



Policy Title: Request for Assignment to an Alternative Educational Site

Accountable Dean(s) or Director(s):

Associate Dean for Medical Education & Academic Affairs

Reviewed By:

Registrar

T3/T4 Curriculum Subcommittee

Approval Body:

Curriculum Committee

RELEVANT LCME STANDARD:

10.9 Student Assignment

POLICY STATEMENT AND PURPOSE:

The LCME states: A medical school assumes ultimate responsibility for the selection and assignment of medical students to each location and/or parallel curriculum (i.e., track) and identifies the administrative office that fulfills this responsibility. A process exists whereby a medical student with an appropriate rationale can request an alternative assignment when circumstances allow for it.

POLICY GUIDELINES:

General scheduling of rotations is managed by the School of Medicine Registrar. The geographic location and specific site assignments, however, are determined by the departmental leadership responsible for overseeing the clerkship rotation.

Site Assignment Process

- Students submit site preferences to the clerkship department prior to the start of each clinical rotation. To be considered, the preference form must be submitted by the established deadline.
- Clerkship leadership considers student preferences whenever feasible, taking into consideration potential hardships such as caregiving responsibilities, medical needs, or approved accommodations.
- After initial assignments are released, students may negotiate peer-to-peer swaps, provided they are made before the rotation begins.
- While in some cases shuttles may be provided, students are responsible for arranging their own transportation to and from clinical sites.

Site Assignment Appeal Process

- Once final assignments have been issued, students facing a hardship may submit a formal request for reassignment.

- Initial requests should be directed to the clerkship director via email and must include a clear rationale for the request.
- The clerkship director will review the request, and if approved, coordinate an alternative placement.
- If the request is denied, students may appeal to the Associate Dean for Medical Education & Academic Affairs. The decision of the Associate Dean is final.

LAST REVIEW DATE/APPROVAL:

Curriculum Committee: 07/02/25

REVIEW CYCLE:

Every 3 years