**OFF-CAMPUS ELECTIVES**

The College of Medicine Curriculum Committee supports the value of off-campus electives in various specialties.

Students may take no more than three (3) elective months off-campus during the clinical years. Each elective must be approved by the appropriate department.

**International Electives:**

As part of the paperwork required for international electives, an affiliation agreement must be obtained prior to leaving campus. The sponsoring department at UNMC must obtain a signed copy of the affiliation agreement and file it with the Vice Chancellor’s Office prior to the last drop/add deadline that precedes the month of the rotation. Failure to have the document signed will result in no credit for the student. Students need to meet with Sara Pirtle for International approval.

To make certain the educational experience will be productive and to ensure that students have access to the best information available, the procedures outlined below must be followed.

- The student makes formal application to the off-campus institution – either through VSAS (Visiting Student Application Service) or by written application.

- Once approved for the off-campus experience, the student must complete the “Application for Off-Campus Elective” form in its entirety.
  - The student must be in good academic standing as determined by the Office of Admissions and Student Affairs.
  - Student must present a copy of the offer from the institution to be attended to the department for approval.
  - Section I and Section II of the form must be completed prior to return to the Office of Admissions and Student Affairs (for International Electives: both the sponsoring department and Sara Pirtle must sign the form)
  - Please supply complete information on the form!
  - The student should work with the department coordinator to organize the required evaluation form for the off-campus elective. A grade cannot be given without the completion of an approved evaluation form from the attending institution.

It is the student’s responsibility to alter their schedule to reflect the off-campus elective. The Drop/Add deadline dates will apply for off-campus electives in the same manner as a change occurs in a UNMC elective.

**STUDENTS** are allowed a maximum of three months (3 months) off campus during their fourth year. The following courses listed in the handbook are considered in the total of three months off-campus:

- FMED 750 INTERNATIONAL HEALTH
- OPHT 725 INTERNATIONAL OPHTHALMOLOGY ELECTIVE

**OFF-CAMPUS ELECTIVES – Instructions for completing paperwork for other institutions:**

Some off-campus institutions have their own off-campus elective application form that you must complete and submit, along with several items. This varies according to the off-campus institution.

The Office of Admissions and Student Affairs completes the application form where it indicates “school official, dean, or designee.” Student Affairs certifies that you are:

1. A student in good academic standing
2. You will be at the fourth year (senior) level when you take the elective
3. You will pay tuition at this institution while away from campus
4. You are covered by both liability and health insurance while away from this campus
5. You will receive academic credit for this experience
6. You have received HIPAA training and training in blood borne pathogens
7. An evaluation of your performance will be required upon completion of the elective

**TRANSCRIPTS:** Many institutions request an official transcript of your medical school performance. You must order an electronic transcript through MyRecords to be sent directly to Lisa Paquette

**HIPAA Training:** If you need to provide certification of HIPAA training and/or any other training, you can access documentation at https://net.unmc.edu/care. You would select the **“my requirements”** link from the menu. Click on the printer icon. A pop up window appears allowing you to print certificates for all completed requirements or you have the option to select specific requirements. If you have questions or encounter a problem with obtaining proof of your training, please call the Compliance Coordinator on campus (402-559-3929).

**LIABILITY COVERAGE:** Proof of liability coverage is obtained from Amy Lamer in the Risk Management Office. Please contact Amy by e-mail at alamer@unmc.edu.

**HEALTH INSURANCE COVERAGE:** Proof of health insurance coverage is your responsibility. Many institutions will accept a photocopy of your student health insurance card. Others may want an official letter from this institution, outlining the coverage. If this is the case, you must contact Pat Oberlander at (402-559-7276) or by e-mail poberlander@unmc.edu.

**IMMUNIZATIONS:** Many institutions want proof of immunizations. This information can be obtained from Student Health. Student Health can be reached at (402-559-5158/ 402-559-5691) or by e-mail at studenthealth@unmc.edu.

**USMLE STEP 1:** Many institutions want proof that you have successfully completed USMLE Step 1. The Office of Student Affairs does not have access to your report. Students can request a copy of their scores through NBME.

**EVALUATION OF YOUR PERFORMANCE WHILE AT THE OFF-CAMPUS INSTITUTION:**

In order to receive credit for your performance at the off-campus institution, the institution you attend must be provided with an evaluation form from our College of Medicine that they will complete and return. Every department has their own evaluation form and you must contact the appropriate department for the form. Some departments will send the form to the institution; others may want you to take the form with you. Regardless of how the departments operate — THE EVALUATION FORM IS YOUR RESPONSIBILITY. If the sponsoring department here does not get an evaluation from the off-campus institution, you do not receive a grade and/or credit for the rotation.
If you have any questions concerning any of the above information and/or the procedures for off-campus electives, please do not hesitate to contact Lisa Paquette (lisa.paquette@unmc.edu) in the Office of Admissions and Student Affairs.

Thank you!