

PHASE III CREDIT REQUEST FORM – INSTRUCTIONS

Students are not restricted to the courses listed in the UNM Clerkship Catalog and are encouraged to initiate educational experiences here or at other institutions. However, in order to ensure that such programs have educational merit, **all** non-catalog experiences must have CSPE approval. Requests must be submitted 45 days in advance of the start of the rotation.

To request approval of a non-catalog experience, the student must:

<input type="checkbox"/>	Complete the Phase III Credit Request Form.
<input type="checkbox"/>	Provide a written description of the course. This should be detailed and must include a description of the rotation, what the student will be doing, responsibility for patient care, requirements for papers, exams, reading, etc.
<input type="checkbox"/>	Present the Phase III Credit Request with Sub-Internship or ICU Credit Request (if applicable) and course description to the appropriate UNM School of Medicine department chair for review and signature approval. Retroactive requests for Sub-Internship or Intensive Care Unit credit will not be considered by CSPE.
<input type="checkbox"/>	Submit the signed paperwork to the OMSA <u>at least 45 days in advance of the beginning date of the course.</u> The request is reviewed in that office and in the Office of Undergraduate Medical Education before it is forwarded to CSPE for consideration.

The student will be notified by e-mail of CSPE's decision regarding the request.

Note: A student who takes a non-catalog course without the required prior approval of the Committee of Student Promotions and Evaluation will not receive credit for the course, regardless of the grade given by the course instructor.

Following approval:

1. If you signed the form, the course will automatically be added to your schedule.
2. If you did not sign, complete a Course Change Request in OMSA. Department approval signature is not required. Instead, note on the signature line "Approved by CSPE."
3. Before leaving for your externship, request an evaluation form from OMSA to take with you to your rotation.

Credit for a course will not be given until a completed UNM Phase III Evaluation form with a passing grade is received in OMSA.



PHASE III CREDIT REQUEST FORM

This form is required for all electives completed away from UNM.

Student Name: _____ ID#: _____
Phase: _____ Date: _____

Student must complete each section

I. Course Information:

Course title: _____

University/Location: _____

Instructor's name/department: _____

Dates: _____ to _____ Overall Length: 4 weeks 8 weeks

Credit Type:

- Clinical Elective Non-Clinical Elective
 Sub-Internship (This type requires additional paperwork.)
 Intensive Care Unit (This type requires additional paperwork.)
 Other (Please explain): _____

II. Course Description: A detailed course description must accompany this request.

III. Department Approval: Student must obtain UNM departmental approval before submitting request to the Office of Medical Student Affairs.

Name of UNM Phase II Clerkship/Rotation Director

Signature Date

IV. Course Change Request: If approved, this course will be added to the student's class schedule. If the student chooses not to have this course added at approval, or if the rotation is cancelled, the student will need to complete a Course Change Request to drop it later.

Student Signature Date

OMSA Use Only

OMSA signature: _____	Yes / No	Date: _____
UME signature: _____	Yes / No	Date: _____
CSPE signature: _____	Yes / No	Date: _____