



**HWC
COM POLICY TITLE: Visiting Students**

**HWC
COM POLICY NUMBER: AA.047**

INITIAL EFFECTIVE DATE: January 23, 2026	LAST REVISION DATE: January 23, 2026	RESPONSIBLE DEPARTMENT, DIVISION: Curriculum Committee Office of Student Affairs
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POLICY STATEMENT

HWC
COM offers clinical externships for fourth-year students enrolled in accredited U.S. medical schools participating in Visiting Student Learning Opportunities (VSLO).

HWC
COM offers 4-week rotations only. Rotation dates are fixed and may not be adjusted.

Prospective visiting students must meet the following criteria in order to be considered for a clinical externship:

- Good academic standing at their home institution.
- Completed all required basic clinical clerkships before the start of the externship experience. This includes Medicine, Surgery, Pediatrics, OB/GYN, and Psychiatry.
- Covered by personal health and malpractice insurance. HWC
COM does not provide student health or malpractice insurance for visiting students. Malpractice insurance must cover at least \$1M per instance and \$3M aggregate.
- Completed OSHA and HIPAA trainings.
- Current BLS certification.
- Passing score on USMLE Step 1 (MD students) or COMLEX-USA Level 1 (DO students).
- Clear Level 1 background check dated within 12 months of the rotation start date.
- Negative 10-panel drug test dated within 12 months of the rotation start date.

If accepted, students will be required to provide documentation of immunizations and may need to complete additional requirements set by the hospital.

All requisites, including any post-decision requirements, must be fulfilled 30 days before the start of the externship experience.

Visiting students may receive academic credit from their home schools for coursework completed at HWC
COM; this is at the discretion of the home school and must be arranged by the student. HWC
COM does not assess tuition or fees for visiting students and will not issue a transcript of completed coursework. The student will be responsible for travel and living expenses while completing an externship at HWC
COM.



Evaluations of performance will be sent to the visiting student's home school at the conclusion of the externship experience. If required, the student's home school evaluation form should be uploaded to VSLO.

If an accepted visiting student must cancel for any reason, the student should notify the HWC COM Registrar in writing as soon as possible, and the application should be withdrawn from VSLO.

Visiting students are expected to review and be familiar with the following policies/procedures:

- Student Mistreatment
- Protection from Infectious and Environmental Exposures

SCOPE

This policy applies to all visiting medical students.

REASON FOR POLICY

This policy sets forth conditions and expectations for visiting medical students.

This policy relates to LCME Standard 10.8, which outlines the medical school's responsibilities regarding visiting students.

DEFINITIONS

TERM	DEFINITIONS
Visiting medical students	Non-HWCOM medical students hosted by HWCOM to participate in clinical learning activities at HWCOM-affiliated clinical sites.

ROLES AND RESPONSIBILITIES

Associate Dean for Student Affairs
HWCOM Registrar

RELATED RESOURCES

[Student Mistreatment](#)

[Protection from Infectious and Environmental Exposures](#)

Policy, Procedure: Clinical Assignment and Selection of Medical Students



CONTACTS

Office of Student Affairs
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HISTORY

List initial effective date, revision dates, and/or review date.

Initial Effective Date: January 23, 2026

Review Dates: N/A

Revision Dates: