

 QUILLEN COLLEGE of MEDICINE EAST TENNESSEE STATE UNIVERSITY	Policy/Procedure/Process Name:	Elective Opportunities
	MSEC/ADMIN Number:	MSEC-1018-23
	Approving Officer:	Ramsey McGowen, PhD/ MSEC Chair (2018)
	Agent(s) Responsible for Implementation:	Academic Affairs Student Advisors
Original MSEC Approval Date: 10/16/18 Effective Date(s): 10/16/18	Originator Name/Committee:	Cathy Peebles, Academic Affairs
<input checked="" type="checkbox"/> New Policy/Procedure/Process	<input type="checkbox"/> Revision of Existing Policy/Procedure/Process	
Revision Date(s): Administrative 10/29/21 (change New Innovations to curriculum management system)	LCME Required Policy/Procedure/Process: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> LCME Element(s) Number and Description: 6.5 Elective Opportunities The faculty of a medical school ensure that the medical curriculum includes elective opportunities that supplement required learning experiences and that permit medical students to gain exposure to and expand their understanding of medical specialties, and to pursue their individual academic interests. [Also include the LCME Element number in (B) Purpose of Policy/Procedure/Process statement below].	
Exemption(s) to Policy through MSEC Action (date of meeting): <i>All policies/procedures/processes will be reviewed during the MSEC Evaluation of the Curriculum as a Whole unless an earlier review is identified.</i>		
Administrative Review Date(s): 6/5/2020		

(A.) Policy Statement:

Through elective opportunities, students may individualize their educational experiences based on their own needs and interests. Electives should both broaden and balance the overall educational development of each student, while allowing for career exploration and preparation for graduate medical education and residency training. M4 students are encouraged to participate in electives to gain exposure to and their understanding of medical specialties, and to pursue their individual academic interests. M4 students are encouraged to participate in away electives to gain a different perspective on their chosen specialty while experiencing a different clinical environment.

Policy:

PRECLERKSHIP PHASE ELECTIVES

The purpose of preclerkship phase electives is to allow each student to extend his/her education to construct a program of medical education that best meets the needs, abilities, and goals of the individual student. Elective courses provide enrichment opportunities to the student's total program in medical school.

CLINICAL ELECTIVES:

Third year students participate in a 2-week block enabling them to explore a career in subspecialty areas of medicine that are not required within the core third year clinical clerkships. Fourth year students are required to participate in 18 weeks of electives. Of those 18 weeks, up to 12 of those weeks may be spent in home, away, or a combination of electives directly related to the student's chosen specialty. Students may also participate in up to 8 weeks of home electives designated as non-direct patient care.

Policy Name: Elective Opportunities

M4 students may develop an individually arranged elective, in conjunction with a sponsoring preceptor and approved by the Office of Academic Affairs.

(B.) Scope of Policy:

All Quillen College of Medicine students

(C.) Process:

Preclerkship Students may enroll in offered electives on an optional basis.

Clinical advisors encourage student participation in electives to gain exposure to and expand understanding of medical specialties, and to pursue their individual academic interests. Clinical advisors approve the student's elective choices.

Third year students submit a rank order list of the available elective options indicating their preference. Students are assigned based on interest indicated and available capacity.

M4 students have the ability to request home electives via the curriculum management system which are reviewed for compliance with the established electives criteria and available capacity before the request is accepted or declined. Students may apply for away electives via AAMC's Visting Student Application Service (VSAS) or directly to nonparticipating VSAS schools. Students may begin scheduling electives in the spring semester of their M3 year after their required selectives have been scheduled. Student schedules are maintained in the curriculum management system.

Approved by: Name / Title: Ramsey McGowen, MSEC Chair Date: 10/16/18	Policy/Process/Procedure Superseded by this Current Policy/Process/Procedure (name and number): <i>(List only if a name change is involved)</i>
Review/Revision Completed by:	Date
<input type="checkbox"/> Office of the Dean	
<input checked="" type="checkbox"/> Academic Affairs	September 2018, October 29, 2021
<input checked="" type="checkbox"/> Student Affairs	October 2018
<input checked="" type="checkbox"/> Medical Student Education Committee	October 16, 2018
<input type="checkbox"/> Student Promotions Committee	
<input type="checkbox"/> Faculty Advisory Council	
<input type="checkbox"/> Administrative Council	
<input checked="" type="checkbox"/> M3/M4 Clerkship/Course Directors	
<input checked="" type="checkbox"/> M1/M2 Course Directors	
<input type="checkbox"/> Student Groups/Organizations (describe):	

Notifications of New or Revised Policy	Method of Notifications and Date
<input checked="" type="checkbox"/> Medical Students	Email, October 2018
<input checked="" type="checkbox"/> All QCOM Faculty	Email, October 2018
<input type="checkbox"/> All QCOM Staff	

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<input checked="" type="checkbox"/> Admissions Office (catalog)	Email, October 2018
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