



**The Medical College of Georgia  
Academic Affairs Office**

## **Electives Policies**

### **On Campus Elective Policy**

Students are required to take at least two of the four electives required for graduation “on campus”. Two of the four required electives during the Enrichment Experience must be on campus. For the purpose of this policy, the term “on campus elective” refers to any MCG sponsored elective on any of the MCG campuses.

### **Elective Guidelines for Longitudinal Integrated Clerkships**

Longitudinal clerkship curricula are yearlong, and are not officially completed until the end of the academic year.

Many electives require completion of the core clerkship as a prerequisite. These electives would not be available to LIC students until the Enrichment Experience of medical school. The policy is designed to allow LIC students to take electives once the 1st semester of the core clerkship year is complete.

1. Electives will not begin until the second semester of the Clerkship Experience
2. Electives will be 4 weeks in length or 160 hours of elective time.
3. Students are able to take an elective in a field in which they are making adequate progress, based on the midyear evaluation. (This includes satisfactory evaluations from preceptors, and a passing score on the midyear NBME Subject Exam for the clerkship area of the elective.

### **Enrichment Experience Electives on Regional Campuses**

Augusta campus electives will be open to all students from the start of the elective signup process. Electives occurring on all other campuses will be open only to residential students of that campus when signup starts. Beginning 4 weeks after the beginning of the elective signup process, electives on all campuses will be opened up for signup to students from any campus to fill slots which remain open.



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While students are free to contact the local AHEC to see if housing is available, housing is the sole responsibility of the student taking the elective and not that of the regional campus where the elective is scheduled.

### **Off- Campus Elective Approval Policy**

In order to gain approval for an off-campus (non-MCG) elective, students submit the appropriate documentation to the sponsoring department and then to the curriculum office. On the Athens campus, documentation is submitted to the office of the clinical chair who submits the documentation to the sponsoring department.

LCME Schools - If another LCME-accredited school sponsors the elective (domestic, not international), the only information required is the elective description from the school's bulletin.

Non LCME Schools - For all other electives, students submit a description of the off-campus elective with the goals, objectives, curriculum vitae of the supervisor, level of supervision, and expected responsibilities.

International Electives - If the elective takes place outside of the United States, students contact the AU Study Abroad Office and complete the required paperwork. For international electives sponsored by LCME-accredited schools, students submit the elective description from the school's bulletin. The AU Study Abroad Office must approve all international electives. The Curriculum Office must approve all international electives for the student to receive credit.

Contact and Emergency Information - Students complete the off- campus course form including information about location of the elective, emergency contacts, and review of emergency care instructions. This form along with the supporting documentation is submitted to the MCG department that sponsors the elective.

#### Department Review for Credit

- The department chair or his/her designee reviews the course form and supporting documentation in order to approve the elective.



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### Curriculum Office Approval

- Once the department approves the elective, the course form and all of the supporting documentation is sent to the curriculum office for final approval by either the Assistant Dean or the Associate Dean for Curriculum before the student is registered. The approval process includes review of the availability of emergency care, the possibility of natural disasters, potential for political instability, and risk of exposure to disease. A determination is made about the adequacy of supervision and potential for ethical concerns.
- Approval for Graduation Credit - No more than two electives using the same course number will be approved for graduation credit.
- Policy Review and Approval - The Curriculum Oversight Committee reviews the off campus elective approval policy annually.

### **Emergencies Arising During Off-Campus Electives Policy**

The following policy covers all students who are participating in off campus electives, both inside and outside of the United States, no matter whether the elective is at an LCME accredited medical school or not.

Prior to leaving for the elective the student should:

- Provide the Curriculum Office with a contact number for the student during the elective.
- Provide the Curriculum Office with an emergency contact phone number in the event that the student is not reachable.
- Review the availability of Emergency Medical Services, Hospitals, and Public Health Officials in the location where the student will be during the rotation.
- For international trips, the student should review the Study Abroad Office Emergency Procedures as well as comply with all Study Abroad Policies including registration with the US Department of State.



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### During the trip when an Emergency Arises:

- For trips outside the United States, follow the Study Abroad Office Emergency Procedures.

### For trips inside the United States:

#### Medical Emergency, Injury, or Illness:

- For emergencies, dial 911 immediately or go immediately to the Emergency Department in the hospital of the rotation.
- Whenever possible, contact or have a representative contact the MCG Curriculum Office ([curriculum@augusta.edu](mailto:curriculum@augusta.edu) or 706.721.3217).
- In the event the injury is related to patient care, make sure to follow the procedures of the medical facility.

#### Natural or Man-made Disaster:

- If you are injured or ill, call 911 or seek care at the nearest medical facility.
- If necessary, seek shelter in a safe location, being sure to follow the direction of any local authorities.
- Whenever possible, contact or have a representative contact the MCG Curriculum Office ([curriculum@augusta.edu](mailto:curriculum@augusta.edu) or 706.721.3217)

#### Crime:

- If you are injured or ill, call 911 or seek care at the nearest medical facility.
- Report the crime to local law enforcement.
- Whenever possible, contact or have a representative contact the MCG Curriculum Office ([curriculum@augusta.edu](mailto:curriculum@augusta.edu) or 706.721.3217).



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### Drop/Add Policies – Enrichment Experience Electives

#### **Dropping a Course:**

Students may drop a course without penalty any time prior to 3 weeks (for Augusta based elective courses) or 6 weeks (for regional campus courses, all clerkships, and all selectives) from the start date of that course by appropriately submitting the designated Schedule Change Form. Unless the curriculum office has granted an exemption, dropping a course after this deadline will result in a “W” (withdraw) on the student’s transcript and the student will not be allowed to sign up for any other course during that block.

#### **Dropping a Continuous Curriculum Course:**

All electives delivering instruction over a period longer than one month (examples: RADM 5020) must be registered for specific block on a student’s schedule even though instruction may begin before or end after the dates of the block in which the course is registered.

Unless the curriculum office has granted an exemption, dropping a continuous curriculum course 3 months after the start of the elective will result in a “W” (withdraw) on the student’s transcript.

#### **Adding a Course:**

Courses may be added to a student’s schedule at any time up to the beginning of the course as long as the student has an open month and has obtained approval from the appropriate department or institution.

- Gaining approval from the department and/or institution may involve verifying that there is sufficient room in the course, receiving permission from the sponsoring faculty, and completing all necessary paperwork for the course in a timely fashion (including anything required by the hosting facility).