Policy on Requesting an Alternative Site Assignment

I. POLICY
All directors of required clerkships must give students an opportunity to indicate a preference for their clerkship site, before the clerkship begins or once it has begun.

II. PURPOSE
Students should have the opportunity to request an alternative clerkship site when circumstances allow for it, to help accommodate personal needs or preferences.

III. SCOPE
This policy applies to:
• Clerkship directors
• Medical students

IV. POLICY AUTHOR(S)
• Office of Medical Education

V. RELATED POLICIES AND PROCEDURES
• Procedure on Requesting an Alternative Site Assignment

VI. REFERENCES
LCME Element 10.9: Student Assignment. 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.

VII. APPROVALS
Curriculum Committee
Education Policy Council
Dean, School of Medicine, December 22, 2017