SOM OP: 40.01, Campus Assignment

PURPOSE: The purpose of this School of Medicine (SOM) policy and procedure is to describe procedures for the assignment of students to campuses for the completion of Years 3 and 4 of the medical school curriculum.

COMMITTEE: This policy covers activities managed by the Student Affairs Committee.

REVIEW: This SOM policy and procedure will be reviewed on November 1 of each even-numbered year with recommendations for revision forwarded to the Dean by November 30.

POLICY/PROCEDURE:

1. General. This policy is intended to describe procedures for assignment of clinical campuses for students in the SOM, including procedures for requesting changes in campus assignment.

2. Initial Campus Assignment. Students are initially assigned to a clinical campus prior to matriculation based on stated preference and campus availability. Each accepted student will be asked to rank the three available campuses from 1-3 and to write a narrative rationale of no more than 300 words for their choice of campus. Student letters will be reviewed by the Assistant Dean for Student Affairs and an initial campus assignment roster generated with the assistance of the Student Affairs Committee. Campus rosters should reflect (as much as possible) the balance of gender and ethnicity present in the class as a whole.

3. Effect of Leave of Absence. A student who takes a protracted leave of absence or who has to repeat a year for any other reason may be re-assigned to another campus if this is necessary to maintain the balance in student numbers, gender and/or ethnicity between the campuses. If the student is re-assigned, the student may apply for transfer in the same fashion as any other student.

4. Requests for Campus Assignment Change. Students may submit requests for campus reassignment during the Fall semester of the second academic year. The Assistant Dean for Student Affairs will communicate instructions about requesting reassignment to the members of the MSII class. An online system for submitting requests will be employed until replaced by the Student Affairs Committee. Campus reassignment requests will include the following information: currently assigned campus; requested campus for reassignment; and rationale for request (up to 300 words).

   a. Valid reasons for requesting a campus assignment/reassignment include:

      1) Spouse or partner employment.
2) School age children.

3) Illness requiring ongoing care with an established healthcare provider.

4) Need for continuing educational accommodation that cannot be addressed at currently assigned campus.

5) Active participation in ongoing meaningful research.

6) Other requests will be considered at the discretion of the Assistant Dean for Student Affairs and Student Affairs Committee.

b. Ranking of campus reassignment requests:

1) Each request will be assigned a random number and any identifying data will be removed. The Chair of the Student Affairs Committee along with the Assistant Dean for Student Affairs and the Associate Dean for Academic Affairs will attempt to identify requests that can be approved while maintaining expected class numbers on each campus.

2) In cases when all requests for reassignment between a pair of campuses cannot be approved, the members of the Student Affairs Committee will individually review each request and, using the list of valid reasons above, assign a priority rating for each request based on a five-point scale (High Priority, Medium High Priority, Medium Priority, Low Priority and No Priority). Rating lists, average scores and standard deviation will be calculated (High Priority = 5 points and No Priority = 1 point).

3) Reassignment requests will be approved based on their rank on the priority list (highest to lowest) until all positions on each campus have been filled.

4) Supporting documentation may be requested if deemed necessary by any member of the Student Affairs Committee.

5) It is expected that the requesting student will accept all reassignments.

6) Students whose requests cannot be approved will be placed on a waiting list for their requested campus and informed of their position on the list. If a position becomes available, it will be filled by the next student on the waiting list. Positions may become available at the very end of the academic year once final grades are determined. Any position that becomes available at this late date will be offered to the next student on the waiting list. Reassignment requests approved and offered after the end of the last block of Year 2, however, may be refused by the student.

7) Unsuccessful campus reassignment requests can be appealed to the Assistant Dean for Student Affairs/Student Affairs Committee.

8) Any student attempting to influence a Student Affairs Committee member will be automatically disqualified for transfer. Such action is subject to review and disciplinary action under the Code of Personal/Professional and Academic Conduct.

5. Transfer to Another TTUHSC Campus. It is expected that a student assigned to a clinical campus will complete all third year clerkships on that campus. Campus transfers
will not be approved during the MSIII year except under extenuating circumstances. A request for change in campus assignment for all or a portion of the MSIII year must be submitted in writing to the Assistant Dean for Student Affairs with justification for the request. The Assistant Dean will review the request with the Assistant Academic Dean of the regional campus and with the Chair of the Student Affairs Committee. A transfer may be approved if the reason for the request is deemed appropriate and the receiving campus can accommodate an additional student. The student may appeal in writing to the Dean of the School of Medicine if a request for transfer in campus or in clerkships is denied.

6. Campus Reassignments for Year 4.

   a. In general, campus transfers will not be approved during Year 4. However, the curriculum is designed such that most of the 4th year requirements may be completed on a different TTUHSC campus.

   b. It is expected that each student will complete the Geriatrics Rotation and a single Selective Rotation (Ambulatory, Critical Care, SubInternship) on his/her third year campus. The remaining Selectives may be completed on any TTUHSC campus, including the student’s home campus. Exceptions must be approved by the appropriate clerkship directors on both affected campuses. The fourth year elective proposal for a student requesting transfer must be approved by the clerkship directors of the student’s third year campus.