Extramural Rotations Policy

Roles and Responsibilities

Policy Contact(s)	Associate Dean for Student Affairs
Responsible	OSA
Accountable	Medical Students, Site Contact
Consulted	UMB Center for Global Engagement
Informed	Medical Students, Registrar, VSLO Coordinator

LCME Standard(s)

Element 11.3 Oversight of Extramural Electives

If a medical student at a medical school is permitted to take an elective under the auspices of another medical school, institution, or organization, a centralized system exists in the dean's office at the home school to review the proposed extramural elective prior to approval and to ensure the return of a performance assessment of the student and an evaluation of the elective by the student. Information about such issues as the following are available, as appropriate to the student and the medical school to inform the student's and the school's review of the experience prior to its approval:

- Potential risks to the health and safety of patients, students, and the community
- The availability of emergency care
- The possibility of natural disasters, political instability, and exposure to disease
- The need for additional preparation prior to, support during, and follow-up after the elective
- The level and quality of supervision
- Any potential challenges to the code of medical ethics adopted by the home school

Purpose and Scope

The policy is designed to provide guidance and delineate the requirements for students to receive approval for extramural rotations and to ensure their safety and security when completing educational requirements at other institutions. It also ensures that medical students seeking to take a clinical elective in either the United States or abroad comply with all requirements of the SOM and the host institution.

This policy covers all extramural rotations during the advanced clinical phase of the MD program, including clinical experiences in the United States or internationally.

Policy

With approval, students may participate in extramural rotations during the advanced clinical phase of the curriculum. Only students in Good Standing will be approved for extramural rotations.

All Advanced Clinical Phase rotations are 4-weeks in length. If scheduling conflicts arise between academic calendars, students may be allowed to participate in 3-week electives (extramural or intramural) for graduation credit, with approval from the Office of Student Affairs. These electives must include at least 15 working days over the 3-week period. Graduation credit will not be given for 2-week rotations, and two 2-week rotations may not be combined for full credit. Any rotation listed as a sub-internship at the host institution will be counted as an elective at SOM.

The number of extramural rotations taken for graduation credit should not exceed current graduation requirements.

All extramural rotations must be approved by an SOM faculty member and registered prior to the scheduled start of the rotation. Students who do not complete the approval and registration prior to the start of the rotation will not receive academic credit for the course, the course will not appear on the official transcript or in the MSPE, and a Professional Conduct Evaluation will be completed. Students who attend an extramural rotation without approval and registration will not be covered by liability insurance.

Medical students can also participate in global programs available through the UMB Center for Global Engagement, but these experiences will not count as extramural rotations and cannot be used to satisfy graduation requirements for the MD program.

Procedures

Students may apply for extramural rotations through VSLO or other application platforms. The Office of Student Affairs can provide assistance with planning and applying for extramural rotations. The Office of Student Affairs will grant access to VSLO (via the VSLO token) to rising Advanced Clinical Phase students. All students must complete an extramural rotation module and sign an attestation before receiving the VSLO token.

Approval and Registration of Extramural Rotations

Once a student has been accepted for an extramural rotation at another institution, they must register for the course at SOM. Students will not be registered without approval from the sponsoring institution/organization offering the extramural elective. For approval, students must present confirmation of acceptance by the host institution and have permission from the designated teaching faculty for that rotation. Once the rotation has been approved, the student will be registered.

International Extramural Rotations

International extramural rotations require additional approvals. In addition to the approval process already described, students must be authorized for international travel by the UMB Global Hub. Authorization is obtained by completing steps 1-3 on the steps on the Global Hub's Student International Travel page. If there is a risk to personal safety or security due to circumstances in the host country, travel authorization may be denied. SOM students traveling internationally are covered by the university's International SOS policy for medical and security assistance.

Grading for Extramural Rotations

It is the student's responsibility to ensure that grades and evaluations are received by the SOM Registrar for extramural rotations. Students must provide the name of the designated evaluator to OME as soon as it is known. The designated evaluator will receive an evaluation/grade form through the SOM evaluation system; a form from the host institution will also be accepted. Grades received from extramural rotations will be converted to the SOM grading system.

Exceptions

There will be no exceptions to this policy for any reason. All medical students must comply with the policy and all procedural requirements to receive approval and credit for extramural rotations.

Sanctions

Failure to follow the procedures outlined in this policy could result in the student not receiving credit for the extramural rotation.

Definitions

Extramural Electives - An Extramural Rotation (often referred to as an "Away" rotation) is any course not in the SOM Course Catalog and taken at another institution for credit.

Forms

Preceptor and Site Evaluation Form

Related Policies/Procedures

UMB Policy on International Security and Safety
Good Standing Policy

History

Revised: August 2025
Approved: CCC, February 2024