POLICY ON APPROVAL OF EXTRAMURAL ELECTIVES

Policy Statement

Students are permitted to take certain electives, remedial courses, or selectives at non-GWU institutions. These include remedial courses for some components of the preclinical curriculum and, most commonly, domestic and international electives/selectives completed during the clinical curriculum. In order to receive academic credit for such electives/selectives, the school must provide oversight regarding the appropriateness, comparability, safety, and quality of such electives/selectives.

Off-Campus Electives/Selectives:

- Remedial courses may be completed for academic credit at other LCME medical schools only with approval by the Office of Student Affairs.
- No required core clerkships can be completed outside of the GWU system and our direct affiliates.
- Elective and Selective courses and clerkships can be taken for academic credit at another LCME medical school or certain clinical sites (e.g., Military facilities, Indian Health Service, CDC, NIH, formal international affiliates, etc.) only with prior approval of the comparable course director at GW and the Office of Student Affairs.
- All required core clerkships must be completed prior to receiving approval for a clinical extramural elective; special exemptions from this requirement can only be made by the Office of Student Affairs in conjunction with the Assistant Dean for Clinical Education.

International Off-Campus Electives:

- International clinical electives can be taken for academic credit at one of our affiliated international programs only with the approval of the Office of International Medical Programs (IMP) and the Office of Student Affairs.
- International clinical or non-clinical electives can be taken for academic credit at non-affiliated programs only with the approval of the IMP and the Office of Student Affairs. The IMP will evaluate the elective and site for academic suitability and safety prior to approval. Sites deemed unsuitable or unsafe will not be approved.

Who Needs to Know This Policy

All students, faculty, and staff of the School of Medicine and Health Sciences

Forms
See appendices for Off-Campus Elective approval form. Completed forms will be maintained in the student’s academic file.
Website Addresses for This Policy

http://smhs.gwu.edu/sites/default/files/Permission%20Form-12-9.pdf
http://smhs.gwu.edu/imp/

Contacts

Domestic Electives:    LaQuita Ross 202-994-2170  lbeale@gwu.edu
International Electives:  Kara Woodman 202-994-2796
                        kwoodman@gwu.edu

Definitions

Off-campus electives or courses include all courses not listed in the School’s Bulletin.

Appendices

Off-campus elective approval form.

Who Approved This Policy

Committee on the Undergraduate Medical Education Curriculum 12/2015

Jeffrey S. Akman, MD, Vice President for Health Affairs and
Dean, School of Medicine and Health Sciences
02/29/2016
PERMISSION TO TAKE OFF-CAMPUS ELECTIVE

(Please print legibly)

Name: ______________________________________ Date: ______________

Name of Host Institution: ____________________________________________

Course Title/Specialty: ______________________________________________

Date of Course: from ______ to ______

Preceptor or Contact Name: __________________________________________

Preceptor or Contact Phone Number: _________________________________

**How is this course listed in your schedule:** __________________________________________

(i.e., MED 390, MED 391, PEDS 390, PEDS 391, etc)

Does this fulfill a selective requirement? ______ Which selective? ______________________

*How can we reach you while you are away?*

**Email address:** __________________________________________

Cell phone number: ____________________________________________________

*Signature Approval Required by GWU SMHS Course Director*

Note: When this information is completed, signed, and received by the Dean’s Office prior to the beginning date of the elective, credit will be registered and GWU malpractice insurance will be in effect.