PURPOSE AND SCOPE:
To provide students with information about scheduling in Years 3 and 4.

POLICY:

Prior to beginning Year 3:

- Students must be in compliance with all Student Health, institutional, and training site requirements before beginning clerkships.
- Students may plan their schedule to incorporate elective time during their third year (see guidelines for away electives listed below as well as the section on Year 3 and 4 Electives)
- There will be no elective credit for studying for the boards after a failure on USMLE Step 1.
- There will be no elective credit for repeating clinical portions of failed clerkships.

Year 3 Lottery

Scheduling of the Year 3 clerkships is done through a lottery process. In the spring of the second year of medical school, the 3rd year clerkship directors present to the students with all of the required clerkship clinical site options and advantages of working at each site. Students are then introduced to the lottery process by the Office of the Registrar, which is the way in which the students can rank their selections by the site they prefer and the order in which they prefer to take the clerkships in 3rd year.

Immediately following this informational meeting, in the spring of year 2, the students have one week to complete their preferences before the Office of the Registrar runs the lottery and fills in the maximum spaces allowed by each site for each rotation. Once the results of the lottery are
posted to the students, they have a 10 day one-to-one switch period, in which they can work with another student to switch schedules or clinical sites without the knowledge of the clerkship directors. The one-to-one switches are managed through the Office of the Registrar’s office. Once the 10 days are over, the Office of the Registrar publishes the final schedules and any requests for changes must go through the Clerkship Change Form process, which involves getting the clerkship director’s approval.

**Year 4 Lottery**

Scheduling of the Year 4 clerkships is done through a lottery process, similar to that of year 3. Student must submit their preferences to the Office of the Registrar in the spring of year 3 to obtain a schedule of their required clerkships and requirements.

**Flextime in Years 3 and 4**

Flextime in year 3 is ½ a day off per 4 weeks of required clerkship time. Flextime in year 4 is the one week after Match Day where no required clerkships will run. Students can see in advance what the Flextime days are in each clerkship by looking at the Clerkship Information Sheet in the clerkship’s Blackboard course or their class organization under Resources for Years 3 and 4.