School of Medicine Phase I and II Electives Policies and Procedures

Phase I and II Elective Curriculum Statement of Purpose
Electives in the first two years of medical school should supplement the required courses and provide additional experiences that allow for career exploration and support the diverse interests of our students.

Curriculum Oversight
Four offices are responsible for the management and implementation of the UCSOM electives:

1. CU SOM Office of Undergraduate Medical Education (UME): The Office of UME provides oversight, organization, and structure to the electives.
2. CU SOM Office of Student Life assures fair and consistent implementation of the electives curriculum, including scheduling and assessment and collects all student grading and evaluation information.
3. The University Office of the Registrar (Registrars’ Office) serves as the steward of student records and enrollment data for the University of Colorado School of Medicine. It provides judicious management and dissemination of student data for students, faculty, staff and community constituents.
4. The Office of Evaluation is responsible for creating and distributing student assessment forms and course evaluation forms for all courses in the CU SOM.

Course Director’s Obligations
The Course Directors responsibilities include the following:

1. Assure quality educational experiences.
3. Assure accurate and timely grade submission – grades for all courses in the SOM must be submitted within 4 weeks of the completion of the course.
4. Assure that appropriate affiliation agreements are always on file with UME and updated as necessary.
   • Dean’s Office, SOM – Deborah Stevens: Deborah.Stevens@UCDenver.edu
5. Ensure compliance of course with all requirements and policies of the SOM.
6. Participate in continuous quality improvement of the elective, evaluating the course and revising where necessary and complete a yearly course update form.
7. Notify the following departments immediately if there are any changes to the contact information for the course director or coordinator
   • Office of Student Life, SOM – SOM.schedule@UCDenver.edu

Elective Schedules and Requirements

• Electives can only start after the completion of the Human Body Block for first year medical students (this is usually around mid-October each year).
• No required sessions for electives are allowed during the dedicated study period for the USMLE at the end of second year (this usually starts around mid-March each year). If the course is only open to 1st
year students it is fine to continue the course until the end of the semester (end of May), but second years cannot be required to attend anything after mid-March.

- Electives may not conflict with other required sessions in the Essential Core – usually there are sessions every morning and most Tuesday and Thursday afternoons. You can access the calendar through Ilios:
  - [https://somed.ucdenver.edu/ilios/](https://somed.ucdenver.edu/ilios/)
- Credit for Phase I and II Electives does not count towards the required number of units for graduation.
- Students may not enroll in electives if they are on probation. The promotion committee may elect to limit electives for students on Academic Warning but that is done on a case-by-case basis.

### ADD/DROP POLICY

- **Although each academic semester has a pre-set add/drop deadline, a student may drop an elective without penalty up to 7 days after the first offering of the elective.** If this drop occurs within the standard add/drop period, the student drops the course through OASIS. If it is after the standard add/drop period, the Office of Student Life can process the drop ([SOM.schedule@UCDenver.edu](mailto:SOM.schedule@UCDenver.edu)).
- Dropping an elective later in the semester after the course has started may result in a permanent grade of “W” (e.g., withdraw) on the transcript. In extreme circumstances, the Office of Student Life may allow a student to “drop” the course without a withdrawal being noted on the transcript. Students must contact the Office of Student Life with a specific rationale for why they are dropping the course late. It is at the discretion of the Office of Student Life whether the student’s request will be approved.
- **We will send out a document with important dates including add/drop deadlines at the beginning of each semester.**

### OASIS

Oasis is the primary system used for scheduling electives as well as completing assessments, evaluations and submitting grades. The main link to Oasis is: [https://ucdenver.oassischeduling.com/](https://ucdenver.oassischeduling.com/)

The following activities are accomplished in Oasis and all course directors/coordinators must be comfortable in completing them:

1. View course roster
2. View course information
3. View enrollment information
4. Manage waitlist
5. Submit grades

It is the course director and coordinator’s responsibility to assure that the information in Oasis about their course is accurate as that is where students go for information about available courses. Specific aspects of Oasis are mentioned below in more detail. If you have specific questions about Oasis please reach out to the Office of Student Life.
**ELECTIVE COURSE EVALUATIONS**

Every elective should have evaluations (information about how the course is performing) and assessments (information about how the student performed) in place to facilitate the following activities:

- Faculty assessment of students and assignment of a grade. This information is included in student transcripts and the Medical Student Performance Evaluation (MSPE).
- Student evaluation of the faculty.
- Student evaluation of the elective course itself.

Students are required to complete a course evaluation for each enrolled elective. Not completing an evaluation may result in withholding the student grade. Uniform elective course evaluations are available and are administered through the Oasis system. All students are required to complete these Oasis evaluations. There are three different types of evaluation forms used for electives: 1) Clinical/Clinical-Didactic, 2) Research, 3) Didactic.

Additional questions or faculty evaluations not covered by the Oasis form may be administered as a hard copy evaluation in addition to the online evaluation, but please consider the burden placed on students.

