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## Elective Process

This document outlines the process to create and renew an elective course in the School of Medicine.

To apply for a new elective, please complete an Elective Submission Form (BCM login required) below and return to [electives@bcm.edu](mailto:Electives@bcm.edu?subject=Electives%20inquiry%20from%20Electives%20Subcommittee%20website). To qualify as an elective course at Baylor College of Medicine, the elective must meet all criteria listed in the Requirements and Criteria for Electives at BCM.

To be considered for approval, each elective must be adequately described in writing by the course director and suitable supplementary documentation provided. The purpose of these requirements is to ensure each elective is educationally sound. The application must be submitted three months in advance to assure appropriate time for review and approval. The following subjects should be in your submission. Your application will not reviewed without the required documentation. You will be required to provide annual updates on your elective, including enrollment; attendance; satisfaction; whether or not goals and objectives were met; and identified area(s) for improvement.

1. Please provide a concise description of what the course will entail.
2. Identify goals and objectives for the course. What should the student be able to do after completing the course, that (s)he course not do beforehand? Be explicit and focused.
3. Please attach a course schedule with identified time commitment daily/weekly. This should include scheduled lectures/seminars, self-directed learning time, etc.
4. Please list the required reading material.
5. Please attach the evaluation form with identified criteria for grade determination that will be used to evaluate the student.
6. Please attach the evaluation form that will be provided for the students to evaluate the course.
7. All electives will be required to turn in an annual update to the Office of the Registrar. Please see below for annual update form.

New Clinical Elective applications will be reviewed biannually in January and July. Pre-Clinical Elective applications will be reviewed quarterly in January, April, July, and October. New elective applications are due to the Electives subcommittee ([electives@bcm.edu](mailto:electives@bcm.edu)) one week prior to the Electives Subcommittee meeting to ensure the subcommittee chair has time to review the application prior to review by the subcommittee.