



**THE GEORGE  
WASHINGTON  
UNIVERSITY**  
WASHINGTON, DC

**Responsible University Official:**  
Associate Dean for Student Affairs  
**Responsible Office:** Office of Student  
Affairs, SMHS  
**Most Recent Revision:** 2/29/2016

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## **POLICY ON APPROVAL OF EXTRAMURAL ELECTIVES**

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### **Policy Statement**

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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.

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### **Who Needs to Know This Policy**

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

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### **Forms**

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See appendices for Off-Campus Elective approval form. Completed forms will be maintained in the student's academic file.

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## Website Addresses for This Policy

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

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## Contacts

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Domestic Electives: LaQuita Ross 202-994-2170 [lbeale@gwu.edu](mailto:lbeale@gwu.edu)  
International Electives: Kara Woodman 202-994-2796  
[kwoodman@gwu.edu](mailto:kwoodman@gwu.edu)

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## Definitions

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

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## Appendices

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Off-campus elective approval form.

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## Who Approved This Policy

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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: \_\_\_\_\_

***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.***

\*Signature Approval Required by GWU SMHS Course Director\*