


<p><b>Name of Policy:</b> <u>College of Medicine and Life Sciences: Third Year Clerkships Scheduling Changes</u></p> <p><b>Policy Number:</b> 3364-81-04-012-07</p> <p><b>Approving Officer:</b> Dean, College of Medicine &amp; Life Sciences</p> <p><b>Responsible Agent:</b> Associate Dean for Student Affairs</p> <p><b>Scope:</b> College of Medicine &amp; Life Sciences M.D. Program</p>	 <p><b>Revision date:</b> 4/5/24</p> <p><b>Original effective date:</b> 8/25/85</p>
<p><input type="checkbox"/> New policy proposal                      <input checked="" type="checkbox"/> Minor/technical revision of existing policy</p> <p><input type="checkbox"/> Major revision of existing policy                      <input type="checkbox"/> Reaffirmation of existing policy</p>	

(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 threads and curriculum components in the second-year foundational science 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:

The student or 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 students will schedule a meeting with the Assistant or Associate Dean for Student Affairs to discuss the request. This process should be initiated no later than 35 days prior to the beginning of the required clerkship. Office of Student Affairs staff will communicate with affected clerkship directors and coordinators for their approval.

If the request is approved in principle, the Office of Student Affairs will notify the Registrar's Office. Final changes to clerkship schedule is contingent upon availability of openings in each requested clerkship and approval by the clerkship director/coordinator.

- (1) Consequences of Postponing a Required Clerkship to the Fourth Year (noted on the Modification Form and discussed at the meeting with the student).
- (2) Students will be subject to the grading policies in the academic year they take any postponed clerkship.
- (3) Rescheduling any postponed clerkship is done on a randomized basis based on urgency and ability to graduate on time 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.
- (4) Students who postpone required clerkships must understand that many fourth-year clerkships have as a prerequisite successful completion of ALL third year clerkships; as a result, they will not be able to schedule those clerkships.
- (5) Postponing a required clerkship to the fourth year may affect class ranking.
- (6) May also affect the scheduling of Away Electives for the 4th year.

## Site Assignments

Assignments for required clerkships will be at UTCOMLS affiliated 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.

<p>Approved by:</p> <p><u>/s/</u>  Christopher Cooper, M.D.  Executive V.P. for Clinical Affairs and  Dean, College of Medicine and Life  Sciences</p> <p><u>4/5/24</u>  Date</p> <p><i>Review/Revision Completed by:  Senior Associate Dean Student Affairs  and Admissions</i></p>	<p><b>Policies Superseded by This Policy:</b>  3364-81-04-012-07 Required Clerkships Scheduling  Changes</p> <p><b>Initial effective date: 08/25/1985</b></p> <p><b>Review/Revision Date:</b></p> <ul style="list-style-type: none"> <li>• 08/25/86</li> <li>• 08/13/87</li> <li>• 08/22/89</li> <li>• 08/15/90</li> <li>• 11/19/91</li> <li>• 02/24/94</li> <li>• 07/01/95</li> <li>• 08/01/96</li> <li>• 08/17/00</li> <li>• 08/18/03</li> <li>• 09/17/04</li> <li>• 04/22/07</li> <li>• 10/10/12</li> <li>• 02/01/2017</li> <li>• 10/07/2020</li> <li>• 4/5/24</li> </ul> <p><b>Next review date: 4/5/27</b> (three years from most recent revision/review date)</p>
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