

The University of Texas Medical Branch at Galveston School of Medicine

Year 4 Course Policies Required/Selective/Elective Courses

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Direct Links to:

General Information

<http://meded.utmb.edu/orme/courses.htm>

Ambulatory Community Selectives

<http://ardev.utmb.edu/ACSelectives/brochure.asp>

Basic Science/Humanities Selectives

<http://ardev.utmb.edu/BSHSselectives/brochure.asp>

Electives Brochure

<http://meded.utmb.edu/electives.asp>

Steven A. Lieberman, MD
Vice Dean for Academic Affairs

Michael A. Ainsworth, MD
Associate Dean for Educational Affairs

Gregory Asimakis, PhD
Assistant Dean for Educational Affairs

Judith L. Rowen, MD
Assistant Dean for Educational Affairs

Scheduling Periods for Year 4 Courses

<u>Period</u>	<u>Elective Period Dates</u>	<u>Add/Drop Deadline</u>	<u>ACS Add/Drop Change Deadline</u>
1	Jun 29, 2009 – Jul 24, 2009	May 29, 2009	n/a
2	Jul 27, 2009 - Aug 21, 2009	Jun 26, 2009	May 29, 2009
3	Aug 24, 2009 - Sep 18, 2009	Jul 24, 2009	Jun 26, 2009
4	Sep 21, 2009 - Oct 16, 2009	Aug 21, 2009	Jul 24, 2009
5	Oct 19, 2009 - Nov 13, 2009	Sep 18, 2009	Aug 21, 2009
6	Nov 16, 2009 - Dec 11, 2009	Oct 16, 2009	Sep 18, 2009
*13	Dec 14, 2009 - Jan 8, 2010	Nov 13, 2009	Oct 16, 2009
7	Jan 11, 2010 - Feb 5, 2010	Dec 11, 2009	Nov 13, 2009
8	Feb 8, 2010 - Mar 5, 2010	Jan 8, 2010	Dec 11, 2009
9	Mar 8, 2010 - Apr 2, 2010	Feb 5, 2010	Jan 8, 2010
10	Apr 5, 2010 – April 30, 2010	Mar 5, 2010	Feb 5, 2010
11	May 3, 2010 – May 28, 2010	Apr 2, 2010	Mar 5, 2010
12	May 31, 2010 – Jun 25, 2010	Apr 30, 2010	Apr 2, 2010

Period 12 occurs beyond the normal graduation date of May 30 and may be used when needed for courses offered during this period.

*** The December vacation Period 13 (December 14, 2009 - January 8, 2010) may be used to complete a clerkship, rotation or elective, if the course is offered during that time.**

Year 4 Requirements

1. Year 4 Required clerkships: One period (4 weeks)
 - ◆ Surgery Senior Clerkship (includes an autopsy exercise)
2. Year 4 Selective Courses: Five periods (20 weeks)
 - ◆ Acting Internship Selective: 4 weeks
 - ◆ Ambulatory Community Selective: 4 weeks
 - ◆ Basic Science / Humanities Selective: 4 weeks
 - ◆ Neurology Senior Selective: 4 weeks
 - ◆ Emergency Medicine Senior Selective (includes ACLS): 4 weeks
3. Electives: Five periods (20 weeks)
 - ◆ Electives taken throughout 4 years count toward this total of 20 weeks
4. The Integrated Curriculum Evaluation Exercise (ICEE; occurs in Periods 1 and 2)
5. USMLE Step 2 Clinical Knowledge Examination (must be taken by Nov 30 for June graduates)
6. USMLE Step 2 Clinical Skills Examination (must be taken by Nov 30 for June graduates)

The curriculum is designed to provide for two periods (8 weeks) of vacation time (frequently the December block [period 13]) and one additional vacation period during Year 4. Credit for some Year 4 courses may have been earned prior to Year 4. These might include preclinical or research preceptorship(s) completed between Years 1 and 2, or courses completed during the Year 3 elective or December months.

Required courses are graded Honors, High Pass, Pass, and Fail. Electives/selectives and the ICEE are graded Satisfactory and Fail. Passing scores are required on the USMLE Step 2 Clinical Knowledge and USMLE Step 2 Clinical Skills examinations.

