

Reviewed by MCAEC: 6/28/18 – 7/6/18	Responsible University Officer: University Registrar
Approved by Dean’s Executive Committee: 7/11/18	Policy Owner: University Registrar
Dean’s Final Approval: 7/11/18	Policy Contact: University Registrar

Away Electives Policy

POLICY HISTORY	
Review Date:	Change Description:
6/27/18	Reformatted policy from website
Review History:	Change Description:
4/1/14	Policy created

POLICY STATEMENT

Medical students are permitted to take an elective under the auspices of another medical school, institution, or organization.

REASONS FOR POLICY

LCME Element 11.3 requires that the College of Medicine have a centralized system in the dean’s office at the home school to review a proposed extramural elective prior to approval and to ensure the return of a performance assessment of the student and an evaluation of the elective by the student.

PROCEDURES

Away Electives at LCME accredited schools

- I. Student applies for away elective
 - a. Primary sources of information
 - i. VSLO – Visiting Student Learning Opportunity (<http://services.aamc.org/20/vsas/>)
 - ii. EEC - Extramural Electives Compendium (<http://services.aamc.org/eec/students/>)
 - b. Student submits application
 - c. Registrar’s Office certifies application
- II. Student is accepted for away elective
- III. Student applies for academic credit at Upstate
 - a. VSAS i. Student is added to the elective based on the VSAS rosters
 - b. Other than VSAS
 - i. Student completes Add/Drop form
 - ii. Acceptance Letter/Email for sponsor approval

Away Electives at non-LCME accredited schools (private practices, hospitals, foreign experiences)

- I. Student applies for away elective
- II. Student is accepted for away elective
- III. Student applies for academic credit at Upstate
 - a. Completes Unique Elective form
 - b. Acceptance Letter for sponsor approval
 - c. Upstate’s Department Chair must approve
 - d. Curriculum Dean must approve

RESPONSIBILITIES

The Registrar provides information about such issues as the following are available, as appropriate, to the student and the medical school in order to inform the student’s and the school’s review of the experience prior to its approval:

- Potential risks to the health and safety of patients, students, and the community
- The availability of emergency care
- The possibility of natural disasters, political instability, and exposure to disease
- The need for additional preparation prior to, support during, and follow-up after the elective
- The level and quality of supervision
- Any potential challenges to the code of medical ethics adopted by the home school

The Registrar evaluates each of the following areas in its review of electives at locations (e.g., countries/regions) where there is a potential risk to medical student and patient safety:

- The availability of emergency care
- The possibility of natural disasters, political instability, and exposure to disease
- The need for additional preparation prior to, support during, and follow-up after the elective
- The level and quality of supervision
- Potential challenges to the code of medical ethics adopted by the home school

DEFINITIONS

There are no definitions associated with this policy.

FAQ

There are no FAQ associated with this policy.

APPENDICES

There are no Appendices associated with this policy.

RELATED INFORMATION

Away Electives and Acting Internships Website
<http://www.upstate.edu/com/students/career/away-electives.php>

LCME Functions and Structure of a Medical School
<http://lcme.org/publications/>

SIGNATURE



7/11/18

Signature Dean of the College of Medicine

Date