

TITLE

Policy on Medical Student Enrollment in University Courses Outside the School of Medicine

I. PURPOSE

Medical students occasionally are interested in taking coursework outside the University of Pittsburgh School of Medicine (UPSOM), for enrichment, skill development, or other reasons. Students pay tuition to the university and as such are eligible for this coursework but the MD curriculum should be the priority, and different students have different issues that may affect their ability to take such courses. UPSOM should lay out the parameters for non-SOM credit enrollment.

II. SCOPE

This policy applies to:

- Medical students who are NOT in a standard training program (MSTP/CSTP/PSTP); training program students have different policies for course enrollment

III. POLICY

Students enrolled in UPSOM and actively registered for its curriculum can take up to four credits per term (spring, fall, or summer) at any other University of Pittsburgh school. Requests to do so must be discussed with and approved by the Associate Dean for Student Affairs. Students wishing to take more than four credits could request an exception from the Associate Dean for Student Affairs.

Students can only enroll for non-SOM courses if they are in good standing; students who are on academic observation or have unremediated coursework would not be eligible.

Only students who are actively paying tuition can enroll in non-SOM courses; students on a leave of absence would not be eligible.

Courses taken for credit will appear on a student's transcript. Their UPSOM tuition will cover the tuition of such courses; no additional tuition will be required.

Students who wish to take a non-SOM course during a summer term when they are not registered in the MD curriculum (i.e., the summer after Year 1 of the curriculum) would be

eligible to do so but would have to pay tuition directly for that coursework. These students could take as many credits as they wish.

Credits from coursework outside of the University of Pittsburgh will not be recognized on the University of Pittsburgh transcript and will not count towards completion of the MD degree.

IV. POLICY AUTHOR(S)

- Office of Student Affairs
- Office of Medical Education

V. RELATED POLICIES

UPSOM Policy on Tuition Charges and Refunds

VI. REFERENCES

LCME Standard 11: Medical Student Academic Support, Career Advising, and Educational Records

A medical school provides effective academic support and career advising to all medical students to assist them in achieving their career goals and the school's medical education program objectives. All medical students have the same rights and receive comparable services.

VII. APPROVALS

Curriculum Committee, approved June 3, 2024.

Education Policy Council, approved August 15, 2024.

Executive Committee, approved November 7, 2024.

Dean, School of Medicine, approved January 6, 2025.

VIII. PROCEDURES

Students can earn credit in any other University of Pittsburgh school—undergraduate, graduate, or professional.

Students wishing to take a non-SOM course during their MD curriculum should speak with their advisors first about the possibility. Advisors include advisory deans, coaches, departmental advisors, and other faculty/staff. Faculty in whatever school a student is interested in can also help determine the appropriate course to register for; they can orient the student towards expectations as well.

The UPSOM Registrar's office can assist students in the process of registering; they can also answer questions about how such courses will appear on their transcripts. Please note that any course taken for a letter grade will factor into a student's cumulative grade point average; taking such courses pass/fail allow for exploration without affecting the GPA.

Non-SOM coursework is not required for completion of the MD degree. Such courses will not alter overall graduation requirements (e.g., non-SOM coursework will not allow a student to "place out" of other UPSOM requirements). However, non-SOM coursework may contribute to student success in other programs, such as Streams, where non-SOM coursework may be part of the completion requirements.

All university policies and procedures would apply to non-SOM courses—registration timelines, grading policies, and other academic procedures. When seeking permission to enroll in a course at another school, a student must ask that school/department for a numerical permission code, which must be presented to the SOM Registrar to complete registration.

This policy does not specifically apply to students enrolled in specific training programs (CSTP, MSTP, PSTP) where non-SOM coursework is already integrated into the program.

Students in the MD curriculum who wish to take an SOM course in the graduate school must follow the above policy as well, working with the Registrar and the graduate school to discuss the process.