Specific Information on Each Requirement

Neurology Senior Selective (4 weeks)

Prerequisites: Successful completion of Year 2

Locations: Galveston, Austin, Houston, Community Preceptors and other Medical Schools

Offered during: Periods 1-12 and 13

***Schedule before April 3rd the same way electives are scheduled*

Surgery Senior Clerkship (4 weeks; includes an autopsy exercise)

Prerequisites: Year 3 Surgery Clerkship

Locations: Galveston, Houston and Austin only

Offered during: Periods 1-11 and 13

Students enrolled in the Senior Surgery Clerkship in Austin must complete the **autopsy exercise** while in Austin. It will be the student's responsibility to contact Adriane Thompson to set up this requirement in advance of beginning Sr. Surgery (512-324-7860).

Emergency Medicine Selective (4 Weeks)

Prerequisites: Year 3 Internal Medicine and Surgery Clerkships

Locations: Galveston, Austin, Houston (St. Joseph's, St. Lukes) and other Medical Schools

Offered during: Periods 1-12 and 13

***Schedule before April 3rd the same way electives are scheduled*

Scheduling Instructions After April 3rd

For **Galveston** or **Houston** assignments, students must:

- (a) enroll electronically via E-Connect (if ≥ 30 days prior to start date); or
- (b) enroll with signed C Form (if < 30 days prior to start date)

For **Austin** assignments; students must:

- (a) submit an **Austin application form** to Adriane Thompson in the Austin ORME Office (fax: 512-324-7988, phone: 512-324-9999, x77803, acthompson@seton.org and
- (b) after approval, submit a **C Form** to UTMB Enrollment Services to officially register for the course

For assignments **at another US medical school**, students must:

- (a) apply directly to the outside medical school and submit a B-1 form to UTMB Enrollment Services allowing UTMB to release information to the school and solicit approval of the other school; and
- (b) obtain the approval signature of the UTMB Selective Director, Dr. Joseph Oommen in the UTMB department on a C Form; and
- (c) register for the non-UTMB course by submitting the signed C Form to UTMB Enrollment Services

Acting Internship Selective (4 weeks)

Prerequisites: Vary by course

Students are required to satisfactorily complete one 4-week course designated as an Acting Internship (AI). All AIs are designated in advance, graded on a Satisfactory-Fail basis, and have varying capacities. AIs sponsored by each department are listed in the Electives Brochure. An AI may be taken at another approved medical school and apply to this requirement. To do so, students must (a) obtain the written approval of the Electives Director in the UTMB department most closely associated with the AI to be taken, and (b) register by adding a non-UTMB elective with a C Form.

Ambulatory Community Selective

Prerequisites: Successful completion of Year 3

Students are required to satisfactorily complete a 4-week course designated as an Ambulatory Community Selective that takes place in a Texas community setting, not in an academic health center, and emphasizes non-hospital experience. All ACS courses are graded on a Satisfactory and Fail basis, and are offered throughout the year. ACS courses sponsored by each department are listed in the Electives Brochure at <http://ardev.utmb.edu/ACSelectives/brochure.asp>. Students should include the ACS course of their choice with their initial schedule preferences. Students must then submit an ACS Preference Form and BioSketch (also available at the website above) to specify their choice of specific geographic locations for the course (including commutable/non-commutable locations and students-created sites). **Changes to an Ambulatory Community Selective (ACS), including adds, drops, and changes to site preferences, must be done at least 60 days in advance. After this deadline, no changes are allowed even with course director approval.**

Basic Science / Humanities Selective

Prerequisites: Successful completion of Year 3

Students are required to satisfactorily complete a 4-week course designated as a Basic Science/ Humanities selective. These selectives include original research, a scholarly project, or an immersion experience which emphasizes in-depth study of one or more basic science, social science, or humanities topics. Any of these must result in a graded written project. All BSH courses are graded on a Satisfactory and Fail basis, and are offered throughout the year. BSH courses sponsored by each department are listed in the Electives Brochure at <http://ar.utmb.edu/BSHSselectives/BSHSbrochure.asp>.

Electives

◆ Elective credit is awarded in 4-week increments. All electives must be a minimum of 4 consecutive weeks in duration, and except for research electives, may not exceed 8 weeks in duration. The duration of each elective (4 or 8 weeks) is part of each course's description in the Electives Brochure <http://meded.utmb.edu/electives.asp>.

