

Procedure for Applying for an Extramural (Away) Elective and Requesting Approval to Receive Clinical Elective Credit

TO APPLY TO THE HOST INSTITUTION

- ⊞ **Call or e-mail the institution the elective is offered at and obtain an application.**
The *AAMC Extramural Electives Compendium* lists all 125 medical schools and their contact information for doing electives at their institution. Copies are available in the Office of the Registrar and in PDF format on the web: <http://www.aamc.org/students/medstudents/electives/>
The *AAMC Extramural Electives Compendium* is a database on the web that students are able to use to sort by geographic location and it has links directly to each school's visiting student website.
- ⊞ **Bring the application to the Office of the Registrar for required certification, transcript or letter of good standing.** Follow any other instructions in the visiting student packet from the institution. Most requests can usually be filled in one business day.
- ⊞ **All students must be covered for malpractice insurance in order to take an elective at an off-campus institution.** To confirm whether the institution to which you are applying is covered for malpractice/liability insurance, check the *Extramural Elective Agreements* listing in the Office of the Registrar. If the institution is not listed, please inform the Office of the Registrar and they will make every effort to secure an agreement with that institution. If the institution is listed but does NOT cover our students – you will NOT be able to do an extramural elective at that institution.
All students must follow-up with the Office of the Registrar to make sure that a malpractice insurance agreement is in place for the institution they wish to attend. Every effort will be made to contact you by e-mail if a malpractice insurance agreement cannot be worked out between the institution you wish to attend and SUNY Downstate.

TO REQUEST APPROVAL FOR CLINICAL ELECTIVE CREDIT

- ⊞ **Once you receive approval from the institution in writing**, you need to receive approval for clinical credit. You can pick up the "*Proposal for Extramural/Tailor-Made Form*" from the Office of the Registrar to request approval and to register for the elective.
- ⊞ **Fill out the form completely, including faculty or institutional information** that indicates where the Office of the Registrar should send your grade/evaluation form **and attach the letter of acceptance.** You may be asked for a course description, especially if the elective is not being taken at an LCME accredited medical school.
- ⊞ **You will need to obtain two signatures**, the corresponding department chair's signature (*i.e. if you are trying to do an Oncology elective at Memorial Sloan Kettering, you will need the SUNY Downstate Department of Medicine chair's signature*) and your clinical assistant dean's signature.
- ⊞ **Return the form to the Office of the Registrar** where the course will be added to your schedule and an evaluation form will be sent out for the visiting institution to complete on your behalf. If you fail to return the form **prior** to your elective start date, you will not receive credit for it. There are **no** exceptions to this rule.