Student Assignment to Learning Experiences (Clerkships)

Educational Program Committee Approved: July 17, 2019

The School of Medicine assumes responsibility for managing students’ selection of and assignment to learning experiences and responding to requests for change.

Regional Campus

Enrollment in the Trover regional campus for the clinical phase of the curriculum occurs prior to matriculation to medical school. Enrolled students who would like to withdraw from Trover Campus need to contact the Associate Dean for Student Affairs. The Associate Dean for Student Affairs will confer with Undergraduate Medical Education deans before making the final decision.

Clerkship Rotation Assignment

Assignment to clerkship rotations will be done in a fair and consistent manner. Students are informed by the Undergraduate Medical Education Office of the process to request the order of clerkships. Any request for changes in assignment should be sent to the Director of Curriculum Management Systems in the Undergraduate Medical Education Office.

Clerkship Site Assignments

Students will be allowed to rank specific sites and/or services within each clerkship. Clerkship site/service change requests will be processed by the individual clerkship. A student may email a clerkship director and coordinator to formally request an alternative site/service assignment at any time before or during his or her attendance at the site. The clerkship director and coordinator will determine if a change is warranted. Each change request will be evaluated on the nature of the request, impact on other students, and available options. Requests based on health issues, conflicts of interest, accommodations, compliance issues and mistreatment will be given priority.

If there is an issue that affects multiple clerkships, the student can contact the Associate Dean for Student Affairs who will work with the clerkship directors to determine site/service assignments.

Related LCME Element
Element 10.9: Student Assignment