◆ The term "UTMB elective" is used to describe an elective which is conducted by UTMB, either on-campus or at off-campus departmentally-sponsored sites, such as those conducted in Austin at UTMB-affiliated facilities. The term "non-UTMB elective" is used to describe two types of electives: (1) a university-affiliated elective, which is an elective sponsored by another approved medical school and offered for credit to its own students, and (2) a non-university-affiliated elective, which is an elective sponsored by entities other than an approved medical school.

◆ Students on academic probation/warning or with academic deficiencies are limited to UTMB rotations until the probation/warning or deficiencies are removed.

◆ A maximum of 8 weeks of electives may be spent in non-university affiliated rotations. Enrollment in non-university affiliated rotations requires written approval of the Electives Director in the UTMB department to which the elective is most closely associated.

◆ Students may not receive academic credit for courses in which they work with a family member or relative, or for work that the student performs as part of employment.

- ◆ No elective, other than a research elective, may be taken for credit toward graduation more than once. Electives in Surgery, Neurology, and Emergency Medicine are not considered to be repeats of the required fourth-year courses in these departments. Multiple electives within a single department are allowed as long as they are identifiable as meaningfully different experiences.
- ◆ International electives require the approval of the UTMB Director of the Center for Training in International Health, Dr. Janice Smith.
- ◆ A course taken to satisfy a Year 4 required or selective course cannot also be used as an elective or to meet another requirement (i.e., no course may be double counted for degree requirements). However, if a student successfully completes more than one 4-week Acting Internship, Ambulatory Community Selective, or Basic Science/Humanities Selective, the additional course credit can apply toward the 20-week elective requirement.
- ◆ Students must successfully complete Year 3 to be eligible for elective credit, with the following exceptions:
 - (a) Students who have successfully completed Year 1 are eligible to enroll in preclinical preceptorships or research approved for credit between Years 1 and 2.
 - (b) Students enrolled in Year 3 may enroll in an elective offered by UTMB or another approved US medical school during their elective period or the December vacation period (Period 13). Year 3 students on academic probation/warning are limited to UTMB-sponsored electives (see definition above). All students must meet the prerequisites for chosen electives.
- ◆ Students in the MD-PhD combined degree program may take an elective in Period 13, as well as one additional elective during the Year 3 curriculum, provided they have completed the prerequisite(s) for the elective and provided they are not on academic probation/warning.
- ◆ Research electives may be arranged with any School of Medicine faculty member who is willing to serve as a mentor. Prior inclusion of research electives in the Electives Brochure is not a prerequisite. The **Research Elective Student Proposal Form** (online **R Form**) must be submitted 30 days in advance of the start-date of the course. If approved, a **C Form** must be submitted to the Office of Enrollment Services to enroll in all research electives (on- and off-campus). Requests for late approval or retroactive credit will not be considered. Non-UTMB research electives require the approval of the Assistant Dean for Educational Affairs.
- ◆ Ambulatory Community Selectives and Basic Science/Humanities Selectives may include options for student-created courses, subject to course committee approval. All other selectives and non-research electives must be defined, approved and published in advance for all students before they may be offered for credit.
- ◆ Each elective includes a list of prerequisites, if any, for registration. If a student has not met the prerequisites, but the elective director believes the qualifications of the student warrant an exception, the elective director may waive the prerequisites by providing to the Registrar written notice of the waiver. Course directors may not waive the prerequisite requirement that Ambulatory Community Selectives or Basic Science / Humanities Selectives are limited to students who have completed Year 3.
- ◆ Student registration for each elective is determined through the established process through the Office of Enrollment Services. Waiting lists are maintained for electives that have filled to capacity, and such lists determine priority for positions that become available. An ad-hoc clinical elective or Acting Internship created for an individual student is not allowed unless it is made available for all students. The number of students accepted in any period is defined in advance by the course director. That number may not be exceeded to accommodate an individual student unless the increase becomes permanent. Waiting lists have priority for capacity changes.
- ◆ Students may receive credit only for courses in which they have officially enrolled. Credit is offered, and professional liability coverage is provided only for activities conducted by enrolled students during the period of enrollment. Deadlines are published for (a) regular registration, (b) late course “Adds and Drops”, and (c) required signatures/approvals.

◆ Liability insurance provided through the School of Medicine provides coverage only for actions that are part of a course in which the student is officially enrolled. If the elective has not been approved for credit, or if the student has not officially enrolled, liability coverage is not provided. All clinical activities in a course must be conducted under the supervision of a licensed physician.

