Extramural Elective Approval Policy

In order to gain approval for an extramural (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 extramural 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.

Contact and Emergency Information

Students complete the extramural 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.

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 senior associate dean for curriculum, associate dean for curriculum, or the director of the fourth year 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 extramural elective approval policy annually.