



# The Medical College of Georgia Office of Academic Affairs

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Applicable to: all students  
Approved by: COC  
Category: Electives  
Context:

## 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.

### 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/Rotations

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 in addition to the above process, students must contact the AU Study Abroad Office and complete the required paperwork with the guidance of the Director of Global Health. In addition to the usual approval process outlined below, the AU Study Abroad Office must approve all international electives.

### Contact and Emergency Information

Students must submit all of the required information (outlined above) including information about location of the elective, emergency contacts, and review of emergency care instructions. This information along with any necessary 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 information and supporting documentation in order to approve the elective.

### Curriculum Office Approval

Once the department approves the elective, the information and all of the supporting documentation is sent to the curriculum office for final approval by either the Associate Dean for Curriculum, Assistant Dean for Curriculum – Enrichment, or other appropriate Curriculum Office leadership faculty 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.



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

### Approval for Graduation Credit

For students who are subject to the graduation requirements of the Class of 2023 or earlier, no more than two 4 week off campus electives can be used to fulfill the elective requirements for graduation. For students who are subject to the graduation requirements of the Class of 2024 or beyond, no more than twelve weeks of off campus electives can be used to fulfill the elective requirements for graduation.