◆ Grades and narrative evaluations received by the Office of Enrollment Services and the Office of Student Affairs will be available for the Medical Student Performance Evaluation provided to residency programs.

Holidays

The UTMB Student Holidays for 2009-2010 are listed in the Academic Calendar. As patient care activities continue during holiday periods, medical students with clinical responsibilities are expected to maintain their clinical activity during holiday periods. For Monday holidays, students will be guaranteed at least one full day off during the 3-day weekend. For the Thanksgiving holiday, students will be given Thursday through Sunday off. If the 4th of July is on a weekday, students will be given that day off. Students choosing to complete electives during Period 13 (over the winter holidays) should be prepared to work through the holidays; generally schedules can be arranged to permit 3 days off over either Christmas or the New Year, or other holiday period as desired. If students are assigned to an outpatient clinical rotation during a holiday period, they will follow the clinic holiday schedule.

Grading

An evaluation form will be sent to the faculty director of each UTMB elective course and to preceptors responsible for students taking non-UTMB electives. Students are responsible for informing non-UTMB elective preceptors of the necessity to complete and return the forms to the Office of Enrollment Services as soon as the elective ends. A pass must be achieved in all elective courses used to satisfy graduation requirements.

Evaluation of Electives

The Office of Enrollment Services will send you a course and faculty evaluation form by the end of your elective. The data you provide will be helpful to other students and may be their only source of such information. The feedback available will only be as good as you make it. Student anonymity will be maintained. Feedback forms are maintained in the Office of Clinical Education, room 2.104 Graves Bldg, for student review.

Stipends

Electives in which students are enrolled for academic credit may provide a stipend to defray living expenses during the elective. Academic credit will not be awarded for work performed as part of employment. If in doubt about the appropriateness of a stipend, consult the Assistant Dean for Educational Affairs.

INITIAL REQUEST FOR UTMB ELECTIVES FOR YEAR 4

Initial schedule requests must be completed using UTMB E-Connect by **5 PM on Friday April 3, 2009** in order for your Year 4 schedule preferences to be considered.

Part I. (To block periods from being scheduled)

If there are any periods that you wish to initially leave unscheduled, list those periods in Part I. You should leave unscheduled any period(s) you intend on using for vacation, or for (a) completing Year 3 clerkships, (b) doing research, or (c) scheduling Austin or non-UTMB courses. Scheduling for (a), (b), and (c) are completed at a different time. If there are no periods that **MUST** be kept unscheduled, leave Part I blank, since restricting periods from being scheduled may prevent you from being scheduled for the courses that you desire.

Part II. (To request a schedule for Required and Selective Courses)

Unless you have definite plans to complete requirements in Austin (or have already completed one of these courses during your Year 3 elective/vacation months), you should include the UTMB version of these courses in Part II. If your plans change, you may use the add/drop process during the year to adjust your schedule. You may list several preferred periods in which you wish to be scheduled. If you cannot be scheduled in one of your preferred periods (e.g., all periods have been filled), you will be scheduled in another period, if possible, except for periods you list in Part I. For the Selectives (Acting Internship and Ambulatory Community selectives), list your first choice in the space provided. Then, list alternates for that selective in the event that you cannot be registered in the selective of your choice.

Part III. (To request electives to be scheduled)

Satisfactory completion of five elective months is required for graduation. You may already have completed one or more electives between Years 1 and 2, or during Year 3. You may request more than five electives, which provides for additional choices if previous choices cannot be scheduled. For each elective, you may indicate several preferences for periods in which you wish the elective to be scheduled. List the electives in the order of priority to you within the Option B or C grouping. The automatic scheduler attempts to schedule in the order of your stated preferences within the Option grouping; all of your Option B requests are attempted before Option C requests.

Option B: If the elective cannot be scheduled in any of the periods you have requested, try to schedule the elective in **any** available period except periods "blocked" in Part I, in which required clerkships, rotations and selectives have been scheduled, or in which another elective has already been scheduled.

Option C: If the elective cannot be scheduled in any of the periods requested, **DO NOT** schedule the elective in another period. Instead, attempt to schedule the next elective listed.

NOTES:

- 1) Certain UTMB electives require prior approval (indicated by signature) by the course director. That approval must be obtained in order for the elective to be scheduled.
- 2) Research electives, Austin courses, and non-UTMB electives are not to be included in the initial scheduling process; instead they are added later on a C-Form available in the Office of Enrollment Services. Additionally, the Research Elective Student Proposal Form (R Form) must be submitted via <http://meded.utmb.edu/electives.asp> 30 days in advance of the start date of the elective for approval from the Electives Course Committee prior to enrollment.

