(A) Policy statement
In the event of extenuating academic or personal circumstances, a student may be required to modify or may request a modification of, the assigned schedule for the third-year clerkships, subsequent to an academic advising session(s) with approval by a dean or director in the Office of Student Affairs. This policy provides information related to the process for modifying third and fourth year clerkships in the College of Medicine curriculum.

Extenuating academic circumstances that require modification of the third-year clerkship scheduled include:
1. Failure to complete/successfully pass all blocks in the second-year curriculum prior to the scheduled start date for a clerkship.
2. Failure to sit for the USMLE Step 1 prior to the scheduled start date for a clerkship.
3. Receipt of a failing score on the USMLE Step 1.
4. Posting of two or more grades of Defer and/or Incomplete in the third-year core clerkships.
5. Leave of Absence

Note that schedule changes will NOT be granted for:
1. Reasons of dissatisfaction of the clerkship schedule obtained through the lottery, or
2. Reasons of convenience.

(B) Purpose of policy
This policy provides a framework for modifying a student’s third-year clerkship schedule, while maintaining compliance with the curricular requirements for the M.D. program and the university’s registration policies, in the event that academic or personal extenuating circumstances warrant such a modification.
(C) Scope
This policy applies to medical students in the clinical portion of the M.D. program in the College of Medicine and Life Sciences.

(D) Procedure
The process for modifying third year scheduled clerkships is as follows:

1. The Office of Student Affairs will complete the Request for Modification of Required Clerkship Form, and will put in writing the student's reason(s) for requesting a change in schedule. The Office of Student Affairs will notify the student. The students will schedule a meeting with the Associate Dean for Student Affairs and Admissions to discuss the request. This process should be initiated no later than 35 days prior to the beginning of the required clerkship. Note that schedule changes will not be granted for reasons of convenience or because of dissatisfaction with the track a student obtained through the lottery.

2. If the request is approved in principle, the Office of Student Affairs will notify the Registrar’s Office. Following approval, the Registrar’s Office will attempt to implement the request by consulting with the appropriate clerkship department. Formal approval of a request to modify a required clerkship schedule only guarantees that a request to postpone a rotation will be granted. There is no guarantee that the exact request for a change in schedule will be able to be implemented.

Consequences of Postponing a Required Clerkship to the Fourth Year (noted on the Modification Form and discussed at the meeting with the student.)

1. Students will be subject to the grading policies in the academic year they take any postponed clerkship.
2. Rescheduling any postponed clerkship is done on a randomized basis because there are limited slots for fourth year students in third year clerkships. Students who postpone a required clerkship into the fourth year must complete the clerkship before the end of December in their fourth year, unless space prohibits, in which case students will be assigned to complete the postponed clerkship no later than the end of March of their fourth year.
3. Students who postpone required clerkships must understand that many fourth year clerkships have successful completion of ALL third year clerkships as a prerequisite; as a result, they will not be able to schedule those clerkships (e.g., GIM, Heart Station, General/Trauma Surgery, Plastic Surgery, Urology, etc.).
4. Postponing a required clerkship to the fourth year may affect the total number of points toward AOA and class ranking.
5. May also affect the scheduling of Away Electives for the 4th year.
Site Assignments

1. Assignments for required clerkships will be at the University Medical Center and other UTCOM associated institutions. Students may be offered the opportunity to request a specific site where they wish to do their required clerkships. However, the final assignments are made by the clerkship offices, and these assignments are final.

Approved by:
Christopher Cooper, M.D.

Policies Superseded by This Policy:
3364-81-04-012-07 Required Clerkships Scheduling Changes

Initial effective date: 08/25/1985

Review/Revision Date:
- 08/25/86
- 08/13/87
- 08/22/89
- 08/15/90
- 11/19/91
- 02/24/94
- 07/01/95
- 08/01/96
- 08/17/00
- 08/18/03
- 09/17/04
- 04/22/07
- 10/10/12
- 02/01/2017

Next review date: 02/01/2020 (three years from most recent revision/review date)