboard outside the U.S.

If you are traveling outside the U.S. notify IT department at least one week prior to your trip by submitting a work order to the Helpdesk: helpdesk@cdrewu.edu.

You need to provide the following:

Country traveling to

Departure date

Date returning to U.S.

When your work order is received, a Helpdesk Team member will contact you and confirm your identity before access is granted.