



**Policy: Adding and Dropping Rotations in Academic Year 4**

| INITIAL EFFECTIVE<br>DATE: | LAST REVISION<br>DATE: | RESPONSIBLE<br>DIVISION/DEPARTMENT/COMMITTEE   |
|----------------------------|------------------------|--|
| July 2012                  | October 2022           | <ul style="list-style-type: none"><li>• Curriculum Committee<ul style="list-style-type: none"><li>○ Clinical Education Committee</li></ul></li></ul> |

**POLICY STATEMENT**

Prior to notifying clinical affiliates of student schedules, students will have a 1-week period during which they can submit add-drop requests for all rotations. Once clinical affiliates are notified of schedules, rotation change requests can only be made in the case of specialty choice changes or externship acceptances and must be submitted at least 60 days prior to the start of the impacted rotation.

- A. After students receive schedules created through the e-value optimization process, there is a period of approximately 1-week during which students can submit add-drop requests for all rotations. This occurs prior to sending schedules to clinical affiliates and preceptors. Revised student schedules will be created as a result of this process.
- B. Once clinical affiliates are notified of schedules, rotation change requests can only be made in the case of specialty choice changes or externship acceptances and must be submitted at least 60 days prior to the start of the impacted rotation.
  - In the case of an externship acceptance, the acceptance notification must be sent immediately to [comperiod4@fiu.edu](mailto:comperiod4@fiu.edu). Relevant add-drop forms must also be submitted. The reason for the add-drop should be indicated as "externship acceptance"
  - In the case of a specialty change, the student should email [comperiod4@fiu.edu](mailto:comperiod4@fiu.edu) notifying the team of the student's new specialty. The required add-drop forms should also be submitted. The reason for the add-drop should be indicated as "specialty change."
  - Any schedule changes must be requested via the add-drop system at least 60 days prior to the start of the impacted rotation. Some sites may require more advanced notification.
- C. Graduation "core rotation" requirements i.e. Research Scholarship Course, Geriatrics, Neurology, Emergency Medicine and Subinternships may be difficult or impossible to change since alternative dates may not be available.
- D. Requests to consider adding or dropping a clinical course after the deadline, due to

extenuating circumstances, may be considered only upon approval by the Assistant Dean for Clinical Education and the clinical affiliate.

- E. Failure to officially withdraw from a clinical course may result in a final grade of unsatisfactory (U)/fail (F) on the student's transcript.

#### SCOPE

This policy applies to students in Academic Year 4.

#### REASON FOR POLICY

This policy covers electives in Academic Year 4.

#### DEFINITIONS

| TERM | DEFINITIONS |
|------|-------------|
|      |             |

#### RESPONSIBLE PARTIES

Clinical Education Subcommittee  
Clerkship Directors

#### RELATED RESOURCES

#### CONTACTS

Questions about this procedure should be directed towards the Associate Dean for Curriculum and Medical Education, Office of Medical Education.

#### POLICY HISTORY

**Initial Effective Date:** July 2012

**Review Dates** (*review performed, no updates*): October 2022

**Revision Dates** (*updates made to document*):

**Comments on Revision** (*if applicable*):

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### PROCEDURE STATEMENT

Academic Year 4 students are permitted to change Academic Year 4 rotations, within certain limitations (CP-223)

The mechanism for selecting academic schedules in the fourth year is by a web-based computerized scheduling system (E\*Value).

The procedure for requesting changes in Academic Year 4 rotation schedules is as follows:

- A. All students wishing to drop clinical courses must complete the Add-Drop form (located on Academic Year 4 Sharepoint site) and submit it to [comperiod4@fiu.edu](mailto:comperiod4@fiu.edu) no less than six weeks (or longer based on site requirements) prior to the start date of the course.
- B. Some clinical sites may require more than 6 weeks notice to drop a rotation e.g. Nicklaus Children's Hospital requires 8 weeks and Cleveland Clinic requires 12 weeks advance notice.
- C. All change requests must be approved by the Associate Dean for Clinical Medical Education.

Notification of this procedure is provided to the students via (a) email distribution to the entire class; (b) discussion at the class meetings with the Dean; (c) individual meetings with Academic Advisors when planning.