



**THE GEORGE
WASHINGTON
UNIVERSITY**
WASHINGTON, DC

Responsible University Official:

Associate Dean for Student Affairs

Responsible Office: Office of Student Affairs/Office of Medical Education, SMHS

Most Recent Revision: 11/9/2022

POLICY ON APPROVAL OF EXTRAMURAL ELECTIVES

Policy Statement

Students are permitted to take certain electives, remedial courses, or selectives at non-GW 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 GW 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 Associate 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.

Reason for policy/Purpose

As per LCME DCI element 11.3, this is to assure oversight of the appropriateness, safety, quality, and comparability of student electives/selectives.

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

https://smhs.gwu.edu/sites/g/files/zaskib1151/files/2024-01/extramural_elective_request_form_updated_12-2023_fillable.pdf
<https://imp.smhs.gwu.edu>

Contacts

Domestic Electives: LaQuita Ross 202-994-2170 lbeale@gwu.edu, Sherry Brody sherrybrody@gwu.edu
International Electives: 202-994-2796 impinfo@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
02/29/2016

PERMISSION TO TAKE OFF-CAMPUS ELECTIVES

Please print

Name: _____ Date: _____

Name of Host Institution: _____

Course Title/Specialty: _____

Signature Approval Required by (GWUSOM) Course Director:

Course Director's Signature- Required

Dates of Course - from _____ to _____

Preceptor or Contact Name: _____

Preceptor or Contact Number: _____

How is this course listed on your schedule: _____
(i.e., med390; med39/, surg390; ped39/, etc.)

Does this fulfill a requirement? _____ Which requirement? _____

***** HOW can we reach you while you're away:

Email address: _____

Please check your email on a regular basis, all class messages will be sent via email.

Cell phone number: _____ Home phone voice message: _____

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.