

PATIENT CARE PHASE (PCP) CLERKSHIP SCHEDULE CHANGES/DROPS: PROCESS AND FAQS

BACKGROUND:

UWSOM's curriculum and clerkship teams strive to ensure robust clinical experiences and high educational standards for students. UWSOM's registration, academic learning technologies, and E*Value teams strive to provide clerkship schedules that facilitate student progress towards graduation, while considering program requirements, clerkship availability, and student preferences.

ONCE THE EVOS SCHEDULING PROCESS IS COMPLETE:

Students can swap rotations with other students in a student-led Swap/Trade process. Contact MSA for more information about this process.

AFTER SWAP/TRADE ENDS:

As soon as the swap/trade window ends, clerkship site teams are apprised of schedules and often begin planning for students, adjusting provider/learner schedules and educational opportunities accordingly. Changes to PCP schedules impact site teams and individuals working to optimize educational opportunities. Recognizing that we compete for sites with other institutions, we strive to maintain good relationships with sites to maintain robust opportunities for students.

As such, once the swap/trade window has ended: Per the [scheduling policy](#), students may not drop, add, or change required clerkships for the remainder of the year.

However, we understand students face unexpected challenges during medical school, and we aim to support them as best we can while balancing the impact of dropped/changed rotations on other students and clerkship teams.

After the swap/trade period, approval of any schedule changes (drops or swaps) due to extenuating circumstances, such as illness or personal/family emergency must be approved by a UWSOM Student Affairs Dean.

Email adminsa@uw.edu to request this approval with the following information:

- (1) the course(s), site(s), and timeframe(s) for the change(s) you are requesting
- (2) a brief (<100 words) explanation of the extenuating circumstance prompting the request, and
- (3) your plan for success despite the circumstances if the request is granted.

FREQUENTLY ASKED QUESTIONS:

- 1. I am unhappy with the location of one or more of my clerkships. Can I get one or more rotations or sites changed?***

You may swap/trade these locations during the two-week swap/trade window. Once that window has concluded, per the [scheduling policy](#), students may not drop, add, or change required clerkships for the remainder of the year unless they have an approved extenuating circumstance.

- 2. I need to change my schedule (site change and/or clerkship drops) because of a personal or family emergency (extenuating circumstance). What can I do?***

Schedule change requests due to extenuating circumstances are subject to availability and will be considered by a committee of Student Affairs Deans (see Instructions for Requests above).

- 3. What constitutes an extenuating circumstance?***

Extenuating circumstances are events that are unexpected and beyond control such as an acute personal illness or family emergency.

- 4. Can I change sites for career reasons (e.g. specialty/research), a “better” clinical experience and/or for a better residency application? Could that count as an extenuating circumstance?***

No. The Explore & Focus (E&F) phase of the curriculum provides opportunities for career exploration to enhance students’ residency applications. In addition, our curriculum team knows from years of experience that sites and sequence of clerkship rotations do not meaningfully impact prospects for residency match.

- 5. I have an extenuating circumstance and need to change sites but there are no other sites available. What are my options?***

Student Affairs Deans can authorize a rotation drop for extenuating circumstances if necessary. Ideally, this should occur at least six weeks before the start of the rotation so another student can use that rotation and potentially free up rotations later in the current or following year. Rotation drops may lead to graduation delays. You can meet with the [Proactive Advisor](#) to map out your schedule and assess the likelihood of graduation delay due to schedule changes.

6. *How will dropped rotations be rescheduled?*

Dropped rotations can be rescheduled in subsequent elective blocks depending on availability and credentialing timelines (typically 6 weeks for most rotations; longer for Madigan/VA). Rotations that cannot be rescheduled in the student's current PCP cycle will be scheduled in the next PCP cycle via the standard scheduling process conducted by the Registration team in the Autumn prior to the next PCP cycle. Even though you may be invited to make preferences, those preferences may not be able to be considered for this process. Track status WILL NOT be carried over from one cycle to another without repeat application in the Summer prior to Autumn scheduling. Rotation drops may lead to expansion of the curriculum and may delay graduation. You can meet with the [Proactive Advisor](#) to help map out an expanded schedule.

7. *I've heard (or know) that there is an open regional spot at a site I'd prefer. Can I swap into that available spot?*

Maybe. Site changes (especially to fill open regional sites) are at the discretion of the specific [clerkship teams](#) who have up-to-date awareness of availability, credentialing and other site constraints. Once schedules have been released, E*Value may no longer have up-to-date tracking of availability. Note that credentialing often requires 6 or more weeks depending on the site.

8. *I have found a classmate who is willing to swap rotations with me, but the swap/trade window has closed. What can we do?*

If either of you have an extenuating circumstance AND there is adequate time for credentialing (typically 6 weeks; 12 weeks for Madigan or the VA), you can request a swap with the form above. Both students must complete the form to attest that they agree to the swap.

9. *Though the spot is not visible in E*Value, I know of a preceptor who is willing to take another student. Can I swap to that site?*

No. The curriculum and clerkship teams strive to ensure that clinical experiences maintain a high educational standard for UWSOM students. As such, every clerkship opportunity is selected carefully and vetted by multiple stakeholders in a committee. That said, clerkship teams work continuously to expand clerkship availability for students. You can notify [clerkship contacts](#) and regional deans and administrators of potential sites/preceptors who are willing to take students. Due to the timeline of the vetting process, approval for new courses is unlikely to be obtained in time to modify a current PCP student's schedule. Remember that there may be opportunities to work with that preceptor in the E&F phase.

10. *I am a Track student and must change sites due to an extenuating circumstance. Can I drop out of Track to make that change?*

No. Track status must be maintained throughout a single scheduling cycle due to [duty station](#) constraints. If a schedule needs to be changed for a Track student, efforts will be made to ensure they maintain the minimum required 24 weeks at Track sites. If a rotation change cannot maintain that requirement, the rotation may be dropped altogether and scheduled in the next rotation cycle. Note that Track status WILL NOT be carried over from one cycle to another without repeat application in the Summer prior to Autumn scheduling.

11. *I am a WRITE/LIC student in the longitudinal phase of my clerkship. How can my schedule be changed for an extenuating circumstance?*

WRITE and LIC scheduling is primarily performed and modified by WRITE and LIC program staff respectively. Student Affairs Deans can affirm students meet the criteria of an extenuating circumstance, but options for schedule change will be deferred to the respective program team. Note that inpatient rotations associated with WRITE (IM, PEDS, Psych, OBGYN) typically cannot be swapped. Because the Surgery rotation is outside of WRITE, WRITE students may be able to swap or drop Surgery sites, but not the timeframe in which Surgery is assigned. Please contact the WRITE team for more information.

USEFUL WEBSITES:

- [9.1 Clerkship Scheduling Policy](#)
- [Department Clerkship Contacts](#)
- [UWSOM Clinical Academic Calendar](#)

SPECIFIC RESOURCES:

- To discuss with a Student Affairs Dean: [Schedule an Appointment with a Student Affairs Dean](#)
- To map out schedule changes that may expand your curriculum: [Proactive Advising](#)
- For help coping with stress and uncertainty: [Counseling and Wellness Services](#)
- For health issues: [Husky Health](#)
- For understanding how schedule changes can impact Financial Aid: [SOM Financial Aid](#)
- For help understanding how schedule changes would affect travel: [WWAMI Student Travel](#)
- For understanding how schedule changes/delayed graduation could affect career/residency application: [Career Advising](#)
- For help adjusting shelf exam and Step study schedule to accommodate extenuating circumstances: [Academic Support](#)