STATE UNIVERSITY OF NEW YORK HEALTH SCIENCE CENTER AT BROOKLYN
OFFICE OF THE REGISTRAR
BASIC SCIENCE BUILDING 1-112 BOX 98

REQUEST FOR CLERKSHIP CHANGE

COLLEGE OF MEDICINE

INSTRUCTIONS: This Clerkship Change form must be completed if you desire to take a clerkship during any time other than what is scheduled in your track. Note: If you change clerkships, you may encounter limitations in hospital site choices. This form must be submitted to the Office of the Registrar, Basic Science Building Rm. 1-112 at least 4 weeks prior to the start of the proposed change.

Any form submitted less than two weeks prior to the start of the clerkship will be charged a $15 late fee. No change is considered official until appropriate required approvals appear on this form, and it has been submitted to the Registrar's Office with any required fee paid.

NOTE: Clerkships must be rescheduled, not dropped.

TO BE FILLED OUT BY STUDENT

NAME: _____ ID # _____

ADDRESS: _____ BOX #: _____
STREET

_____ TELEPHONE: _____
CITY STATE ZIP

PROPOSED CHANGE:

CLERKSHIP: _____

CURRENT DATES: _____ TO _____ DESIRED DATES: _____ TO _____

_____ _____
STUDENT SIGNATURE DATE OF REQUEST

SUBMIT TO THE OFFICE OF THE REGISTRAR IF THE DATE OF THIS REQUEST IS **AT LEAST 4 WEEKS** PRIOR TO THE START DATE OF EITHER THE CURRENT DATES OR DESIRED DATES OF CLERKSHIP.

OFFICE OF THE REGISTRAR AUTHORIZATION

☐ REQUEST APPROVED; SPACE AVAILABLE

☐ REQUEST DENIED; NO SPACE AVAILABLE

_____
OFFICE OF THE REGISTRAR SIGNATURE DATE

SUBMIT TO THE CLERKSHIP DIRECTOR IF THE DATE OF THIS REQUEST IS **LESS THAN 4 WEEKS** PRIOR TO THE START DATE OF EITHER THE CURRENT DATES OR DESIRED DATES OF CLERKSHIP.

CLERKSHIP DIRECTOR APPROVAL

☐ REQUEST APPROVED; SPACE AVAILABLE

☐ REQUEST APPROVED; OVERLOAD APPROVED

☐ REQUEST DENIED

_____
CLERKSHIP DIRECTOR SIGNATURE DATE

CLERKSHIP DIRECTOR: ONCE SIGNED, PLEASE RETURN TO THE OFFICE OF THE REGISTRAR

FOR OFFICE OF THE REGISTRAR USE ONLY
CHANGE ENTERED ON DATABASE ____/____/____ STAFF INITIALS _____

ORIGINAL – REGISTRAR STUDENT – YELLOW CLERKSHIP DIRECTOR – BLUE 2/98