

Scheduling Electives and Elective Credit

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Rationale:

To ensure that all elective experiences meet the academic objectives of the School of Medicine

Scope and Applicability:

All students enrolled in the School of Medicine

Standard Practice Guideline:

All proposed M4 student schedules will be reviewed by the Assistant or Associate Dean for Student Affairs or their designee before the M4 lottery. Students are strongly encouraged to get input from an OUWB specialty advisor. Changes to a student's schedule must be approved in advance.

Procedures:

Scheduling Electives & Elective Credit

1. The M4 year begins on July 1. Each one-month fourth year course at OUWB follows the calendar month, beginning on the first of the month. If the 1st of the month falls on Saturday or Sunday, the first day will be the first Monday of the month. Electives at other institutions may start on a day other than the first of the month.
2. If a student selects an elective that exceeds four weeks but is of less than eight weeks duration, he or she will be awarded only one month of academic credit.
3. Away electives must be completed at LCME or ACGME accredited institutions or OUWB affiliated institutions.
4. Only one of the required electives may be non-clinical.
5. Students are responsible for any fees required by other institutions.
6. Exceptions must be approved by the Associate Dean for Medical Education.

Student-Initiated Changes in the M4 Year Schedule

1. After the scheduling lottery is completed in the winter semester of the M3 year, the M4 required and elective schedules are disseminated to students, hospitals, departments, etc. Changes may be allowed with at least 30- day written notice as detailed elsewhere in this Handbook.
2. Changes to a student's clerkship/elective schedule must be requested in advance using an OUWB Add/Drop form, then submitted to the Director of Records and Registration or designee for approval by the Associate Dean for Medical Education.
3. Students must receive preapproval of clerkship/elective experiences to receive credit.
4. Students cannot drop clerkships that have already begun.

Definitions:

Related Policies and Forms:

Appendix: