CLERKSHIP TRACKS AND CLERKSHIP POLICIES

CLERKSHIP TRACKING SYSTEM
Students are scheduled based on a track system for sequencing the clerkships in the third year. Each track sequences the clerkships and identifies the specific period in which the student will take the clerkships. Clerkships must be taken at the student’s assigned campus.

Students select their tracks through the Track Selection process. For this process, each student is assigned a randomly generated number. This number will determine the priority for selecting tracks. The student with number one will have first choice.

POLICY ON RESCHEDULING CLERKSHIPS
Changing the sequencing of clerkships is done in accordance with the following principles:
1. Clerkship Directors establish the minimum and maximum number of students that can be accommodated in any given period.
2. Requests for rescheduling clerkships are reviewed and approved through the Registrar’s Office (Syracuse students) or the Student Affairs Office (Binghamton students). Individual Clerkship Directors are not responsible for negotiating and approving clerkship changes.
3. Requests to move a clerkship should be made at least six weeks before the scheduled start of the clerkship. Clerkship change requests made within six weeks of the scheduled start of the clerkship will be considered if extenuating circumstances exist.
4. Students will remain in the originally scheduled clerkship period until he/she has received a confirmation of the approved change from the Registrar’s Office or the Student Affairs Office.
5. If a request to move a clerkship can not be accommodated, the student will be added to a waitlist. The wait list does not guarantee the rescheduling of the clerkship but serves as a placeholder should space become available. Students will be moved from the waitlist according to a priority ranking and not strictly a first come-first served basis. The priority ranking is:
   a. Unexpected extenuating circumstances (for example, student has taken ill, death in one’s immediate family)
   b. Interruptions that could impact ability to graduate (for example, failure on USMLE Step 1, remediation of a clerkship)
   c. Impact on career choice (for example, applying to an early match program, military obligations)
6. Clerkships may be postponed to the MSIV year only if extenuating circumstances exist.

GUIDELINES GOVERNING STUDENTS MAKING UP CLERKSHIPS
The following guidelines have 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 or postpone a clerkship:
1. If a student receives a deficient grade in a clerkship, the department must check with the Registrar (Syracuse campus) or Director of Student Affairs (Binghamton campus) to verify that the student is not on probation and has not received another deficient grade in the current academic year before allowing any remediation. Remediation may not be attempted at any time that a student is scheduled for another course. Remediation work for students on probation must be approved by the Clinical Years Grades Committee.
2. Students who take a leave of absence which causes them to leave or miss a clerkship(s) may enter that clerkship(s) in another track by petitioning the Registrar (Syracuse campus) or Director of Student Affairs (Binghamton campus) using the clerkship change procedure.
3. The clerkship should be scheduled as early as possible in the fourth year, but no later than the end of the Fall semester.