

**College of Medicine**  
**Class of 2021 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, December 17, 2018 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 the entire academic year. **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 the Office of the Registrar no later than **Monday, December 17<sup>th</sup> 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 2021**

**Clinical Schedule Adjustment Form 2019-2020**

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, December 17<sup>th</sup> at 5 pm.

1. Student Name \_\_\_\_\_  
(please print)

2. Student Name \_\_\_\_\_  
(please print)

\_\_\_\_\_  
Student 1 signature Date

\_\_\_\_\_  
Student 2 signature Date