



SPECIAL ELECTIVE REQUEST FORM

Special Electives are only permitted with the approval of the Assistant Dean for Curricular Affairs. Special Clinical Electives are electives designed by you and a physician with a UCLA faculty appointment. Special electives taken at UCLA, or the affiliated hospitals, will be given UCLA elective credit.

Special electives taken away from the UCLA hospital campuses will count as part of the 12 weeks allowed for AWAY electives. Special clinical electives are 800-level electives and may not count toward the 12 weeks of 300 or 400-level Sub-internships required for graduation. Non-Clinical Special Electives are 100-level electives and will count as part of the 6 weeks allowed for Non-Clinical Coursework. All Special Electives are Pass/Fail Courses.

Please allow approximately 10-14 business days for this application to be processed by the SAO, so please plan accordingly. You will receive an e-mail when this request is approved.

_____	_____	_____
Student Name	Class	Today's Date
_____	_____	_____
Clinical Elective Specialty	Department	Location/Facility
_____	_____	_____
Elective Dates	Hours/Week (Minimum: 40 hours)	Number of Weeks (Minimum: 1 week)

ELECTIVE DIRECTOR CONTACT INFORMATION

REQUIRED: Contact Information of Elective Director (final evaluation will be e-mailed to this address).

_____	_____	_____
Name	Telephone Number	E-Mail Address

Elective Director's Signature: _____

Please note: Students will not receive academic credit for paid, clinical electives.

DESCRIPTION OF COURSE (Attach additional sheet, if needed):

(Continued on Back)

MAJOR DISEASES OR PROBLEMS

TO BE SEEN:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____

MAJOR EXPECTATIONS OF WHAT WILL BE

LEARNED (OBJECTIVES):

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____

Typical Weekly Schedule: You must be very specific when explaining your schedule (i.e. AM: 8:00am – 12:00pm Rounds; PM: 1:00pm – 5:00pm Clinic)

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
AM					
PM					

Elective Type (please mark one): Clinical Non-Clinical

Please email completed applications to Katy Wolf (kwolf@mednet.ucla.edu) or drop it off at the SAO (Geffen Hall, Suite 200). Katy will check the elective director's faculty appointment and send to the Assistant Dean for Curricular Affairs for approval. **The SAO Hours are: Monday – Friday 8:00AM – 5:00PM**

Final Approval: Assistant Dean for Curricular Affairs:

Approval Signature (Required for credit)