

## How to Request a Third Year Schedule Change

A student requesting a change to their scheduled clerkship assignment must contact the clerkship coordinator. You can find a list of coordinators and their contact information on the Office of Academic Affairs website <http://www.bumc.bu.edu/busm/education/academic-affairs/medical-education/> If a new assignment is possible the student would then complete a Third Year Clerkship Change of Schedule form <http://www.bumc.bu.edu/busm/education/registrar-office/request-forms/> and submit it to the Office of the Registrar.

If a schedule change is denied the student can appeal the decision to the Associate Dean of Medical Education.