

speaking school/country). English language proficiency may be demonstrated by passing the Test of English as a Foreign Language (TOEFL) examination.

- iv. Renewal of Existing Electives. For each existing elective, the department must submit an Annual Elective Renewal Form to keep the elective active.
- The form must indicate the number of visiting students the elective can accept in addition to indicating if the elective can accept International Visiting Students.
 - The form must be submitted to: electives@bcm.edu.

- iii. Attendance. All Students are required to adhere to the BCM academic calendar dates and arrive on the first day of the rotation for visiting Student orientation.

V. RESPONSIBILITIES

- A. The Dean of the BCM SOM will work to provide:
 - i. Compliance with GHLO policies and procedures as communicated to BCM via the GHLO handbook;
 - ii. Accurate and transparent transmission of information

- C. Departments will use their best efforts to return a decision within one week of receiving the application. Office of the Registrar will notify the
- D. Within one week of receiving a decision from BCM, Students will be required to work with the International Services Office and submit remaining documents to begin the visa process.

VII. STAKEHOLDER COMPLIANCE

Departments that fail to comply with SOM elective course principles, application prerequisites or admission requirements described above risk losing the opportunity to enroll an individual International

International Visiting Students in future offerings of the elective course. Any departmental discipline relating to a violation of this policy is at the discretion of the Dean of the SOM.

VIII. TOOLS

- [Annual Elective Renewal Form \(scroll to the bottom of the page\)](#)
- Global Health Learning Opportunities: <https://www.aamc.org/services/ghlo/about/>
- Visiting Medical Student program site: <https://www.bcm.edu/education/schools/medical-school/current-students/course-descriptions/elective-programs/visiting-medical-student>
- BCM academic calendar: <https://www.bcm.edu/education/registrar/academic-calendars>
- International Services Office: <https://www.bcm.edu/education/registrar/services/international-services-office>

IX. RELATED POLICIES

- [02.2.25 Policy Regarding Harassment, Discrimination and Retaliation](#)
- [02.2.26 Sexual Misconduct and Other Prohibited Conduct Policy](#)
- [23.1.01 Code of Conduct](#)
- [23.1.08 Student Grievances Policy](#)
- [Student Grievance Process](#)
- [32.1.01 Office of the Ombudsman: Structure, Function, and Resources](#)

X. APPLICABLE LAWS, REGULATIONS & STANDARDS

- **Liaison Committee on Medical Education (LCME) Functions and Structures of a Medical School**

o/CED/10/13/2018/195/Fran/CE/Visiting/ST/BC/Boa/P/AMCID 36/BDC Stud-01

§ The resources used by a medical school to accommodate any visiting and transfer medical students in its medical education program do not significantly diminish the resources available to already enrolled medical students.

-
- Provides a performance assessment for each visiting medical student
- Establishes health-related protocols for such visiting medical students
- Identifies the administrative office that fulfills these responsibilities

o 12.8: Student Exposure Policies/Procedures

§ All registered medical students (including visiting students) are informed of these policies before undertaking any educational activities that would place them at risk