

Procedures for Approval for Electives at Other Institutions

Attached is a copy of the form titled Approval for Elective Experience at an Institution other than UICOM-P.

To officially complete the process to enroll and **receive credit** for the elective, **YOU MUST**

1. Complete the top portion of the form
2. Attach an acceptance letter (can be an email)
3. Attach a course outline/description of the elective
4. Obtain BOTH of the required signatures (Section 2 and 3 on the form)
5. Return the form to Loni Wenzel, Site Registrar, in the Office of Academic Affairs
6. Drop any elective(s) already scheduled for the dates you will be away

Please allow sufficient time prior to the start of the elective (at least a month) to obtain signatures.
Approvals must be obtained BEFORE the start of the elective.

1. Failure to obtain proper authorization before the start of the elective will result in your not receiving credit for the experience....NO EXCEPTIONS.
2. Failure to obtain proper authorization before the start of the elective will result in the Associate Dean for Academic Affairs contacting the program you are participating in and having you pulled from the rotation.
3. Failure to obtain proper authorization before the start of the elective means the experience is not an approved part of the curriculum and you would not be covered by UICOM malpractice insurance. This places YOU and the UNIVERSITY in a very tenuous position.

Please remember that you are only allowed to take two electives in a subspecialty.

ALSO, PLEASE REMEMBER APPROVED SCHEDULE CHANGES FOR UICOM-P ELECTIVES ARE DUE TO ACADEMIC AFFAIRS AT LEAST FOUR WEEKS PRIOR TO ELECTIVE START DATES.