

Elective Approval For Off-Campus Electives in the U.S.

Students should follow these instructions to be enrolled in an away elective. Some of the requirements are established by the State of New York and some by our accrediting body, the LCME.

ELECTIVE APPROVAL FORM:

- Include complete contact information for the elective site
- Write measurable learning objectives, as well as a description of student's role & responsibilities during the elective.
- Elective requests are approved if an affiliate agreement is in place with the site. A list of possible sites is at this URL:
https://cbase.som.sunysb.edu/cbase2/public/course_info/affiliate_info.cfm
Agreements help assure accountability for the learning environment, as well as procure liability insurance for students.

FOR SITES REQUIRING PAPER APPLICATIONS OR SITE-ONLINE APPLICATIONS:

- Get the application from the site, complete your portion of the application & submit it with all supporting materials, including our Elective Approval Form & Elective Coversheet to Bonnie in the UGME. **Keep complete copies of everything you submit.** The UGME office will provide the needed dean's signatures, good standing letters, seals, etc. & will mail the completed application to the site. UGME only keeps copies of what we sign or seal. We do not keep copies of other materials you submit.

MOST APPLICATIONS GO OUT THROUGH VSAS (Visiting Student Application Service):

- In January, you will receive 10 elective authorizations in your email account from the AAMC/VSAS. The email will include logon instructions. Save it in your email folders.
- When you are offered an elective in VSAS & have accepted it, complete the Elective Approval form and submit it to the UGME office (Bonnie).

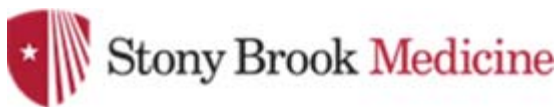
HOW VSAS WORKS:

- Student submits application materials and submits the application in VSAS (Web-based)
- Registrar receives an email from VSAS indicating that application has been submitted.
- Registrar verifies application, uploads transcript, uploads other required information such as a certificate of insurance, & releases the applications **IF AN AFFILIATE AGREEMENT IS IN PLACE**. If no agreement is in place, the Registrar will let the student know & will not release the application.

WHAT HAPPENS IF AN AFFILIATE AGREEMENT IS NOT IN PLACE

- There are well over 100 sites that currently have agreements in place. Students are strongly encouraged to select one of the sites on our list.
- Under certain circumstances the school will consider negotiating new agreements.
- Students submit a request for a new agreement. The requests are considered on a case by case basis. If the school decides to pursue an agreement, students provide the contact information for the site. The affiliate agreement is a legal document between institutions and is not handled by the student.

The agreement must be in place & the student must be enrolled by 30 days before the rotation begins. Students are advised to set up back up rotations in the event that an agreement cannot be put in place in a timely way, or at all. It can take several months for an agreement to be negotiated. Although every effort will be made for the timely execution of agreements, your submission of a request does not guarantee that an agreement will result in time for the elective to occur. Please plan accordingly. A minimum of a 4 month lead time for an agreement request is recommended but not guaranteed as sufficient.



Elective Approval

Please print or type all information.

Site Contact Information

To contact the Office of Undergraduate Medical Education:

Fax 1-631-444-9521 **Phone** 1-631-444-1030

The Office of Undergraduate Medical Education

Stony Brook University School of Medicine

Stony Brook, NY 11794-8432

Student's Name _____ Today's Date _____

Supervisor's Name and Title (person who will supervise you at the site) *Please print:*

Official Site Name _____

Official Mailing Address for the Site:

Name and Email address of the elective coordinator at the site:

Site Phone Number () _____ Site Fax Number () _____

Title of

Elective _____ Department _____

Number of Weeks _____ Start date _____ End Date _____

Learning Objectives and Description

This elective has the following behavioral learning objectives (Objectives should be measurable. Example: 'When this elective ends, the student will be able to....' or 'To be evaluated, the student will do the following.....'):

- 1.
- 2.
- 3.
- 4.

A general description of student's responsibilities and duties while at elective site (an official description of the off campus rotation can be attached to the form):

The site is listed on our affiliate agreement list. Yes _____ No _____

Check here if you applied, were offered, & have accepted this elective using VSAS _____

If not using VSAS, forward the site's email offer & your response accepting this elective to:

Bonita.Chalson@stonybrookmedicine.edu

Office
use only

Assistant Dean for Medical Education approves. YES _____ NO _____

Assistant Dean Signature _____ Date _____

Student is enrolled for this elective as of (date entered to CBase) _____