

Effective 2016-2017 Academic Year Clerkship Add/Drop Policies

All changes to students' schedules must be made through the SOM Registrar's Office; no other parties may change clinical schedules, sites, and/or timeframes including but not limited to: other academic affairs staff; department clerkship directors or coordinators; WWAMI deans, faculty, or staff; site coordinators; or preceptors. In cases where permission is necessary it is the student's obligation to contact the SOM Registrar's Office to ensure that the updates are made to his/her clinical schedule

Third Year Required Clerkships

Once the required clinical schedules are published, students will have a two-week window to review their assigned clerkship sites and timeframes. During that two-week review period, students have the opportunity to trade their assigned clerkships with other students.

Trade Rules

Students who wish to attempt a "swap/trade" of either site or timeframe or both will be required to find another student willing to "swap/trade" via student-initiated communication. Agreeable parties are required to set-up an appointment with the SOM Registrar's Office staff to review, approve, and facilitate the schedule change. Many factors are taken into consideration prior to approving a "swap/trade" and include, but are not limited to, schedule and travel coordination, housing availability, and academic standing.

After the trading window has closed, students may not drop, add, or change their required clerkships for the remainder of the year. Approval of any schedule changes due to extenuating circumstances such as illness or personal/family emergency must be approved by the Associate Dean of Student Affairs in consultation with the SOM Registrar's Office.

Fourth Year Required and Clinical Elective Clerkships

These can only be dropped/added up to six weeks or more prior to the clerkship start date. For example, if the clerkship start date is July 5, the last possible day to change is May 21. Some departments have further limitations when dropping their clerkships; additional restrictions can be found in the [Clerkship Catalog](#) and supersede the six week guideline mentioned above. Students who would like to change their elective clerkships **must first contact the SOM Registrar's Office to facilitate the scheduling change.**

Late Adds: Approval to add an elective that is less than 6 weeks away requires approval from the sponsoring department's clinical clerkship coordinator.

Late Drops: Approval to drop an elective that is less than 6 weeks away due to extenuating circumstances (illness, personal/family emergency, residency interviews, etc.) must be approved by the Associate Dean of Student Affairs. Some permission-only electives may also require the approval of the sponsoring department's clinical clerkship coordinator.