Adding or Dropping Courses in the School of Medicine

This document outlines the process to add or drop courses in the School of Medicine.

Summary

- Students are expected to review their core and elective options with a Learning Community Advisor, Specialty Mentor, or a Dean of Student Affairs.
- It is the student's responsibility to verify in the CAMS student portal that the add/drop request they made has been updated.
- To ensure that all students are treated impartially during scheduling, students are not allowed to "trade" clerkships with other students.
- All required forms and specific course add/drop deadlines for 4-week and 2-week electives can be found at https://www.bcm.edu/education/schools/medical-school/md-program/curriculum/elective-program-baylor-medical-student.
- Failure to officially withdraw from any course may result in a final grade of fail (F) on the student transcript.

Core Clerkships (cores, selectives, sub internship, and intersession)

- Once the clinical schedule is set, any core or required rotations CANNOT be changed except for extenuating circumstances. Extenuating circumstances are unexpected occurrences, including, but not limited to, circumstances such as illness or death in one's immediate family or specialty specific requirements. Should a student believe he/she meets one of these criteria, he/she must submit an online scheduling petition request to the Scheduling Petition Committee. The link to the petition form is: https://www.surveymonkey.com/r/schedchangerequestform
- In addition to other factors, the Scheduling Petition Committee considers the following add and drop deadlines when reviewing petitions: clinical courses may be dropped up to **six weeks** prior to the start of the course or added up to **four weeks** prior to the start of the course.

Pre-Clinical Electives

- Pre-clinical electives may be added or dropped up to **one week** after the start date of the term.
- Requests to consider adding or dropping a preclinical elective after the first week of the term due to extenuating circumstances may be considered only upon completion of the online **late add/drop** form (available in the Student Portal https://education.bcm.edu/studentportal/ under BCM Resources). Completion of the form requires approval by 1.) the faculty member teaching the course and 2.) a Student Affairs Dean. The online form will automatically route to the required approvers.

Clinical Electives

- Clinical electives may be dropped up to **six weeks** prior or added up to **four weeks** prior to the start of the month that the course takes place.
- All students wishing to drop clinical electives after the **six week** deadline due to extenuating circumstances must complete the **late add/drop** form in the Student Portal https://education.bcm.edu/studentportal/ .
- Of note, 2-week elective rotations follow the add/drop deadline that corresponds to the month the rotations fall within. For example, 2-week rotations 1 & 2 fall within month 1A. Accordingly, both 2-week rotations will follow

the add/drop deadlines for month 1A. 2-week rotations 3 & 4 fall within month 1B. Accordingly, these 2-week rotations will follow the add/drop deadlines for month 1B.

- All late add/drop requests are subject to approval by a Dean of Student Affairs.

Non-Clinical, Away, & International Electives

- Non-Clinical electives (research and advanced non-clinical courses) may be dropped up to **six weeks** prior to the start of the course or added up to **four weeks** prior to the start of the course.
- **Away and International electives** must be added using the appropriate forms no later than six weeks before the start of the rotation.*
- Any **Away or International elective** requests received on or after the **six week** deadline requires a **late add/drop** form and are subject to establishing an affiliation agreement (if applicable).
- Dropping a Non-Clinical, Away, or International elective after the **six week** deadline requires an online **late add/drop** form in the Student Portal https://education.bcm.edu/studentportal/ .