



Charles R. Drew University of Medicine and Science
"A Private University with a Public Mission"
College of Medicine - MD Program

EDUCATIONAL SITE ASSIGNMENT POLICY
CDU Policy 320.9
Issuing Officer: Dean of College of Medicine
Responsible Office: College of Medicine
Date Reviewed by the Clerkship Phase Subcommittee: 12/7/2022
Date Approved by the Education Policy and Curriculum Committee: 6/22/21
Revised Date/Review Date (at least 3 years from Effective Date): To be reviewed 6/22/23
Supersedes (if necessary): N/A

POLICY STATEMENT

Students are scheduled based on a standard clerkship rotation schedule which sequences the clerkships in the third year. Each clerkship rotation schedule identifies the specific period in which the student will take all clerkships. All students are expected to follow the sequence of clerkships as delineated in the clerkship rotation schedule. Students may formally request to be assigned to an alternative educational site if the initial assignment is felt to be unsuitable. All requests, along with a rationale for each change, must be directed to the clinical course director and the course coordinator, who will make the final decision in consultation with the assistant dean of undergraduate medical education.

PROCEDURES

Once educational sites have been assigned as part of a clinical rotation, students may request an alternative educational site by contacting course leadership.

Requests for alternative educational site assignments must:

1. Be sent via email, to both the clinical course director and the course coordinator;
2. Include a clear rationale for the request; and
3. Be sent no later than 48 hours after receipt of the clinical rotation's original educational site assignment.

Criteria for Approval:

The clinical course director will attempt to accommodate the request when the student provides an appropriate rationale for the request and circumstances permit an alternative assignment. Examples of appropriate rationale for the request include transportation limitations, conflict of interest with a potential supervisor.

Appeal of Denied Requests:

If the clinical course director denies the request, the student may appeal for an additional review of the request by the Clerkship Phase Subcommittee of the Educational Policy and Curriculum Committee, which is composed of clerkship directors from all core clinical rotations and sub-internships as well as representatives from the Office of Undergraduate Medical Education.

Notification of Process:

Medical students are informed of the opportunity to request an alternative assignment at the

orientation to the clinical portion of the curriculum and the policy for making the request is in the Student Handbook, to which they annually attest to reading.

DEFINITIONS

There are no definitions associated with this policy.

RELATED INFORMATION

LCME Standards, Publications, & Notification Forms <https://lcme.org/publications/>

Review History:	Change Description:
5/3/2023	Updated with new university policy number and upcoming review date which is two years from approved date