

### Extramural Elective Approval Procedure

1. Prior to enrollment in an away elective, the Associate Dean for Student Affairs must provide approval for course enrollment.
2. 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 Associate Dean for Student Affairs.
3. Information for each domestic course will be collected by the student's 4<sup>th</sup> year campus office and will include:
  - a. Location of course (school or other clinical site) and sponsoring institution
  - b. Course name and department
  - c. Course length
    - i. If course is less than 4 weeks in length, the UND course that will be taken to fulfill the remainder of the 4 weeks for credit.
  - d. Course description and/or objectives
  - e. Any concerns specific to the site which could cause safety or ethical concerns for the student.
4. Information for international courses will be collected by the Director of year 3 and 4 as per the international elective course description.
5. The information contained in #3 and 4 will be submitted to the Office of Student Affairs for consideration with a preliminary recommendation for approval from the Campus Dean.
6. Once approval has been received from the Associate Dean for Student Affairs, the student will provide preceptor information to the respective campus office to allow the elective evaluation form to be sent for completion at the conclusion of the elective.
7. The 4<sup>th</sup> year campus office will communicate final scheduling information regarding time period for elective enrollment to the Office of Student Affairs once known.
8. Upon completion of the elective, students will complete an evaluation form. This will include de-identified peer-to-peer feedback on the course which will be kept in a password protected database for future students to access when considering taking the course.