

College of Medicine Elective Add/Drop Form

INSTRUCTIONS: This form may be used for any elective add/drop transactions. **Do not use this for clerkships.** The student and sponsor signatures are always required. Other signatures may be required as specified. The form should be completed at least six weeks prior to the start of the proposed elective period. Any form submitted less than two weeks prior to the start of the period in which the elective begins, will be charged a \$20.00 late fee. No change is considered official until all required written approvals appear on the form and it has been submitted to the Office of the Registrar with any required fees paid.

PART I. STUDENT CAMPUS DESIGNATION: Binghamton Campus Syracuse

NAME: (First, middle, last) _____ CLASS/YEAR: _____

ID: _____ DATE: _____ SIGNATURE: _____

PART II.	COURSE CODE/DESCRIPTION	DATES OR PERIOD	CREDITS	INSTRUCTOR APPROVAL
<input type="checkbox"/> ADD				
<input type="checkbox"/> UPDATE				
<input type="checkbox"/> DROP				

PART III. If the above elective is not so designated in the Course Selection Book, then the following conditions and approvals are required:

For Extramural Electives at LCME accredited schools:

1. Provide the Office of the Registrar an acceptance letter or comparable documentation including: brief description, department name, institution name, mailing address, and phone number.
2. Request liability insurance if required.

For Extramural Electives at sites other than LCME accredited schools, or Unique Intramural Electives:

1. Provide the Curriculum Office with the completed Request for Approval of Unique Electives form.
2. Request liability insurance if required.
3. Approval of Department Chairperson or Binghamton Campus Coordinator.
4. Approval of Associate Dean of Curriculum.

PART III. Approvals (as required)

Department Chairperson/Binghamton Campus Coordinator Signature _____ Date _____

Associate Dean Signature _____ Date _____

RETURN TO THE OFFICE OF THE REGISTRAR AFTER ALL REQUIRED APPROVALS HAVE BEEN RECEIVED.