For questions about the forms or access to the system, please contact Susan Peth at 303-724-4110 or Susan.peth@UCDenver.edu

**ASSESSMENT AND GRADING**

The grading process for each elective should conform to the overall University of Colorado, School of Medicine Policies and Procedures. All Phase I and II electives are pass/fail only as the credits do not count towards graduation.

The process of student assessment is individualized course by course given the broad range of courses and learning activities. All grades in the SOM must be submitted within 4 weeks of the end of the semester. The Office of Student Life will send reminder emails with specific dates for submission of grades at the end of each semester.

**SUBMITTING ELECTIVES GRADES**

Course Directors/Coordinators are responsible for submitting grades for their students in Oasis. To simplify the process of submitting grades, the Office of Student Life will then finalize all electives grades submitted in Oasis and send them to the Student Information System (CU-SIS) in the Registrar’s office. All grades in the SOM must be submitted within 4 weeks of the end of the semester. The Office of Student Life will send reminder emails with specific dates for submission of grades at the end of each semester.

- For more information on how to submit grades in Oasis please see the following link:
**APPROVAL REQUIRED COURSES**
Each course director has the option of making their course approval required. This means that the course director/coordinator must review the student’s request to enroll rather than allowing the student to enroll on their own. Students place themselves on the waitlist for the course and then it is up to the course director/coordinator to approve them and actually enroll them in the course. We try to limit approval required courses as it makes scheduling more challenging and creates extra work for the course coordinators/directors. **Courses that are always approval required are research courses and courses affiliated with tracks.**

For approval required courses, the course director/coordinator must be diligent in checking Oasis and approving students as soon as they can. There is a form in Oasis that the student must complete and the course director/coordinator must review before approving the student. If the student has placed himself/herself on the waitlist but has not completed the Oasis form, please email the student and remind him/her to complete the form.

**LOTTERY FOR PHASE I AND II ELECTIVES ENROLLMENT**
Enrollment in Phase I and II electives is done using a lottery in Oasis. With this model students have the opportunity to prioritize the electives they are most interested in for personal exploration and career development. The lottery makes electives scheduling fairer than first come first serve. The lottery will select one student at a time at random from the class and add a course to their schedule, starting at the top of the preference list for that student. Popular courses will fill first. Students are provided with specific instructions on how to input their lottery preferences in Oasis and have approximately one week to submit their choices. After the lottery is complete, there is an add/drop period that opens that allows students time to make changes to their elective schedule if there are open spots in the courses they are interested in. The add/drop period is also when students can request enrollment in Approval Required courses. **Approval Required courses are not in the lottery.**

For fall semester there are two separate lotteries, one for Phase II students that occurs in August after they return to classes and a second in September for Phase I students. Course directors will have the option of dividing up the spots available in their course between Phase I and II students and will determine if they want open slots not filled in the Phase II lottery to role over to the Phase I lottery.

**MANAGING THE WAIT LIST IN OASIS**
All Phase I and II electives have a wait list automatically created in Oasis. This allows students to express interest in the course even if spots are not available at that time and then if a spot opens up they may be able to enroll in the course.

---

Students are added to a waiting list if a course has reached maximum enrollment for a given semester. Our policy is to accept students from the waiting list in the order in which they originally signed up for the course.

Waiting lists are managed by the Office of Student Life – this means that the Office of Student Life will offer a spot to a student on the waitlist if a spot opens up. The only exception to this is if the course requires director approval (e.g., research).

Please do not remove students from waiting lists until a course begins, as one of the enrolled students may drop and another student may be able to take the open spot.

**ELECTIVE INFORMATION UPDATES**

**Phase I-II electives updates** - Coordinators/Directors will be notified to submit updates bi-annually:
- Fall Semester Courses – **Summer**.
- Spring and Summer Semester Courses – **Fall**.

**Changes in Contact Information**
A change in Course Director, Course Coordinator, or their respective contact information, such as email address or phone number should be immediately submitted by email to the following office, regardless of the time of year.

- Phase I-II Electives Coordinator, SOM – Brooke.Baker@cuanschutz.edu

**ELECTIVES ASSOCIATED WITH REQUIRED CURRICULUM**

**Tracks** (all electives associated with tracks are approval required and students will be automatically added by the Office of Student Life)

1. Colorado Urban Underserved Interprofessional Health Training and Education (CU-Unite)
   - IDPT 6671 Urban Underserved Care
   - IDPT 6672 Urban Underserved Care 2
   - IDPT 6673 CU-Unite Spanish Immersion

2. Global Health Track
   - IDPT 6665 Intro to Global Health
   - IDPT 6667 Global Hlth Studies (US)
   - IDPT 6668 Global Hlth Study Abroad
   - IDPT 6669 Global Health Seminar
   - IDPT 6623 Refugee and Immigrant Health I

3. Leadership, Education and Advocacy Development Scholarship (LEADS)
   - IDPT 6637 LEADS I
   - IDPT 6647 LEADS 2

4. Rural Track
   - FMMD 6628 Rural Track Elective
   - FMMD 6630 Summer Rural Track