UTMB YEAR 4 COURSE SCHEDULING CHANGES

(Use UTMB E-Connect or C Form)

Summary of Availability	UTMB Courses		Non-UTMB Courses	
	Galveston	Austin	Other Med Schools	Non-univ affiliated
Senior Neurology	Yes ¹	Yes ²	Yes ³	Yes ³
Senior Surgery	Yes ¹	Yes ²		
Emergency Medicine	Yes ¹	Yes ²	Yes ³	Yes ³
Acting Internship Selective	Yes ¹	Yes ²	Yes ³	
Ambul Community Selective	Yes	Yes		
Basic Science/Hum Selective	Yes			
ICEE	Yes			
Research Electives	Yes ⁴		Yes ⁴	
Electives	Yes ¹	Yes ²	Yes ³	Yes ³

Yes¹: Initial schedule requests for UTMB rotations by students who will be Year 4 students in 2009-10 are submitted via E-Connect by **5:00 PM on Friday April 3, 2009**. Initial requests by students who will be Year 3 students in 2009-10, and add/drops by all students begin on **Tuesday April 28, 2009 at 8:00 AM**.

Yes²: Students add **Austin rotations** by completing three steps:

- Submit an **Austin application form** to Adriane Thompson in the Austin ORME Office (fax: 512-324-7988, phone: 512-324-9999, x77803, acthompson@seton.org and
- After approval, submit a C form to UTMB Enrollment Services to officially enroll in the course.

Yes³: Students add **Non-UTMB rotations** by:

- Submitting a B-1 form to UTMB Enrollment Services to authorize UTMB to send your academic information to the host school, the school to certify you are accepted for the course.
- Submitting a C form to UTMB Enrollment Services to officially enroll in the course.

Yes⁴: Students add **Research Electives** by:

- Submitting a Research Proposal Form (online R Form) to the Electives Committee via <http://meded.utmb.edu/electives.asp> at least 30 days in advance.
- Upon approval, submitting a C form to UTMB Enrollment Services to enroll in the course.

Registration/Add/Drop/Incomplete/Withdrawal

Registration, add and drop deadlines for each period are published. Students may add and drop courses through the Office of Enrollment Services (either in person or through UTMB E-Connect) according to the table below. After 5:00 PM of the Friday immediately preceding the beginning of a course, a student may withdraw from a course only as part of a leave of absence or approval by the Associate Dean for Student Affairs. Course withdrawals are entered permanently on the academic record.

A student will not be awarded credit for course work if the student was not officially registered according to the deadlines and approvals described. A student may receive credit only for work completed during the official period of enrollment for a course, and a grade must be submitted promptly, based solely on work completed during the official dates of enrollment. A grade of "Incomplete" is accepted only if, for reasons beyond the student's control, coursework could not be completed during the official period of enrollment due to an officially excused absence. In such cases, the additional time to complete requirements must be scheduled so as not to conflict with a subsequent course.

When dates for non-UTMB electives do not mesh precisely with the period dates for UTMB electives, vacation time may be split to cover the hiatus. For example, if a four-week elective begins in mid-January (i.e., two weeks after the start of Period 7), then two weeks of vacation before and two weeks of vacation after the elective could be used (using Periods 7 and 8) to enable coordination with prior and subsequent UTMB electives.

Scheduling Periods for Year 4 Courses

<u>Period</u>	<u>Elective Period Dates</u>	<u>Add/Drop Deadline</u>	<u>ACS Add/Drop Change Deadline</u>
1	Jun 29, 2009 – Jul 24, 2009	May 29, 2009	n/a
2	Jul 27, 2009 - Aug 21, 2009	Jun 26, 2009	May 29, 2009
3	Aug 24, 2009 - Sep 18, 2009	Jul 24, 2009	Jun 26, 2009
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Period 12 occurs beyond the normal graduation date of May 30 and may be used when needed for courses offered during this period.

