

**The Johns Hopkins University School of Medicine**  
**ELECTIVE POLICIES AND REGISTRATION INFORMATION**

**ELECTIVE REQUIREMENT:** Students will complete 20 weeks of elective credit with at least 12 weeks completed with JHH or JHH affiliated faculty. In addition to the 20 weeks, students will complete three required selectives; an approved Subinternship, a Critical Care course, and the Chronic Disease and Disability course.

**ELECTIVE REGISTRATION:** Deadlines for submission of elective registration forms to the departments are one month prior to the start of the quarter in which the student plans to take the elective. Signed registration forms will be accepted by the Registrar's Office up to the **day** before the start of each quarter. (See next page for quarter dates)

**RETROACTIVE CREDIT POLICY** Students not meeting established deadlines for submission of elective registration forms must apply for retroactive credit in accordance with the following policy: Students requesting retroactive credit must submit a properly completed "Elective Registration Form". A transcript entry for Retroactive registration may be delayed several weeks due to additional handling required for processing forms submitted after the deadline.

**DROP POLICY: All subinternships and advanced electives with significant patient care responsibilities (see elective book) have a two-month drop period. All other electives have a one-month drop period (see dates below).** Prior to the designated drop period for an elective, the student needs only the signature of the course administrator. After the designated drop period, the Late Drop Form must be signed by the Course Director and the Associate Dean for Student Affairs. If the Course Director does not approve the drop, the student may petition the Associate Dean for Student Affairs for a review of the decision. Only after a Drop Form is on file in the Registrar's Office may another registration form be filed for the same period. If a student fails to attend a course for which he/she is registered, an incomplete grade will be recorded on his/her transcript for that course, and the student will not be given credit for any other course during that time period.

**DEADLINES for dropping electives: Academic year 2011-2012( see next page for academic dates)**

	<b>1 month</b>	<b>2 month</b>	<b>Summer '12</b>	<b>1 month</b>	<b>2 month</b>
Qtr. 1, 2011-2012:	07/22/11	06/22/11	Per. 1	04/29/12	03/29/12
Qtr. 2, 2011-2012:	09/24/11	08/24/11	Per. 2	05/25/12	04/25/12
Qtr. 3, 2011-2012:	12/09/11	11/09/11	Per. 3	06/23/12	05/23/12
Qtr. 4, 2011-2012:	02/26/12	01/26/12			

**VACATION:** Students taking a period of vacation are requested to complete a "Vacation" form or indicate on the "Elective Registration Form" each vacation period. List the dates of the vacation period and an address, if different from your local address on file with the Registrar.

**ELECTIVES AT OTHER INSTITUTIONS:** Approved electives are listed in the *Medical Student Elective Book*. Programs at institutions not listed in the Elective Booklet must receive approval from the Associate Dean of Student Affairs. Evidence of acceptance must be presented accompanied with a list of goals and objectives. Have the preceptor at the host institution sign the "Elective Registration Form" or attach a photocopy of an acceptance letter from the host institution. A proposal to spend less than 1 ½ elective quarters at Johns Hopkins or an affiliated institution must be approved by the Promotions Committee for Years 3-4. Requests for such approval should be submitted in writing to the Office of Student Affairs.

**PAID ELECTIVES:** Students may receive a stipend for no more than ONE AND ONE HALF quarters of the total elective requirement.

## Academic Calendar: 2011-2012

<b>Qtr. 1:</b>	<b>08/22/11-10/21/11</b>
1st half	08/22/11-09/21/11
2nd half	09/22/11-10/21/11
<b>Qtr. 2:</b>	<b>10/24/11-01/06/12</b>
1st half	10/24/11-11/23/11
2nd half	11/28/11-01/06/12
<b>Qtr. 3:</b>	<b>01/09/12-03/09/12</b>
1st half	01/09/12-02/08/12
2nd half	02/09/12-03/09/12
<b>Qtr. 4:</b>	<b>03/26/12-5/25/12</b>
1st half	03/26/12-04/24/12
2nd half	04/25/12-05/25/12
<b>Summer Periods:</b>	
Per. 1:	05/29/12-06/22/12
Per. 2:	06/25/12-07/20/12
Per. 3	07/23/12-08/17/12