POLICY ON ENROLLMENT AND WITHDRAWAL FROM COURSES AND CLERKSHIPS

Pre-clerkship and Post-clerkship Courses:

Note
Courses cannot be dropped in the pre-clerkship curriculum without withdrawing from the University.

Drop without penalty (course removed from transcript)
If a student withdraws or goes on a LOA from the School of Medicine prior to completion of 10% of the timeframe of a course, the enrollment will be voided.

Drop with W grade
After completion of 10% of the course, a grade of W will be assigned. If the student re-enters the course, he/she will be reenrolled in the course according to the Leave of Absence, Withdrawal and Readmission Policy.

Withdrawal deadline
After 80% of a course is completed, students can no longer receive a W grade. If there are extenuating circumstances, and if it is feasible, a student may petition for a grade of Incomplete. Feasibility is determined by the course director after a review of the coursework not completed and other practical considerations in accordance with the School of Medicine’s Policy on Academic and Professional Advancement.

Electives (including Advanced Clinical Electives)

Adding a Fourth Year Elective
- Electives must be added at least one month prior to the start of the Elective.
- Students add Lottery Electives through OASIS.
- In order to enroll in an arranged elective, a student must secure in writing approval from the elective supervisor who also notifies the Office of Student Affairs for entry into OASIS.
- Participation in electives at non-UVA, LCME-approved sites requires submission of an acceptance letter (or email) to the Office of Student Affairs.
- Participation in electives at non-LCME approved sites that are not listed on the Student Source or in the Electives Handbook requires submission of a Specially Arranged elective form to the Director of the 4th Year Program.
- Participation in research electives requires submission of a Research Proposal form to the Director of the 4th Year.
- Participation in international electives requires submission of the UVA SOM International Elective Form to the Office of Student Affairs. Additional requirements include submission of the International Studies Office online form, documentation of having received the CDC vaccination requirements, documentation of evacuation insurance and attendance at required orientation.

At the discretion of the Director of the 4th Year Program, a student may add a UVA elective through the Friday prior to the beginning of the elective on Monday. The scheduling form, signed by the elective supervisor and approved by the student’s advisor, must be received in the Office for Student Affairs by Friday.

**Dropping an Elective**
- Dropping an elective requires the approval from the Office of Student Affairs no later than 28 days prior to the start of the elective.
- To drop an arranged elective, students must obtain approval from the elective supervisor, which must be forwarded to the Office of Student Affairs.
- Dropping an elective after the deadline, unless approved by the Director of the 4th year Program, will result in no credit for the elective. Exceptions may be considered for reasons such as illness requiring extended absenteeism, family emergencies, extreme hardship or a change in career goals.
- Students will lose one week of credit for each week (or partial week) for which the drop request is past the deadline.
- Students who drop after the deadline cannot earn credit for other elective work during the period of the dropped elective.

**Clerkships (including Geriatrics)**

*Drop without penalty (clerkship removed from transcript)*

With the approval of the student’s college dean, a student may drop and void registration in a clerkship only before 10% of the clerkship has been completed.
Drop with W grade
After 10% of the clerkship is completed, but before the withdrawal deadline, a grade of W will be assigned. If the student subsequently re-enters the clerkship, he/she will be reenrolled in the clerkship according to the Leave of Absence, Withdrawal and Readmission Policy.

Withdrawal deadline
After 80% of a clerkship is completed, a student can no longer drop. If there are extenuating circumstances, and if it is feasible, a student may petition for a grade of Incomplete. Feasibility is determined by the clerkship director after a review of the work not completed and other practical considerations in accordance with the School of Medicine’s Policy on Academic and Professional Advancement.