



Off-cycle Appointments, Delayed Start, and Early Release # 033.000

INITIAL EFFECTIVE DATE: 7/9/2026	LAST REVISION DATE: 6/4/2026	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT Graduate Medical Education
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POLICY STATEMENT

Florida International University Herbert Wertheim College of Medicine Graduate Medical Education (FIU HWCOM GME) permits modifications to standard training timelines, including off-cycle appointments, delayed start dates, and early release from training, under defined circumstances. All such requests must be reviewed, approved, and monitored to ensure compliance with accreditation requirements, program integrity, and resident/fellow eligibility for program completion and board certification.

SCOPE

This policy applies to all residents and fellows in ACGME-accredited programs sponsored by FIU HWCOM, as well as program directors, coordinators, and GME leadership involved in appointment and training decisions.

REASON FOR POLICY

This policy establishes a standardized framework for managing non-standard training timelines while maintaining compliance with Accreditation Council for Graduate Medical Education (ACGME) Institutional Requirements, including appointments, completion of training, and educational continuity.

DEFINITIONS

TERM	DEFINITION
Delayed Start	Postponement of a resident's/fellow's approved start date after acceptance or match.
Early Release	Approved separation from a program prior to the scheduled completion date.
Good Standing	A status indicating the resident/ fellow is meeting program expectations without active disciplinary action.
Off-Cycle Appointment	Entry into a residency or fellowship program outside the standard academic year start date (typically July 1).



ROLES AND RESPONSIBILITIES

Designated Institutional Official (DIO)

- Provides final institutional oversight and approval of all requests.
- Ensure compliance with ACGME requirements and institutional policies.

Graduate Medical Education Committee (GMEC)

- Reviews and approves requests when required.
- Maintains oversight of program changes impacting accreditation or complement.

Program Director (PD)

- Evaluates and initiates requests.
- Ensures educational impact, board eligibility, and program requirements are considered.
- Provides written justification and supporting documentation.

GME Office

- Coordinates review and approval of workflow.
- Maintains documentation and ensures institutional tracking.

Resident/Fellow

- Submits requests (when applicable) in a timely manner.
- Complies with all requirements related to training completion and transition.

POLICY

1. Off-Cycle Appointments

- Off-cycle appointments may be approved under exceptional circumstances, including but not limited to:
 - Transfer from another ACGME-accredited program
 - Visa or licensure delays
 - Prior training credit adjustments
- All off-cycle appointments must:
 - Be approved by the Program Director and DIO
 - Be reported in accordance with ACGME requirements
 - Ensure the resident/fellow can meet all program and board eligibility requirements

2. Delayed Start

- Residents/Fellows may request a delayed start due to extenuating circumstances (e.g., medical, visa, licensure).
- Approval requires:



- Program Director review and justification
 - DIO approval
- The program must:
 - Assess impact on training duration and completion
 - Ensure compliance with ACGME and board requirements
 - Provide clear documentation of revised start date and training plan

3. Early Release

- Early release from a program must be formally requested and approved.
- Requests must include:
 - Written notice from the resident/fellow
 - Program Director evaluation of the request
- Approval considerations include:
 - Resident/fellow standing
 - Impact on patient care and program operations
 - Ability to meet institutional and accreditation requirements
- The program must:
 - Provide appropriate documentation of separation
 - Notify GME and, when applicable, ACGME
 - Ensure proper transition of patient care responsibilities

4. General Requirements

- All requests must be formally documented and retained by the GME Office.
- Programs must ensure:
 - Accurate reporting in accreditation systems (e.g., ADS)
 - Clear communication with affected stakeholders
 - Compliance with institutional appointments and contract policies
- Any changes impacting complement, duration, or structure of training may require GMEC review and approval in accordance with ACGME Institutional Requirements.

RELATED RESOURCES

[FIU GME Policy - 002.004: Resident/Fellow Recruitment and Selection](#)
[FIU GME Policy - 003.002: Resident/Fellow Agreement of Appointment](#)
[FIU GME Policy - 011.005: Resident/Fellows Vacation and Leaves of Absence](#)

CONTACTS

Graduate Medical Education, DIO



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HISTORY

Initial Effective Date: 7/9/2026

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Revision Dates: 6/4/2026