TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™
School *of* Medicine
Operating Policy and Procedure

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 shall be reviewed within each odd- numbered fiscal year by the Student Affairs Committee (SAC). Revisions will be forwarded to the Office of the Dean for publication.

POLICY/PROCEDURE:

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

2. **Initial Year 3 and Year 4 Campus Assignment.** During the Spring prior to matriculation, incoming students are sent information explaining how initial clinical campus assignments are made and asked to rank their preference for one of the four clinical campuses (i.e., Lubbock, Amarillo, Midland-Odessa, or Covenant Branch). Incoming students may include in their campus preference request a narrative rationale. If the student's reason(s) for requesting a specific clinical campus includes one of the "priority considerations" used for clinical campus assignment (see "Priority reasons for requesting campus assignment/ reassignment), he/she will be asked to provide documentation in support of their requested campus assignment. Incoming student requests for clinical campus assignment are first reviewed by the Office of Student Affairs and students are provisionally assigned a regional campus using the following % fill rates:

   - Lubbock-HSC: Underfill by approximately 20% goal Year 3 capacity;
   - Lubbock-Covenant: Underfill by approximately 20% goal Year 3 capacity;
   - Amarillo: Overfill by approximately 20% of goal capacity;
   - Midland-Odessa: Overfill by approximately 20% goal capacity.

   After assignment of students who have met criteria for priority assignment to a particular regional campus, all other initial campus assignments are completed via random lottery among individuals with a stated preference for a given clinical campus. The initial clinical campus assignment roster is reviewed by, and receives final approval from, the SAC. Each initial clinical campus roster should reflect (as much as possible) the balance of males and females present in the class as a whole.

3. Effect of a Delay in Progression or Leave of Absence. A pre-clinical student with a delay in progression in the curriculum that is greater than one full academic year will be classified as having an "unassigned" clinical campus for Year 3. Pre-clinical students with unassigned

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clinical campus status will have the ability to submit a new clinical campus preference request during the campus reassignment request period (Fall semester of Year 2) to indicate their preferred clinical campus for Year 3.

4. **Requests for Campus Assignment Change.** Students may submit requests for clinical campus reassignment during the Fall semester of Year 2. The Office of Student Affairs will communicate instructions about requesting reassignment to the members of the MS 2 class.

   a. Priority Reasons for Requesting Clinical Campus Assignment or Reassignment:

      1) Non-temporary employment of a spouse or partner;

      2) Spouse or partner enrolled in an educational program that is expected to continue into the academic year in which student will be starting the clinical curriculum;

      3) Child formally enrolled in a daily childcare program or local school system;

      4) Other requests are considered at the discretion of the SAC.

   b. Ranking and Approval of Campus Reassignment Requests:

      1) Each reassignment request is assigned a random number and personally identifying information is removed.

      2) Supporting documentation for a given reassignment request may be asked for if deemed necessary by the SAC.

      3) The Office of Student Affairs will attempt to identify reassignment requests that can be approved while maintaining expected class numbers on each campus. These preliminary reassignments are reviewed by the SAC and finalized by committee vote.

      4) In cases when all requests for reassignment between a pair of campuses cannot be approved, the members of the SAC individually review each request and, using the list of “priority reasons”, assign a rating for each request based on a five-point scale (High Priority = 5 points and No Priority = 1 point). A priority rating list, including average scores and standard deviations, will be calculated.

      5) Reassignment requests are approved based on:
         a) The ranking position by SAC members’ average ratings (highest to lowest);

         b) Subsequent SAC member discussion; and

         c) Final approval of each reassignment request’s position on the priority list until all available positions on each clinical campus have been filled or the minimum is realized.

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6) Once a campus reassignment request is approved through SAC vote, students are notified in writing and are expected to accept said reassignment. If a change in a student's status occurs such that relocation to newly assigned campus is not possible, the student must seek appeal of campus reassignment through the SAC.

7) Students whose reassignment request cannot be approved will be placed on a waiting list for their requested campus and notified in writing of their position on the list. Filling of open positions, as they become available on a campus with a waiting list, will be confirmed by SAC vote when possible. If, due to timing constraints, vote by SAC membership is not possible, filling of an open position on a clinical campus with a waiting list will be determined by consensus agreement between the Associate Dean of Student Affairs, the Associate Dean for Academic Affairs, the Student Affairs Dean of the clinical campus(es) being impacted by the roster changes, and the Chair of Student Affairs Committee.

c. Campus Reassignment Appeals:

1) There are two methods by which an appeal is triggered:

a) The committee has rendered a decision on a student's request that the student then chooses to appeal.

b) A student submits a request after the campus reassignment request deadline has passed.

2) After the SAC decision on campus reassignment has been made, appeals will not be accepted unless an "extraordinary" and "unforeseeable" situation has arisen. "Extraordinary" and "unforeseeable" are determined on a case-by-case basis by the members of the SAC.

3) A written campus reassignment request (300 words or less) detailing the circumstances of the appeal must be submitted to the Associate Dean for Student Affairs. Supporting documentation based on the details of the appeal may be requested. Students will be notified in writing of the outcome of any campus reassignment appeal.

4) After review and disposition of a campus reassignment appeal by the SAC, the School of Medicine Dean will only consider due process appeals regarding if the campus assignment and reassignment process were properly followed.

5. Campus Assignment during Year 3. It is expected that a student assigned to a clinical campus will complete all Year 3 clerkships on that campus. Campus reassignment will not be considered during Year 3 except under "extraordinary" and "unforeseeable" circumstances. A request for change in campus assignment for all or a portion of the Year 3 after the start of the academic year must be submitted in writing to the Associate Dean for Student Affairs with justification for the request. The Associate Dean will review the request with the appropriate Academic Dean(s) of the student's current and newly requested clinical campus and the Student Affairs Committee for final approval.

6. Campus Assignment during Year 4. Campus reassignments not considered during Year 4. Each Year 4 student must complete a minimum of eight (8) curricular weeks on his/her third -ear campus. Four (4) of those eight weeks must be in the category of Year 4 selective requirements (e.g., sub-internship, critical care, or ambulatory medicine). Remaining Year 4 selectives and electives may be completed on any TTUHSC campus, including the student's third year campus.

7. Honor Code during Campus Assignment, Reassignment, and Appeals Process.

a. Any student submitting a request for campus assignment, reassignment or appealing a campus reassignment is expected to represent any and all information contained in, or related to, the request completely and truthfully. If it is determined a student has engaged in intentional deception or misrepresentation of information as part of his/her request for campus assignment, reassignment, or appeal, this will be considered a breach of professional conduct and the student will be subject to review and disciplinary action by the Student Promotions and Professional Conduct Committee.

b. Any attempt to influence a SAC member as part of the campus assignment, reassignment, and/or appeals process will also be considered a breach of professional conduct and the student(s) involved subject to review and disciplinary action by the Student Promotions and Professional Conduct Committee.

c. Campus assignments and reassignments are reviewed and approved by the SAC exclusively. Attempts to trade or negotiate change in campus assignment between individuals or groups of students is not allowed.

d. Any of the above prohibited actions may result in the disqualification of a campus assignment or reassignment request or appeal of the student or students involved.

e. A voting member of the SAC with a personal connection (or other potential conflict of interest association) to a student they are aware is requesting campus assignment/ reassignment will recuse him/herself from any voting or other decision-making activities related to that student's campus assignment/reassignment request.

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