*** The December vacation Period 13 (December 14, 2009 - January 8, 2010) may be used to complete a clerkship, rotation or elective, if the course is offered during that time.**

UTMB COURSE ADDS

You may add a UTMB elective at any time electronically through the deadlines indicated above. If a course director's approval is required, the C Form must be used. If you wish to register for a course (assuming an opening is available) after the add/drop deadline for the period, you must obtain the course director's signature on your C Form before submitting it to the Registrar. Electives may not be added after 5 PM on the Friday preceding the beginning of the elective. Deadline dates are indicated above. Students with a HOLD on their registrations and records (e.g., outstanding financial obligations to UTMB) have the registration change withheld until the HOLD is satisfactorily resolved.

Changes to an Ambulatory Community Selective (ACS), including adds, drops, and changes to site preferences, must be done at least 60 days in advance. After this deadline, no changes are allowed even with course director approval.

Information concerning openings for all UTMB courses is available at the Enrollment Services website (<http://web.utmb.edu/enrollmentservices/>). You may apply for assignment to courses in periods that are already filled because of the possibility that a student currently signed up for a course may drop that course. Upon request, your name will be added to a waiting list maintained by the Office of Enrollment Services for the course(s) on a first-come, first-served basis.

UTMB COURSE DROPS

After you receive your initial schedule, changes in clerkships, rotations and elective assignments will be processed as requested and may be made as far in advance as desired using the C Form or via the Enrollment Services website. However, no UTMB elective may be dropped later than the Friday preceding four weeks before it is scheduled to begin without written approval from the Elective Director. Electives may not be dropped after 5 PM on the Friday immediately preceding the beginning of the elective. After 5:00 PM of the Friday immediately preceding the beginning of a course, a student may withdraw from a course only as part of a leave of absence or approval by the Associate Dean for Student Affairs. Course withdrawals are entered permanently on the academic record.. Deadline dates are indicated above. Students with a HOLD on their registrations and records (e.g., outstanding financial obligations to UTMB) have the

registration change withheld until the HOLD is satisfactorily resolved.

Changes to an Ambulatory Community Selective (ACS), including adds, drops, and changes to site preferences, must be done at least 60 days in advance. After this deadline, no changes are allowed even with course director approval.

NOTE: If you drop a course, clerkship, rotation, selective or elective required for graduation, it is your responsibility to add the appropriate course, clerkship, rotation, selective or elective to meet degree requirements in order to avoid a delay in graduation.

NON-UTMB AND AUSTIN COURSE SCHEDULING CHANGES - ADDS AND/OR DROPS
(Use Forms B-1, B-2 and C)

GENERAL INFORMATION

Brochures, elective catalogs and information regarding research electives are available at <http://meded.utmb.edu/electives.asp>. Further, UTMB students' evaluations of non-UTMB electives have been summarized and placed in a file available for student review in the Office of Regional Medical Education (2.104 Graves Building; ext. 70269).

NON-UTMB COURSE ADDS

In order to add a non-UTMB course, all required documents with the proper approvals must be filed with the Office of Enrollment Services no later than 5:00 PM on the Friday immediately preceding the beginning of the course. Students wishing to enroll in non-UTMB electives must obtain application forms for the desired elective from the Registrar's Office at the institution where the elective will be taken. Complete the application and present it to the UTMB Office of Enrollment Services and request a packet of Medical Student Instructions for Planning Non-UTMB Courses ("non-UTMB Course Packet").

Step 1

You must complete the B-1 Form in the non-UTMB Course Packet and submit it to the Office of Enrollment Services. This form authorizes the Registrar to send information about you to the host school/preceptor. The Registrar will also send the host school/preceptor a B-2 Form, which asks them to verify you have been accepted by them to take the requested course.

Cautions

Because some schools require extended time to process your paperwork, and may require an affiliation agreement be established with UTMB, you should plan non-UTMB electives at least several months in advance. You should complete a B-1 Form even if you are not certain if you will actually enroll in the elective and even if you are not yet certain you have been accepted/approved by the host school/preceptor.

The B-1 Form serves only as a Release of Information request and does not register you for a course. Registration for academic credit requires the host school/preceptor to return the B-2 Form sent to them by the Registrar verifying you have been accepted for the course. Schools and preceptors are instructed to return the B-2 Form directly to the Registrar. Should you receive this authorization yourself, you should forward it immediately to the Registrar. It is your responsibility to verify that the B-2 Form has been received by the Registrar.

Please Note: If a B-1 and B-2 form is submitted on your behalf and you later decide not to take the elective, it is your professional responsibility to notify the host school(s) involved.

Step 2

Once accepted by the host school/preceptor, you are responsible for completing a C Form (also in the "non-UTMB Course Packet") to officially register for the course.

