This policy applies to the third and fourth year SJSM medical students.

**Definitions:**

**Elective rotations:** A clinical elective is an optional away rotation that a final year medical student can do at an outside affiliate to gain Clinical Experience.

**Intramural elective clerkship:** An elective approved by the SJSM Curriculum Committee offered at the affiliated hospitals and clinical sites in US and Canada.

**Extramural elective clerkship out of the system:** Extramural Electives are those that are not done at the school's affiliated hospitals and clinical sites. Out-of-system electives must be approved by the Dean of Clinical Sciences. Students can submit a request to attend an extramural elective rotation by following the protocol established in the Approving External Elective Rotation Sites Policy and SOP.

**Policy**

Elective rotations provide students an exposure to medical specialties and sub-specialties and provide opportunity to further their education and experience in these areas. They also play an important role in the residency selection process for medical students. Elective rotations may be taken after completion of core clerkships during the third and fourth academic year. Electives may focus on patient care at the level of a third or fourth year medical student, or on research related to topics of clinical relevance (e.g. epidemiology, clinical trial, translational science). Electives are chosen at the discretion of the student, under the guidance of the Office of the Dean of Clinical Sciences, based on the student's academic and career goals and objectives. Pre-requisites for the desired elective must be completed prior to enrollment for the elective.

SJSM provides the opportunity for students to complete clinical clerkships, subject to the following:

1. All students are required to complete 32 weeks of elective clerkships.
2. Students are required to take at least 28 weeks of patient care electives (elective rotations involving patients).
3. Students cannot take more than 12 weeks of elective rotations in Canada. SJSM does not
accept rotations from other countries unless specifically approved, in writing, by the Provost.

4. Students may begin to fulfill their elective rotation requirements any time after completion of the core rotations. Certain exemptions to this rule can be made as long as the student has, at minimum completed the corresponding pre-requisite core rotation.

5. Students may engage in shadowing experiences but these experiences do not replace elective rotations to fulfill the graduation requirements.

6. Special approval by the Dean of Clinical Sciences is needed before a same elective rotation can be taken the second time.

7. As indicated earlier, all electives with SJSM are intended to last 4 weeks. Any rotation lasting less than 4 weeks must be approved by the Dean of Clinical Sciences.

8. A student requesting additional time to be spent in the elective rotation must submit such a request, in writing, to the Dean of Clinical Sciences, no later than the completion of the 2nd week of the elective rotation. The request can be sent to odc@mj.sjsm.org.

A request must contain, at minimum, the following information:
- Student name, campus and ID#
- Rotation name and originally scheduled start and end date
- Reasons for the extension request
- Letter from the rotation preceptor approving extension request with explanation of academic benefits justifying the extension.

Extending the rotation may result in a shorter rotation time needed to complete a total need of 80 weeks of rotations (96 for those matriculating before May 2016). As rotations shorter than 4 weeks are not allowed students may be required to pay additional tuition for any rotations completed beyond 96 weeks. The amount charged for those rotations will be at the discretion of the finance department and will depend on the current level of tuition and fees.

**SOP:**

**Student application for an elective clerkship:**

1. Applications and placements for intramural elective clerkships will be managed through the clinical department.

2. Students are encouraged to discuss prospective intramural and extramural elective selections with the Office of the Dean of Clinical Affairs. ODCS will encourage students
to use their electives to pursue a broad range of interests in addition to their chosen specialty.

3. Applications for extramural domestic elective clerkships are available through the school’s clinical department (sjmclinical@mail.sjm.org).

**SJSM reserves the right to make exceptions, modify or eliminate this policy and or its content.**