

APPENDIX B: Creating a New Elective for the University of Cincinnati College of Medicine

1. To create a new elective, the course elective director can directly access the new elective form on MedOneStop under the course information tab under course offerings heading and directly input the information in the new elective form. Or contact Lo'Rain Drais for the new elective form.
2. Preliminary review of the completed elective form by the Director of Electives, Dr. Amy Guiot, will occur within 14 business days. Additional information or clarification may be requested of the course elective director at that time. This is done by email request.
3. If revisions are necessary, the course elective director can directly revise the new elective form in MedOneStop or can discuss the revisions with Dr. Amy Guiot and Lo'Rain Drais who can assist with changes in MedOneStop.
4. After approval by the Director of Electives, Ms. Gina Burg will add the new elective to the agenda for the next M3/4 Curriculum Committee and confirm the date with the elective course director.
5. The presence of the course elective director will be strongly recommended to answer any questions at the M3/4 curriculum committee meeting in order to expedite the approval process. If the elective director cannot be present, then Dr. Guiot will present the elective to the M3/4 committee. If questions arise that would need the elective director response, voting will be delayed until those answers can be obtained. Then the elective will be voted upon by the M3/4 curriculum committee.
6. Once the M3/4 Curriculum Committee approves the elective, the new elective must be approved by Education Program Committee (EPC). An approval email will be sent to the Elective Course Director.
7. New Elective Proposals must be submitted by September 30th in order to be considered for the upcoming academic year.