

# Clinical Placement Reassignment and Schedule Changes

The School of Medicine considers student requests for clinical placement reassignments and schedule changes.

## Requests for Clinical Placement Reassignments

During the Application and Translation Phases, clerkship directors and coordinators are responsible for assigning students to specific clinical sites. Clerkship directors may factor student preferences into such assignments, but preferences are never guaranteed.

Should special circumstances arise either before or during when a student is placed, a student may request (in writing) a reassignment. A student's request for reassignment must provide an appropriate rationale. All requests for reassignment should be sent to the respective clerkship director(s) unless the special circumstance is of a highly personal nature. In such cases, a student should request reassignment from the Associate Dean for Clinical Education.

When a decision to deny a student's request for reassignment is made by a clerkship director, the student may appeal the decision to the Associate Dean for Clinical Education, who will have the final authoritative decision. If the decision to deny a student's request is initially made by the Associate Dean for Clinical Education, the student may appeal to the Executive Associate Dean for Medical Education and Student Affairs.

## Requests for Schedule Changes in the Application and Translation Phases

During the Application and Translation Phases, student schedules are created by the Office of Medical Education and Student Affairs. Many considerations are factored into student schedules. Should special circumstances arise before, during or after student schedules are finalized, a student may request (in writing) a schedule change. A student's request for a schedule change must provide an appropriate rationale (e.g. personal, medical necessity or other unforeseen issues). All requests should be sent to the Associate Dean for Clinical Education, who will make the final decision.

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