

Number: 5.9

DESCRIPTION:	AWAY ELECTIVE APPROVAL PROCEDURE		
RESPONSIBLE:	OFFICE OF STUDENT AFFAIRS AND ADMISSIONS		
PURPOSE:	This procedure describes the approval process for extramural electives.		
FREQUENCY OF REVIEW:	Annually		
CREATED:	2020	REVISED:	06.2024

Away Elective Approval Procedure

1. Prior to enrollment in an extramural (away) elective, the Assistant Dean for Phase 2/3 must provide approval for elective course enrollment.
2. Domestic Away Electives
 - a. Domestic away electives should take place at LCME-accredited medical programs or ACGME-accredited residency sites or have been approved on a case-by-case basis by the Assistant Dean for Phase 2/3.
 - b. Information for each domestic away elective will be collected by the Phase 2/Phase 3 Education Resources staff and will include:
 - i. Location of elective course (school or other clinical site) and sponsoring institution
 - ii. Elective course title and department
 - iii. Elective course length and dates requested
 1. If the elective course is less than 4 weeks in length, the UND elective course title that will be taken to fulfill the remainder of the 4 weeks for credit.
 - iv. Elective course description and/or objectives
 - v. Any concerns specific to the site which could cause safety or ethical concerns for the student.
 - c. The information contained in #2b will be submitted to the Assistant Dean for Phase 2/3 for consideration for final approval with a preliminary recommendation for approval from the appropriate Campus Dean.
 - d. Once approval by the Assistant Dean for Phase 2/3 has been granted, the student will provide information regarding supervision during the away elective to the respective Phase 2/Phase 3 Education Resources staff to allow the away elective course evaluation form to be sent to the preceptor for completion at the conclusion of the elective.
 - e. The student will be enrolled in the away elective in the learning management system once final approval is granted. This will serve as the official record of course participation and the student's final grade.
3. International Electives (including UND-sponsored international electives)
 - a. International elective approval will require the additional information outlined in the

International Elective Procedure, which is attached to the course description for MED 9555.

- b. For an international elective to be approved, the student will need to follow all of the MED 9555 procedures and, in addition, meet with the Assistant Dean for Phase 2/3 to discuss destination-specific concerns related to:
 - i. Safety and security of the local area
 - ii. Healthcare, including emergency care available to the student at the destination
 - iii. Ethical concerns related to the student's role at the site
 - iv. Potential natural disasters, political instability and exposure to disease at the destination

Information addressing these concerns will be obtained from the US State Department travel website (<https://travel.state.gov/content/travel.html>), the host country's website, and verbal or e-mail communication between the host preceptor and the Assistant Dean of Phase 2/3.

- c. Final approval for international electives must be granted by the Associate Dean for Student Affairs and Admissions, taking into account the information gathered above and travel restrictions outlined in the MED 9555 procedure document.
4. Upon completion of a domestic or international away elective, students will complete an evaluation form. This will include de-identified, peer-to-peer feedback about the away elective, which will be kept in a password-protected database for future medical students to access when considering enrolling in the away elective.

Related information

Link to MED 9555 –

https://med.und.edu/education-resources/electives/_files/docs/med-9555-03-virtual.pdf

Contact information

Assistant Dean for Phase 2/3

Dr. Zelewski

Susan.zelewski@und.edu

(701) – 777 – 1750

Dr. Judy Solberg

Chief of Staff

(701)-739-1377