

CLERKSHIP ROTATION SCHEDULE AND CLERKSHIP POLICIES

CLERKSHIP ROTATION SCHEDULE

Students are scheduled based on a standard clerkship rotation schedule which sequences the clerkships in the third year. Each clerkship rotation schedule identifies the specific period in which the student will take all clerkships. All students are expected to follow the sequence of clerkships as delineated in clerkship rotation schedule. Clerkships have limited capacity and it is usually not possible to move a clerkship to another period. Clerkships must be taken at the student's assigned campus.

Students are able to indicate their preferred clerkship rotation schedule. While every effort is made to accommodate individual preferences, due to the limited capacity of each clerkship rotation schedule, it can not be guaranteed that each student will receive a top choice. To make this process as equitable as possible, each student is assigned a randomly generated number. This number will determine the priority for preferencing the clerkship rotation schedule. The process will order students by their randomly assigned number and then assign a clerkship rotation schedule based on the student's ranked preferences and clerkship rotation schedule availability. The student with number one will have first choice.

Students in the Rural Medicine (RMED) program and the MD/PhD dual degree program do not participate in process. Students in the RMED program are assigned to a specific clerkship rotation schedule which allows them to complete all necessary clerkships prior to commencing the RMED preceptorship at their community site. Students in the MD/PhD program are allowed to select a clerkship rotation schedule prior to the general selection process .

POLICY ON POSTPONING CLERKSHIPS

1. In general, clerkships need to be taken as scheduled in the student's clerkship rotation schedule. Based on the non-negotiable constraints of the curriculum and the residency application process, postponing a clerkship places the student at a decided disadvantage.
2. Clerkships may be postponed to the MSIV year only if extenuating circumstances exist that would significantly encumber the student or preclude the student from taking the clerkship at the scheduled time. Documentation of such extenuating circumstances may be required in order to review such a request. No students may alter the sequence of their required clerkships. In the case of death in the immediately family or server illness, the student may petition the Academic Review Board with written documentation. In the case of academic difficulties, the Academic Review Board will dictate alterations in clerkship rotation schedule. The Registrar's Office (Syracuse campus students) or the Binghamton Student Affairs Office (Binghamton campus students) will need to review and approve any changes due to the above circumstances due to maximum numbers that can be accommodated in the clerkships in any given period. Rescheduling clerkships may result in a delay of graduation. The Associated Dean of Undergraduate Medical Education will have the discretion to consider requests that fall outside of policy with the option of referring these to the Academic Review Board.
3. A request to postpone a clerkship for the above reasons is reviewed by the Registrar's Office. Binghamton campus students may initiate a request with the Student Affairs Office in Binghamton. The request will be forwarded to the Registrar's Office for a review, which may involve consultation with the Binghamton Student Affairs Office. The University Registrar will consult with the Associate Dean for Undergraduate Medical Education before a determination is made about the request. In some instances, the Academic Review Board for the Clinical Years may be consulted.
4. If a request to postpone a clerkship is approved, the student will be scheduled in the clerkship in another period based on the capacity of the clerkship and the preference of the student. Postponed clerkships need to be completed by the October/November period of the MSIV year.

5. Students are allowed to postpone only one clerkship to the MSIV year. If extenuating circumstances warrant additional time away from the curriculum, then the student will be required to take a leave of absence or to decompress the clinical years schedule and delay graduation by a year.
6. Any deviation from or failure to follow the policy on postponing clerkships may result in a report of professionalism or a review by the Academic Review Board for the Clinical Years.

POLICY ON REMEDIATION OF CLERKSHIP DEFICIENCIES

The following policy has been developed to assist faculty and students in the event it becomes necessary for a student to remediate a clerkship due to a deficient grade:

1. If a student receives a deficient grade in a clerkship, the Clerkship Director or Clerkship Coordinator must check with the University Registrar to verify that the student is eligible to remediate the clerkship before scheduling or allowing for remediation. In order to be eligible to remediate, the student must not be on probation and must not have received another deficient grade in the current academic year. Remediation may not be attempted at any time that a student is scheduled for another course.
2. If a student is not eligible to remediate, the student will need to be reviewed by the Academic Review Board for the Clinical Years. The Academic Review Board will need to approve a plan of remediation before it can occur.
3. A student must finalize a remediation plan with the Clerkship Director or Clerkship Coordinator within 45 days of the deficient grade being recorded, or in the case that the Academic Review Board must approve the remediation, within 45 days of being notified that the Academic Review Board has approved a remediation plan. Finalizing a remediation plan may involve scheduling a subject examination date, scheduling the retake of a clerkship, or otherwise finalizing how and when the remediation will occur. Students should note that opportunities to remediate a clerkship are limited by the capacity of the clerkship to accommodate students, the pre-determined subject examination dates, and the student schedule.
4. Any remediation of a clerkship should occur as early as possible and must be completed by the October/November period of the MSIV year.
5. Any deviation from or failure to follow the policy on remediating clerkships may result in a report of professionalism or a review by the Academic Review Board for the Clinical Years.