

### Application process for off-cycle students

Students outside their first year who have completed a minimum of 2 months of scholarly activity during the summer of their first year may still apply for admittance to the Scholarly Concentrations Program, on the merit of their previously conducted work. Such students who are seeking retroactive recognition of scholarly activity conducted outside of the Scholarly Concentrations Program must, if admitted to program, complete the same requirements as on-cycle students, including 4 months of follow-up work during their 4<sup>th</sup> year on their original project, presentation of a final poster during their 4<sup>th</sup> year, and completion of the 10 hour academic requirement.

Students seeking admission to the Scholarly Concentrations Program after their first year must submit an application by the March 31<sup>st</sup> deadline of the year in which they are applying. In addition to the standard application materials, off-cycle students should submit additional documentation for consideration by the Scholarly Concentrations steering committee:

- A 1-2 page, single spaced report, to be co-signed by the students mentor, detailing the scholarly activity they had conducted during the summer of their 1<sup>st</sup> year, describing their hypothesis, the rationale for it, their study design, and results/progress achieved, in addition to any roadblocks encountered during the course of this project, and how they were dealt with.
- A timeline of scholarly work conducted, to be co-signed by the students mentor, detailing at least 2 months of activity, with start and end dates and a detailed outline of scholarly activity conducted in the intermittent time
- A letter of support from the student's mentor, requesting that the student be accepted into the Scholarly Concentrations Program on the merit of their previously conducted work, along with confirmation of willingness to work with the student as they continue their project for 4 months during their 4<sup>th</sup> year (see attached form).

Off-cycle students are required to comply with the 10 hour academic requirement of the Scholarly Concentrations Program. Students must document attendance to academic events or seminars totaling 10 hours, including research presentations, national conferences, symposia, or other meetings in their field of study. This requirement can be complied with by attending some of the numerous academic seminars held frequently on campus, or via attendance at conferences held elsewhere. Students should submit documentation of their 10 academic hours by detailing the time, location, and name of the scholarly meetings attended, and providing electronic copies of the meeting agenda, if available. Please submit this documentation to the Scholarly Concentrations committee via email to [rhonda.kearns@stonybrookmedicine.edu](mailto:rhonda.kearns@stonybrookmedicine.edu) or [ann.dowsey@stonybrookmedicine.edu](mailto:ann.dowsey@stonybrookmedicine.edu).