

## **How to Change a Confirmed Clerkship Rotation:**

If you want to change for a different month for the same program:

- Contact the program to get their agreement for the change in month.
- Provide the program's agreement for the change to your school coordinator to get approval for the change.
- Send an e-mail with "Clerkship Rotation Change" in the subject line to [clerkships@aacpm.org](mailto:clerkships@aacpm.org).  
Email must include:
  - A copy of permission from your school coordinator
  - A copy of permission from the PROGRAM DIRECTOR to change months

If you want to switch one program for another:

- Contact the program you want to add for their agreement to add a clerkship for you.
- Provide the new program's agreement with the change to your school coordinator to get approval for the change.
- Send an e-mail with "Clerkship Rotation Change" in the subject line to [clerkships@aacpm.org](mailto:clerkships@aacpm.org).  
Email must include:
  - A copy of permission from your school coordinator
  - A copy of permission from the NEW PROGRAM DIRECTOR to add you to their roster

If you want to cancel a program:

- Contact your school coordinator to get approval for the cancellation.
- Send an e-mail with "Clerkship Rotation Change" in the subject line to [clerkships@aacpm.org](mailto:clerkships@aacpm.org).  
Email must include:
  - A copy of permission from your school coordinator