

Requesting Block Changes

Block changes will only be considered under certain circumstances. These include family emergency, illness, or issues with externship schedules/fulfillment.

The request must be filled out on Microsoft Teams. Once the request is completed, it will then be forwarded to the Year IV coordinator(s) for evaluation. The coordinators will then contact you within 3-5 business days either approving or denying the request. If the request is approved, a new schedule will be sent via email.

Directions to fill out request form:

Log into Microsoft Teams

Join Schedules-SA Channel

Hit the MORE option at the top of the screen

Fill out Change Rotation Form