PURPOSE AND SCOPE:
To provide information to the students about policies and procedures for Years 3 and 4 electives.

POLICY:

General Information
The MD Program of the Icahn School of Medicine at Mount Sinai requires that students must successfully complete a total of 28 weeks of elective credit during their third and fourth years in order to graduate. For those students in the InterACT Program, a total of 22 weeks is required due to additional clerkship weeks required for the program. Twelve (12) weeks of elective time must be completed as Clinical Elective(s) for all students. Students can receive a maximum of 16 weeks of Research/Non-Clinical elective credits.

Students may take electives during the third and fourth years at the Mount Sinai Health System, our affiliates, or at off-campus institutions. Students may also design clinical or research electives or seek out international experiences via Global Health electives.

The following guidelines apply to electives:

- Forty hours are required to receive one week of elective credit.
- Students are permitted to take one or more longitudinal electives that are listed in the Icahn School of Medicine at Mount Sinai Electives Catalog in Empower. There is no restriction on the number of longitudinal electives you can complete.
- Students cannot take an elective concurrently with a required clerkship or course. Longitudinal electives may be taken concurrently with another non-required rotation (e.g. another elective) as long as the hours do not conflict.
Elective registration (either via Empower or tailor-made elective forms) must be submitted to the Office of the Registrar, with all required signatures, no less than two weeks prior to the desired start date of the elective.

If a student wishes to repeat an elective that has already been taken, it is possible to do so, however, elective credit will not be given for this repeat course(s).

Upon *passing* the USMLE Step 1, students will be *automatically* granted 2 weeks of elective credit for Step 1 Study Course. Empower registration is NOT required. This elective course is graded Pass/Fail only.

Elective credit for preparation for the USMLE Step 2 will be granted only with completion of either the synchronous or asynchronous Step 2 Board Review course. In order to get credit, the student must register for the course on Empower. If attended in its entirety or completed on-line with attestation, the student will receive two weeks of elective credit. This elective course is graded Pass/Fail only.

Work completed for remediation (including remediation for Step 1 and/or Step 2) is not eligible for elective credit.

Non-matriculated students (on a Scholarly year or Leave of Absence) cannot receive elective credit.

MD/PhD students in their PhD phase may receive a maximum of 4 weeks of elective credit in an established Icahn School of Medicine at Mount Sinai elective if:

- They are a matriculated student in the Icahn School of Medicine at Mount Sinai
- They meet the prerequisite(s) for the elective and have the approval of the faculty elective director

To receive full credit for an elective you must complete each step of the elective process:

1. Select and register for the elective.
2. Complete the elective.
3. Ensure that your mentor/preceptor has submitted an evaluation of your performance.
4. Complete *your* evaluation of the elective.

**Selecting and Registering for an Elective**

**I. Icahn School of Medicine Electives**

- Browse the [online electives catalog](#).
- Select the elective for which you wish to apply and click the “Register for Electives” button on the detailed view screen.
- You will receive three emails generated from the system during the registration process:
  - An email informing you that you have requested the elective and it is **PENDING DEPARTMENTAL APPROVAL**
  - Next, an email informing you that the department has approved the elective and it is **PENDING REGISTRAR APPROVAL**
  - A final email informing you that your request to add the elective has been **APPROVED BY THE REGISTRAR**
- You must receive the final email to be fully registered for the elective and receive credit; no retroactive credit will be applied.
• Your login is your student email address and your password is your life number. You should change your password once you have successfully logged into the EMS under Account Management.
• You may access your account anytime online.
• If you have any issues with the approval process, contact the Assistant Registrar or the Director of Student Electives.

II. Clinical Tailor-Made Electives

• Students wishing to design their own clinical elective(s) with a specific Icahn School of Medicine faculty member or a faculty member from an outside institution may do so by submitting the Elective Registration: Clinical Tailor-Made form to the Office of the Registrar. The form can be accessed online via the Medical School Forms web page. A mentor-mentee agreement must be uploaded with the form.
• Once you have submitted the form, it needs to be reviewed and approved by the Director of Student Electives and the Office of the Registrar.

III. Tailor-Made Research/Non-Clinical Electives

• Students wishing to design a research or a non-clinical elective with a specific Icahn School of Medicine faculty member or mentor from an outside institution may do so by submitting the Elective Registration: Tailor-Made Research Elective form (MD, MD/PhD, or MD/MPH) to the Office of the Registrar. The form can be accessed via the Medical School Forms web page. A mentor-mentee agreement must be uploaded with the form.
• Once you have submitted the form, it needs to be reviewed and approved by the Director of the Medical Student Research Office and the Office of the Registrar.

IV. Electives at Other Schools and Institutions

• Students are able to complete as many electives at other schools and institutions as they would like. Most institutions use VSLO to accept students for electives. Once accepted for an elective at another school or institution students must submit the Elective Registration: Application for Electives at Other Institutions form at least two weeks before the start of the rotation. The form can be accessed via the Medical School Forms web page.
• Once you have submitted the form, it needs to be reviewed and approved by the Director of the Medical Student Research Office and the Office of the Registrar.