Caution

You will not receive credit for the course unless you have properly completed and submitted a C Form, including any required approval signatures, to the UTMB Registrar prior to beginning the course. The regular add/drop deadline is approximately 4 weeks prior to the start of a course. The final deadline for receipt of a properly completed and signed C Form by the Registrar is 5:00 PM on the last business day (typically Friday) prior to the start date of the course. This deadline is absolute and the School of Medicine Curriculum Committee has indicated no exceptions will be made. Failure to meet this deadline for any reason will result in your not receiving credit for the course. Submit the C Form yourself, in person, well before the deadline to avoid disappointment. Faculty from whom you may need approval signatures may not be available at the last minute.

NON-UTMB COURSE DROPS

In order to drop a non-UTMB course, the required C Form must be filed with the Office of Enrollment Services no later than 5:00 PM on the Friday immediately preceding the beginning of the course. In addition, be sure to honor the regulations and/or concerns of other institutions and preceptors. Your courtesy in this regard will be helpful to fellow students. You should notify the appropriate individual promptly and you must submit a C Form to the Office of Enrollment Services showing the drop. The drop can be processed through E-connect up to 30 days prior to the beginning of the course. Students with a HOLD on their registrations and records (e.g., outstanding financial obligations to UTMB) have the registration change withheld until the HOLD is satisfactorily resolved. A student may withdraw from a course after 5:00 PM on the Friday immediately preceding the beginning of the course only with the written approval of a leave of absence or academic reassignment from the Associate Dean for Student Affairs. Course withdrawals are entered permanently on the academic record.

Course numbers and location codes for the C Form are available in the Office of Enrollment Services. All C Forms for non-university affiliated electives must have the signature of the Electives Director in the department with which the elective is most closely associated. Non-UTMB research and all international electives require the signature of the Associate Dean for Regional Medical Education.

Students participating in non-UTMB electives are responsible for ensuring that the instructor or preceptor for the non-UTMB elective returns the evaluation form directly to the Office of Enrollment Services so that credit can be awarded. Before leaving campus to begin a non-UTMB elective, students should consult the Office of Enrollment Services to ensure that all necessary documentation is in order so that credit can be earned, and to file a temporary change of address.

	Summary of Add/Drop Process		After 5 PM Friday Preceding Course Start
Add/Drop Y4 Courses	Through UTMB E-Connect (must submit C Form to Registrar in person if approval signature is required)		May not be added or dropped
Additional approval(s) required for the following situations:			
	Prior to the Add/Drop Deadline	After the Add/Drop Deadline	After 5 PM Friday Preceding Course Start
UTMB clinical electives	May require course director signature to add	Must have course director signature to add/drop	May not be added/dropped. Withdrawal grade (W/WP/WF) posted to transcript upon approval of the Associate Dean for Student Affairs, or if student is placed on leave of absence.
All research electives	Must submit R Form 30 days before period begins to request approval; then submit C Form to register		
All Ambulatory Community Selectives	Must submit preferences through Office of Regional Medical Education. Must use C Form with ORME signature to add/drop. All changes must be done at least 60 days in advance.		
Non-UTMB electives	If non-university affiliated, must have signature of Electives Director in the UTMB department with which the elective is most closely associated.		
International electives	Must have signature of the Electives Director in the UTMB department with which the elective is most closely associated and must have signature of the Director of the Center for International Health.		

Summary of Electronic Access and Resources

Viewing your schedule:

<https://sisweb.utmb.edu/sp/utmb/student>

Description of UTMB electives, selectives, policies and enrollment forms

<http://meded.utmb.edu/orme/courses.htm>

Important Reminder About Adding and Dropping Courses

Deadline dates for dropping and adding courses are shown in these policies, and on the back of the C Form used to add and drop courses. These deadlines refer to receipt of a properly completed form in the Office of Enrollment Services with all approval signatures. Note that the add-drop deadlines are approximately 4 weeks prior to the start of each period. Changes after the add-drop deadline require the course director's approval signature.

NOTE THAT COURSES CANNOT BE ADDED OR DROPPED LATER THAN 5:00 PM ON THE FRIDAY PRIOR TO THE START OF A PERIOD. This requirement is absolute and no exceptions are made, even with course director approval. Failure to properly add a course prior to the deadline means you cannot register for, and cannot receive credit for, the course. Failure to properly drop a course prior to this deadline means you must complete the course or you will receive a failing grade for the course.

