

**Class of 2023 Clinical Schedule Adjustment Procedure**

In the event you wish to swap your Clerkship Track assignment with a classmate, the following applies:

1. Students will have until, **Tuesday, January 5, 2021 at 5 PM** to make a one-to-one swap with another student. We suggest you use the class listserv to post your desire to swap your clinical track. Students can check the listserv to connect with other students who may also wish to swap.
2. You must swap the **entire** track for which you have been assigned, for the entire academic year. **Specific components of a track cannot be swapped.**
3. In order to make a swap, you and the person with whom you are swapping, must submit a "Clinical Schedule Adjustment Form" (see below). Once the form is completed, please return it to [Registrar@downstate.edu](mailto:Registrar@downstate.edu) no later than **Tuesday, January 5, 2021 at 5 PM**.



The State University of New York  
Downstate Health Sciences University  
registrar@downstate.edu

**College of Medicine Class of 2023  
Clinical Schedule Adjustment Form**

Use this form to make a direct person-to-person swap of your Clinical Schedule by **Tuesday, January 5, 2021 at 5 PM**. You must swap your **entire track** across all semesters.

1. Student Name \_\_\_\_\_  
Student Signature \_\_\_\_\_ Date \_\_\_\_\_
2. Student Name \_\_\_\_\_  
Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Email submission must have both students copied on the email.  
registrar@downstate.edu**