

## **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