

Number: 5.9

DESCRIPTION:	AWAY ELECTIVE APPROVAL PROCEDURE		
RESPONSIBLE:	STUDENT AFFAIRS AND ADMISSIONS		
PURPOSE:	This process describes the approval process for extramural electives.		
FREQUENCY OF REVIEW:	Annually		
CREATED:	2020	REVISED:	11/24/21

Extramural Elective Approval Procedure

1. Prior to enrollment in an away elective, the Assistant Dean of Phase 2/3 must provide approval for course enrollment.
2. Domestic 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 of Phase 2/3.
 - b. Information for each domestic course will be collected by the student's 4th year campus office and will include:
 - i. Location of course (school or other clinical site) and sponsoring institution
 - ii. Course name and department
 - iii. Course length and dates requested
 1. 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.
 - iv. 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 #3 will be submitted to the Assistant Dean for Phase 2/3 for consideration with a preliminary recommendation for approval from the Campus Dean.
 - d. Once approval has been received, 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.
 - e. The 4th year campus office will communicate final scheduling information regarding time period for elective enrollment to the Office of Student Affairs once known.
3. International Electives (including UND sponsored international electives)

- a. International elective approval will require the additional information outlined in the International Elective Procedure 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 on the course which will be kept in a password protected database for future students to access when considering taking the course.