

	<b>Policy on Alternative Educational Site Requests (LCME Element 10.9 Student Assignment)</b>	<b>Effective Date:</b>	<b>August 14, 2018</b>
		<b>Current Date:</b>	<b>August 7, 2018</b>
		<b>Contact:</b>	<b>Office of Student Affairs</b>
<b>Approved By: SOM Executive Faculty</b>		<b>Date Approved:</b>	<b>August 14, 2018</b>

**1) GENERAL POLICY STATEMENT**

Students are assigned to clinical rotations through the Office of Admissions and Student Affairs and the Registrar of the School of Medicine. The geographic location of the rotation is determined by the department in which the rotation takes place. Assignment is made via a lottery with provision for special circumstances.

- a) **Scope:** This policy applies to all third- and fourth-year medical students.
- b) **Responsible Department/Party/Parties:**
  - (i) **Policy Owner:** Office of Admissions and Student Affairs
  - (ii) **Procedure:** Office of Admissions and Student Affairs
  - (iii) **Supervision:** Dean’s Office

**2) DEFINITIONS**

For purposes of this Policy, the following terms and definitions apply:

- a) **Extenuating Circumstances:** Includes, but is not limited to, child care or medical appointments.

**3) POLICY GUIDELINES**

**General Requirements:**

- Students can appeal their assignments through the individual departments. In case of no resolution, the matter can be referred to the Senior Associate Dean for resolution.
- Changing the order of rotations for the required third-year rotations is discouraged unless there are extenuating circumstances. Such requests are made directly to the Senior Associate Dean.
- Changing fourth-year electives and required rotations require a 30-day notice.

**4) REVIEW/REVISION/IMPLEMENTATION**

- a) **Review Cycle:** This policy shall be reviewed by the Senior Associate Dean for Student Affairs annually from the effective date.
- b) **Office of Record:** After authorization, the Dean’s Office (Office of Admissions and Student Affairs) shall be the office of record for this policy.

**5) RELATED POLICIES**

Not applicable

**6) GOVERNING LAW OR REGULATIONS**

Not applicable

**7) ATTACHMENTS**

Not applicable