

# Undergraduate Medical Education

## Clerkship Electives Procedure

*Curricular Component:* Procedure #CC-06P v4

*Corresponding Policy:* Policy #CC-010

*Supersedes:* Clerkship Electives Procedure #CC-06P, v2 and v3

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March 25, 2015 (v2)

May 18, 2016 (v3)

June 1, 2019 (v4)



### Procedure

1. The Elective Approval form (<http://meds.queensu.ca/courses/clerkship/electives?section=add>) must be submitted to the Undergraduate Medical Education Office through Elentra at least 6 weeks prior to the planned start date of the elective (12 weeks for international electives), ***or within one week of the placement school's confirmation of acceptance of the student.*** Final approval must be obtained ***in advance*** of the start of the elective in order to be granted academic credit.
2. Students who are granted approval for electives outside of Canada must complete all steps set out in the International Activities & Procedures regulations found here: <https://meds.queensu.ca/academics/undergraduate/current-students/resources>.
3. Students who do not have approved electives 3 weeks prior to the start of an elective block will be assigned an elective at the discretion of the Electives Director.
4. Students requesting planned leave (i.e., personal days, conference leave) during elective time require prior approval by both the elective supervisor and the Electives Director.
5. The completed CPE, signed by the elective supervisor and the student, must be uploaded by the student to the appropriate Gradebook assignment drop box within 2 weeks of their completion of the elective course.