College of Medicine  
Class of 2015 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 **Monday, May 6 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 **Monday, May 6th 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 2015  
Clinical Schedule Adjustment Form 2013-2014

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 Monday, May 6\textsuperscript{th} at 5 pm.

1. Student Name

   (please print)

2. Student Name

   (please print)

   Student 1 signature    Date

   Student 2 signature    Date