

# **COMMITTEE ON EDUCATIONAL POLICY GUIDELINES**

## **DEFERRAL OF THIRD YEAR CLERKSHIPS**

### **FOURTH YEAR CREDIT FOR COURSES TAKEN PRIOR TO COMPLETION OF REQUIRED THIRD YEAR CLERKSHIPS**

**Revised 2-14-12**

#### **Objectives**

- Establish guidelines for deferral of third year clerkships by students.
- Establish criteria for awarding credit toward fourth year graduation requirements for fourth year courses taken prior to completion of the third year clerkships.
- Establish procedures to be used by students to request deferrals and to obtain fourth year credit for courses taken during the deferral period.

Students who are not in good academic standing are not covered by the following guidelines, criteria, and procedures.

#### **Guidelines**

1. As a general rule, students are expected to complete the six required third year clerkships within the 48-week period defined by the academic calendar for third year instruction.
2. A limited number of students who are in good academic standing may be eligible to defer all or part of a third year clerkship to the fourth year academic period when presented with one or more of the following special circumstances or unique opportunities:

Examples of Special Circumstances:

- A. Medical leave
- B. Family leave

Examples of Unique Opportunities\*

- A. Research project
- B. Community service project

\*Unique opportunities do not include acting internships or other clinical experiences that the student may consider important for residency application, including the early match.

Deferrals must be approved by the Associate Dean for Curriculum (see procedures below), in consultation with the Instructors of Record of the third year clerkships.

3. Students who defer all or part of third year clerkship under the above criteria, and who enroll in a fourth year course during the deferral period, are eligible to receive fourth year credit under the following conditions:
  - a) Fourth year credit can be earned for a clinical didactic taken anytime during the third year if all of the following are satisfied:

- 1) the student meets the prerequisite course requirements as defined by the sponsoring department
- 2) the student obtains approval from the Fourth Year Oversight Committee.

b) Fourth year credit can be earned for an advanced clinical clerkship if all of the following are satisfied:

- 1) the student has completed at least four of the required third year clerkships
- 2) the student meets the prerequisite course requirements as defined by the sponsoring department
- 3) the student obtains approval from the Fourth Year Oversight Committee.

c) Fourth year credit can be earned for an Acting Internship if all of the following are satisfied:

- 1) the student has completed at least five of the required third year clerkships
- 2) the student has completed the core clerkship in the discipline or specialty covered by the Acting Internship
- 3) the student meets any other prerequisite course requirements defined by the sponsoring department
- 4) the student obtains approval from the Fourth Year Oversight Committee.

d) Fourth year students who have completed all required clerkships may receive higher priority for fourth year elective enrollment than third year students who defer a clerkship.

4. Deferred clerkship rotations are scheduled for 4<sup>th</sup> year students by OME based on site availability with the understanding that priority goes to incoming third year students. Rotations will be scheduled as early in the 4<sup>th</sup> year as possible.

## **Procedures**

### Deferrals:

It is the responsibility of the student to take the following steps in order to defer all or part of a third year clerkship under this policy.

- A. In the event a special circumstance (illness or family emergency):
  - 1) Notify the Instructor of Record and Clerkship Coordinator about the need to defer all or part of the clerkship as soon as possible.
  - 2) Meet with Associate Dean for Curriculum to create an academic plan for completing the deferred clerkship within the framework of remaining third and fourth year requirements.
- B. In the event of a unique opportunity (research, public service project):
  - 1) Submit a “Request for Planned Deferral Form” to the Associate Dean for Curriculum at least 8 weeks in advance of the clerkship, sooner if possible.
  - 2) Meet with Associate Dean for Curriculum to create an academic plan for completing the deferred clerkship within the framework of remaining third and fourth year requirements.

**Fourth Year Credit:**

Students who defer a clerkship under the above conditions and who wish to receive credit toward fourth year requirements for a course taken during the deferral period must obtain additional approval from the Fourth Year Oversight Committee.