

Policy on Requesting an Alternative Clinical and Educational Site Assignment

I. PURPOSE

Students should have the opportunity to request an alternative clerkship, clinical, or educational activities site when circumstances allow for it.

II. SCOPE

This policy applies to:

- Clerkship, clinical and educational activities directors/coordinators
- Medical students

III. POLICY

All directors of required clinical activities and off-site educational activities must give students an opportunity to indicate a preference for their assigned site, before the experience begins. At least one week prior to the start of a required experience, students will be notified of their placement site along with options for transportation and parking (e.g., public transportation, carpool, personal vehicle). Transportation costs are the responsibility of the student.

Pre-Clerkship Clinical or Educational Experience

Following notification of site assignment, students will be given seven (7) calendar days to request a change of location, after which time the placement site is considered final.

Students who do not attend required clinical and educational activities will be subject to any and all appropriate academic consequences for failing to complete expected work, consequences which must be delineated in documents provided to students.

Clerkships

Following notification of site assignment, students are given 48 hours to request a change of location, after which time the placement site is considered final.

IV. POLICY AUTHOR(S)

- Office of Medical Education

V. RELATED POLICIES AND PROCEDURES

Policy on Transportation to Clinical and Educational Sites

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

Policy approved by the Dean, School of Medicine, August 28, 2024. Previous revisions approved December 22, 2017.

Current revision approved by:

Curriculum Committee, revision approved July 17, 2023.

Education Policy Council, revision approved August 5, 2023.

Executive Committee, revision approved February 12, 2024.

VIII. PROCEDURES

Clerkships and other clinical rotation leaders/coordinators will provide students with information on transportation, aiming for low-cost and simple options. Where feasible, carpool coordination may be offered.

Although faculty leaders will consider site reassignment requests and try to accommodate, this policy in no way guarantees that an alternative site will be granted. Such decisions are based on site/preceptor availability, student volume, and other factors. The sooner students request an alternate site, the more likely it will be to be granted.

If students encounter difficulties during the clerkship, they should talk to clerkship director for a mid-clerkship site adjustment.

Students with unanticipated financial situations should contact the Office of Student Affairs to discuss possible options. Students experiencing difficulties unrelated to transportation or associated costs should contact the appropriate dean responsible for that phase of curriculum (Assistant Dean for Foundations in the Office of Medical Education, or the Associate Dean for Clinical Education for Clerkship/Bridges phases).