



Medical Student Affairs
John D. Van Nuys Medical Science Bldg- 160
635 Barnhill Drive
Indianapolis, IN 46202-5120

Last name, First, Middle Initial

Date

MS III Elective Request

Instructions:

Approval to add or change an elective must be obtained from the course director or the Director of Medical Education if applicable. Most electives offered by clinics and hospitals outside the IUSM campus are administered by the medical education office of that institution. To add (or drop) an elective at such institutions requires the approval of the Director of Medical Education, not the course director. Refer to the Elective Program Book, Directors of Medical Education section, for addresses and contact persons at those institutions. See <http://msa.iusm.iu.edu/StudentRecords>.

For ADDING an elective during the vacation unit, this form must be completed and submitted to the Dean’s Office for Medical Student Affairs prior to the starting date of the elective.

For DROPPING a previously scheduled elective, this form must be completed and submitted to the Dean’s Office NO LATER THAN ONE MONTH PRIOR to the starting date of the elective.

Final approval of this Request will be made by the Dean’s Office for Medical Student Affairs.

PLEASE PRINT

ELECTIVE PERIOD

Beginning Date _____

Ending Date _____

Add elective # _____

Drop elective # _____

Authorized Signature (See Instructions Above) Date

Authorized Signature (See Instructions Above) Date

Dean's Office Date

- Distribution:**
White- Student File
Blue- Course Director, Elective Added
Yellow- Course Director, Elective Dropped
Green- Student