College of Medicine  
Class of 2014 Clerkship Lottery Swap Procedure

In the event you wish to swap your Clerkship Track assignment with a classmate, the following applies:

1. Students will have until **Friday, May 11 at 5 PM** to make a one-to-one swap with another student. We suggest you use the class listserv to post your desire to swap your clinical track. Students can check the listserv to connect with other students who may also wish to swap.

2. You must swap the **entire** track for which you have been assigned, for both the fall and spring semesters.

   **Specific components of a track cannot be swapped.**

3. In order to make a swap, you and the person with whom you are swapping, must sign a "Clinical Schedule Adjustment Form" (see below). Once the form is completed and signed by both parties, please return it to Anne Shonbrun in the Office of the Registrar no later than **Friday, May 11th at 5 PM**.

(Detach Here)

State University of New York  
Downstate Medical Center  
Basic Science Building 1-112  Box 98

College of Medicine Class of 2014  
Clinical Schedule Adjustment Form 2012-2013

Use this form to make a direct person-to-person swap of your Clinical Schedule. **Entire tracks** must be swapped for both the fall and spring semesters by Friday, May 11th at 5 pm.

1. Student Name ____________________________________________  
   (please print)

2. Student Name ____________________________________________  
   (please print)

__________________________________________________________
Student 1 signature  Date

__________________________________________________________
Student 2 signature  Date