

I. POLICY

Alternative Education Site Assignment

II. PURPOSE

This policy defines the formal procedure for students to request an alternative educational site or curriculum assignment during the clinical years.

III. RESPONSIBLE PARTY AND REVIEW CYCLE

The Associate Dean for Clinical Education will review this policy annually in consultation with the Associate Dean for Student Affairs. The Medical Education Committee will review this policy at the recommendation of Associate Dean for Clinical Education.

IV. ACCREDITATION REFERENCES

- LCME 10.9 Student Assignment
- SACSCOC 12.3 Student Rights
- SACSCOC 12.4 Student Complaints

V. DESCRIPTION

Upon receipt of the schedule, M3 students will have the opportunity to request an alternative clerkship schedule assignment or site assignment. Students will receive instructions on how to request a clerkship change with their initial schedule. There are strict rules to these switches, and any changes must be submitted by the date set forth by the Associate Dean for Clinical Education.

The following rules govern all M3 students.

Schedule Swaps

- All students are responsible for communicating their schedule with other students with whom they choose to switch. This process will not be handled by anyone in the Doctor of Medicine program administration.
- Should a student wish to “swap” a clerkship with another student:
 - That particular clerkship must match the same area of medicine as the other student with whom they are swapping (i.e., Pediatrics in **Block 3** for Pediatrics in **Block 6**).
 - The opposing clerkship in those blocks must also match the same area of medicine (i.e., Surgery in **Block 3** for Surgery in **Block 6**).

Block 1	Block 2	Block 3	Block 4	Block 5	Block 6	Block 7	Block 8
Family Medicine	Surgery	Internal Medicine	Internal Medicine	Neuropsychiatry	Pediatrics	OB/GYN	Career Exploration
Neuropsychiatry	Pediatrics	Career Exploration	OB/GYN	Family Medicine	Surgery	Internal Medicine	Internal Medicine

- Students may switch more than one clerkship with another student. The important thing to remember is that all clerkships must match one-for-one for each swapped block.
- A student may switch their entire M3 schedule with another student if they choose, but it must be switched with a student who also agrees to switch all blocks.
- Students may also swap their site assignment within a clerkship with another student.

All requests must be sent by email to the Associate Dean for Clinical Education by the set deadline. Emails must include both students so that each student verifies their consent to the switch. All requests will be reviewed by the Associate Dean for Clinical Education, who has the right to approve, refuse, alter, or edit the request.

Alternative Schedule Requests

Any student who believes that he/she has a situation that would warrant an emergency or exceptional circumstance may request a change in their clerkship schedule or site assignment at any time. All requests must be sent by email to the Associate Dean for Clinical Education who will review and approve or deny the request.

VI. RELATED DOCUMENTS

Clerkship Phase Grading and Assessment Policy

M4 Elective Phase Grading and Assessment Policy

Professional Learning Environment and Appropriate Treatment of Medical Students Policy

VII. HISTORY OF APPROVALS AND UPDATES

The following list documents policy approvals and updates by oversight authority, date, and summary of changes. This policy is housed on the MD Student Handbook webpage.

- On June 29, 2020, the Medical Education Committee approved the policy.