

Campus Selection and Change Policy

Clinical campus assignments are made through the admissions process. The campus assigned is specified in the letter extending an offer of admission. By accepting the offer of admission, the student also accepts the specified campus assignment. During the admissions process, students are asked to rank their order of campus, and every effort to honor these rankings will be made but cannot be guaranteed.

If a student wishes to switch campuses, it is that student's responsibility to find a classmate enrolled in the same expected year of graduation willing to switch campuses. The swapping of campuses is not the responsibility of the staff of Student Services. Students may switch campuses when there is an agreement between two students who agree to accept the other student's campus assignment. This swapping of campus assignment is not finalized until an agreement is signed by both parties and filed with Student Services.

The voluntary swapping of campus assignments can occur up to 10 calendar days prior to the start of the clerkships, which is defined as the first day of clerkship orientation (i.e. boot camp). Once the rotation schedule for the clerkships is finalized, students requesting a campus swap after that point must also agree to assume the other student's rotation schedule in addition to the campus location.

Should a student temporarily leave the curriculum, the campus slot remains with the student. Should the student return to the curriculum, the campus assignment remains.

Vacancies that occur on a campus by the permanent departure of a student from the curriculum are not available for another student.

If a student feels that extenuating circumstances make it difficult to attend the assigned and agreed upon campus, then the student may write a written appeal to the Committee on Academic or Professional Standards (CAPS) for consideration. The appeal must be received by Student Services prior to a scheduled CAPS meeting during the year the student is expected to transfer to the assigned campus. The CAPS committee decision is final.

Implemented: July 2002

Revised: July 2011

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LCME Standard 10: Medical Student Selection, Assignment, and Progress

A medical school establishes and publishes admission requirements for potential applicants to the medical education program, and uses effective policies and procedures for medical student selection, enrollment, and assignment.

Applicable 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.