

# Schedule Changes

## Block/Site Switch Requests

Requests must be submitted in writing to the CHSU Clinical Clerkship Coordinator via e-mail. Requests must be initiated a minimum of 90 days before the scheduled start date of the rotation.

Requests are reviewed and considered for approval on case-by-case basis and will only be approved in exceptional circumstances. Documentation showing proof of necessity is mandatory and should be submitted with all switch requests. Once all documentation is received, the request will be reviewed.

Students contacting the department directly, without following the above process, will be re-directed to email their request to the CHSU Clinical Clerkship Coordinator.

Please note that core site availability may impact the approval process as well as site placement for any rotations that have changed.