Changes to an Ambulatory Community Selective (ACS), including adds, drops, and changes to site preferences, must be done at least 60 days in advance. After this deadline, no changes are allowed even with course director approval.

- ◆ Anticipate deadlines and do not wait until the final days to make course changes, because faculty may not be immediately available to provide approval and/or signatures.
- ◆ When registering with a C Form, always deliver the C Form to the Office of Enrollment Services personally, or confirm its receipt. Do not rely on others to complete this task for you.
- ◆ When delivering a C Form to the Office of Enrollment Services, always obtain a date-stamped copy of your C Form before leaving.
- ◆ Confirm your course schedule through UTMB E-Connect before leaving for a non-UTMB elective.

ABSENCE POLICY

1. Each course publishes its required activities. Students are expected to attend all required activities. Should the need arise for students to be absent from required activities, the following policies will apply.
2. Students must report all anticipated absences in advance and all unanticipated absences within 24 hours to both (a) their supervising faculty preceptor and (b) the course director. Acceptable anticipated absences might include presentation at a professional meeting and residency interviews. Examples of unanticipated absences are personal illness and family tragedy. The cause of the absence and the nature of the discussion with course faculty may be reflected in the student’s evaluation. In all cases, the student is responsible for the material missed while absent. At the discretion of the course director, the student may be required to provide documentation of the reason for absence, and be required to complete supplementary assignments to make up for missed activities. Failure to report an absence as described above is considered unprofessional behavior and will be reflected in the student’s evaluation and may be grounds for failure of the course.
3. Students are limited to a total of three days of absences from required activities in any course. For the Practice of Medicine courses, this is defined as three days of absences for the entire academic year. Students are encouraged to schedule interviews during vacation periods to avoid conflict with scheduled courses. Absences in any course that exceed this limit require consultation with and approval of the Associate Dean for Student Affairs. Absences in excess of this limit will require either (a) the time be made up prior to the end of the rotation (if feasible and with approval of the course director), (b) assignment of a temporary grade of “Incomplete” (which requires the student to complete remaining course requirements), (c) assignment of a grade of “Withdraw”, “Withdraw Passing” or “Withdraw Failing” (which requires the student to repeat the course in its entirety) or (d) assignment of a grade of “F” (Fail) for the rotation. It will occasionally be necessary for students to complete curricular requirements such as the Integrated Curriculum Evaluation Exercise and USMLE licensing examinations while simultaneously enrolled in other courses. Such absences will not count toward the limits specified above. The Texas Education Code, Section 51.911 provides that students may be absent from class for the observation of a religious holy day. Absences for religious holy days must be excused in advance by the Associate Dean for Student Affairs. The student will be allowed to take a make-up examination or complete assignments from which the student is excused within a reasonable time after the absence as determined by the course director. Such absences will not count toward the limits specified above.
4. Because of the difficulty in rescheduling examinations, permission to be excused from examinations must be obtained in advance from the Associate Dean for Student Affairs, and is limited to reasons of health, personal tragedy, religious holy days (see above), or presentation at a national professional meeting. Although requests for exceptions will be considered on a case-by-case basis, residency interviews, family events and personal travel generally are not considered reasons for missing an examination. A student with an unapproved absence from any examination will receive a grade of zero for the examination.
5. Student absences will be tracked longitudinally. The name of any student demonstrating a pattern of excessive absences will be forwarded to the Office of the Associate Dean for Student Affairs, who will contact the student and schedule an appointment to discuss the nature of the recurring absences.

Absence Policy Summary	
Type of Activities Missed	Required Student Action
Optional Activities	No action required
Required activities; up to <u>three days</u> /course (except exams)	Notify course director and faculty – in advance for anticipated absences, and within 24 hours for unanticipated absences. Failure to notify course director and faculty may impact student’s grade.
Examinations	Request permission from Associate Dean for Student Affairs (ADSA). Faculty and Course Directors cannot approve absences from exams.
Religious Holy Days	Obtain excused absence from Associate Dean for Student Affairs (ADSA). Faculty and Course Directors cannot approve absences for religious Holy Days.
Required activities; in excess of three days	Request permission from ADSA. Faculty and Course Directors cannot approve absences in excess of 3 days. Absences in excess of 3 days without approval may result in course withdrawal without credit, course failure, or disciplinary action.