The graduating and transitioning form must be completed on behalf of all graduating and transitioning residents and fellows.

1. **What does MMCGME use the data from the Graduation/Transition form for?**
   - UMN Graduate Medical Education Annual Report, ACGME institutional requirements
   - Accurate IRIS and billing or FTE’s
   - Workforce supply
   - Integrity of the RMS record
   - UMN registrar record, used by UM GME Administration to confer residents/fellows in (maintain the integrity of the data in the student record in PeopleSoft.
   - Minnesota Medical Foundation (MMF), used to track alumni/fundraising

2. **What do I do when a resident/fellow graduates or leaves a program?**
   - Go to [http://www.mmcgmeservices.org/](http://www.mmcgmeservices.org/) website Forms and Additional Resources section
   - Forward the Qualtrics Link and QR code to your graduating-transitioning trainees or enter the information on behalf of the trainees

3. **Who should complete a Graduating/Transitioning Form?: a resident or fellow who:**
   - graduated from a program
   - terminated or resigned from a program
   - completed one program and is going into another residency or fellowship program

4. **When is the Graduating/Transitioning Form due?**
   - One month after graduation or leaving the program

5. **Do additional year chief residents have to complete the Graduating/Transitioning Form?**
   - Yes, please complete a form for additional year chief residents when they complete their chief year Example:
     - 7/1/2011-6/30/2014 Pediatrics resident, going on to do chief resident year – do not complete form
     - 7/1/2014-6/30/2015 Pediatrics chief resident, complete form for period 7/1/2011-6/30/2015

6. **What do you do if a resident leaves the program to do another program and comes back?**
   - For accuracy of IRIS, we ask that you complete a form or spreadsheet for all changes of program. IRIS is reported by accredited program code.
   - For example:
     - A resident does two years of a surgery residency, then leaves to go into a surgery critical care fellowship and comes back to finish the surgery residency. A form should be submitted for each change so 3 forms would be submitted.

7. **What is the reporting cycle of the data from the Graduating/Transitioning Form?**
   - The data is reported out based on an academic year (July 1 to June 30)