

**Policy: Requesting Alternative Educational Site or Changing Rotations
in Academic Year 3**

INITIAL EFFECTIVE DATE: November 2016	LAST REVISION DATE: June 2025	RESPONSIBLE DIVISION/DEPARTMENT/COMMITTEE <ul style="list-style-type: none"> • Curriculum Committee <ul style="list-style-type: none"> ○ Clinical Education Committee
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POLICY STATEMENT
<p>It is the policy of FIU Herbert Wertheim College of Medicine to allow a medical student with an appropriate rationale to request an alternative clinical assignment in Academic Year 3, within time limitations imposed by clinical sites.</p> <p>Students must be credentialed at clinical sites in order to rotate, and sites have individual requirements as to when they must receive notification of which students are rotating. Therefore, some schedule changes may not be possible if a student cannot be credentialed in time or a site cannot be notified in time.</p>

SCOPE
This policy applies to students in Academic Year 3.

REASON FOR POLICY

DEFINITIONS	
TERM	DEFINITIONS
Academic Year 3 rotations	Refers to the core clinical clerkships in Academic Year 3

RESPONSIBLE PARTIES
Clinical Education Subcommittee

RELATED RESOURCES

Requesting Alternative Educational Site or Changing Rotations in year 3

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: November 2016
Review Dates (*review performed, no updates*): October 2017
Revision Dates (*updates made to document*): June 2025
Comments on Revision (*if applicable*):

Procedure: Requesting Alternative Educational Site or Changing Rotations in Academic Year 3

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PROCEDURE STATEMENT

The procedure for a student to formally request an alternative clinical educational site or curriculum in Academic Year 3 is as follows:

- A. The third-year scheduling process takes place during January of academic year 2 and is administered by the Office of Medical Education according to established guidelines. After the schedule is released to students there is a 1-week grace period when students may freely swap their rotation with another student i.e. a 1-for-1 swap. This can be done by each student emailing the Associate Director Academic Support Services, Ms. Maritere



Williams at willmari@fiu.edu with the proposed change.

- B. A student who believes that he/she has circumstances which justify an alternative educational site or curriculum assignment during Academic Year 3 may make a written request directly to the Assistant Dean for Clinical Education sakhouri@fiu.edu during the specified window (Oct-Dec) in advance of the master scheduling process (optimization).
- C. Such requests may cover all or part of the schedule for the year and may include requests for sequence, site change, or both.
- D. The written request, submitted via email, should include the following:
 - a. The requested sequence and/or sites
 - b. The circumstances justifying the requested change
- E. Several weeks before the beginning of each rotation, where relevant, students may be emailed by the Clerkship Coordinator with a request to submit their preferences for placement. These will usually be considered on a first-come, first-served basis. Students who desire a change from the assigned site should contact the relevant Clerkship Director to discuss.
- F. The request will be reviewed by the Assistant Dean for Clinical Education and the Associate Director Academic Support Services for sequence changes and the relevant Clerkship Directors, Course Directors or Site Directors where necessary for site change requests.
- G. Requests will be accepted and schedule assignments given based on:
 - a. Whether the reason for the request is considered valid, and
 - b. Whether there would be adequate academic resources to support the student's request.
- H. 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 clinical rotations; (d) incorporation into the AY3 Structure and Policies document, (e) Orientation to academic year 3 meeting.