



2013 **2014**

 THE UNIVERSITY OF TEXAS

 SOUTHWESTERN MEDICAL CENTER

OFF CAMPUS APPROVAL FORM

Legibly complete all requested information

Today's Date: _____ Student EMPLID/Person #: _____

Student Name: _____

UT Southwestern (UTSW) Course Prefix/Number/Title: _____

STEP 1: Complete Off-Campus Information Section

Off Campus Course Prefix/Number/Title: _____	
Dates of Course/Rotation: _____ to _____	
Name of Hospital/School: _____	
Address: _____ Street	Phone: (____) _____
_____ City State ZIP Code	Applying through VSAS? Yes No
Course/Rotation Director: _____	

STEP 2: Take form to corresponding UTSW department for approval

Off Campus course is approved as (CHECK ONE): _____ Elective _____ Requirement	
_____ <i>Signature – Corresponding UTSW Department Official</i> <i>Date</i>	_____ <i>Printed Name - UTSW Approving Department Official</i>

STEP 3: Take form to UTSW Associate Dean for approval

Off Campus course is approved _____ <i>Signature - Associate Dean, UTSW Student Affairs</i> <i>Date</i>	
<input type="checkbox"/> This course rotation requires professional liability insurance coverage satisfied by the baseline coverage provided by UT System (\$25,000/\$75,000). <input type="checkbox"/> This course rotation requires professional liability insurance above the baseline coverage provided by UT System. The student has paid the following amount for supplemental insurance, as negotiated with the UT System.	
_____ <i>UT System Quote</i>	_____ <i>Signature - Associate Dean, UTSW Student Affairs</i> <i>Date</i>

Applying through VSAS? If yes, the Associate Dean's office will send a copy of this completed approval form to the UTSW Registrar's Office to initiate the upload of your transcript, verification and release of your application in VSAS.

STEP 4: All students MUST turn in the following paperwork to the Registrar's Office to have this Off Campus elective added to your schedule:

- This completed "Off Campus Approval Form"
- A letter, e-mail, or form from off campus hospital/school confirming acceptance into elective
- A completed "Add/Drop Form" (or "Late Add/Drop Form", if start date is within three weeks)

IMPORTANT NOTES:

- * This off campus course will not be added to your schedule **until** this paperwork has been turned in to the Registrar's Office
- * The Sub I, Acute Care and Ambulatory care **required rotations must be taken at UTSW.**
- * Based on curriculum guidelines, off campus courses must be at least three weeks in length to receive credit.
- * Some medical schools will require proof of health insurance coverage prior to permitting enrollment for the clinical rotation. Additionally, some medical schools will require greater malpractice insurance coverage than the baseline coverage provided by the UT System. Malpractice requirements should be investigated prior to applying for the rotation.
- * Written verification of your satisfactory completion of the above course/rotation must be received from the course director in order to receive academic credit. Appropriate forms are available in the Registrar's Office. The grade of "Honors" is no longer accepted as a valid grade. Any evaluation form graded "Honors" will automatically be changed to "Pass" on the official student record.