V. Tailor-Made Electives at Other Schools

Students can also request to complete Tailor-Made Electives at other schools, students must have a mentor at the site responsible for awarding the grade. The student must complete and submit the appropriate form (Elective Registration: Clinical Tailor-Made or Elective Registration: Tailor-Made Research) to the Office of the Registrar and to the Director of Student Elective, or
the Director of the Medical Student Research Office at the Icahn School of Medicine at Mount Sinai for approval. The forms can be found on the Medical School Forms web page.

Please Note: Medical Schools in different US states may require students to pay for a background check and toxicology screening. Please check with the school to which you are applying to make sure you have met any updated requirements.

VI. Global Health Electives

GLOBAL HEALTH ELECTIVES ARE SUSPENDED UNTIL 2023. A limited number of Global Health Electives may be available starting January 2023, depending upon the state of the pandemic.

VII. Year 3 Students and Away Electives

Most students at the Icahn School of Medicine students wishing electives at other institutions will do so in Year 4. Students in their 4th year apply for electives through Visiting Student Learning Opportunities (VSLO) and will be given access to this system in December or January of Year 3. Most institutions participate in VSLO but for those who do not, students can look at the individual institution website for information on applying. In addition to the paperwork required by the host institution, the student must also complete and submit the appropriate form found on the Medical School Forms web page: Elective Registration: Application for Electives at Other Institutions. To get credit for the elective, students must submit this form for review by the Director of Medical Student Electives and the Registrar at least 2 weeks prior to the start date of the elective.

Occasionally, a student may have a reason to do an away elective during elective time in Year 3. The following should be considered:

- Students must meet the prerequisites set by the institution they are visiting
- Students should recognize that they may not be as prepared as they would be in Year 4 with the benefit of all or most of the clinical clerkships. In general, assessments done at the away elective are set at a standard for a Year 4 student
- Students may not know the “system” and logistics at an away location and with a shorter allotment time of elective in Year 3, it may be difficult to acclimate to new systems in time to be able to have an effective elective
- Any elective done outside of an LCME-approved school must have the approval of the Icahn School of Medicine at Mount Sinai Director of Student Electives and that approval must acknowledge that this mentor approves the elective for the student in Year 3
- Year 3 students are not able to apply through VSLO
- If there are any questions or concerns, students are encouraged to meet with the Director for Student Electives or their Faculty Advisor to discuss
Ensuring that your Mentor/Preceptor has Submitted an Evaluation

I. Electives at Icahn School of Medicine

At the end of your elective, including away electives, you must deliver to the mentor/preceptor the Elective: Evaluation/Grade Form, available on the Medical School Forms web page, which the mentor/preceptor will complete and return to the Registrar's Office at the conclusion of the elective. It is the student’s responsibility to ensure that this form is completed and returned to the Office of the Registrar (Email: electives@mssm.edu or Fax: 212-369-6013) at the conclusion of the elective.

II. Electives at other schools

If you are doing an elective at another institution and they wish to use their own institution’s form for evaluation rather than the Icahn School of Medicine form, the mentor/preceptor may complete their institution’s form and submit that to the Office of the Registrar. It is the student’s responsibility to follow-up with those schools to receive your grade and communicate that to the Office of the Registrar.

III. Electives Grading

All clinical electives are graded Pass, Honors, or Fail. Research/Non-Clinical electives are graded Pass/Fail.

Completing an Evaluation of the Elective

I. Electives at Icahn School of Medicine

All third- and fourth-year students are required to evaluate each elective experience AND the preceptor through our evaluation system using their existing login and password. Evaluations assist us in understanding and evaluating the effectiveness of the electives. Evaluations must be completed no later than four weeks after receiving a notification via email. If a student does not complete the mandatory evaluation four weeks after receiving notification, the student will receive an Incident report and no credit for the elective. Please refer to Student Conduct section of Handbook on Incident reports. If the MSPE has been submitted, it will be amended and re-uploaded to reflect this breach of professionalism. The evaluations must be filled out in order to receive credit for the elective.

II. Electives Review System

Students are encouraged to ensure that they are on track with meeting their elective requirements for graduation by logging in to their Empower account.

III. Medical Liability Coverage

The Icahn School of Medicine at Mount Sinai provides medical students with medical liability when providing medical services as a part of approved educational activities. Students are not covered while participating in unapproved activities or rotations. During students’ third and fourth years, coverage does not apply for an activity unless the entire registration process has been followed and the activity has been officially listed on your schedule. To assure that you are covered for a specific activity, inquire in the Office of the Registrar’ or view your student
transcript on the Empower Student Information System. When rotating outside the School of Medicine, you may be requested to provide a letter from the School showing proof of coverage; that letter may be obtained from the Office of the Registrar, by completing the document request form on the Registrar web page.