

Policy Name:	Requesting Alternate Assignments
Original Approval Date:	09-18-2020
Approving Officer/Committee:	Medical Curriculum Committee
Revision Dates and Notes:	
Related LCME Element(s) (if any):	10.11

A. Policy - The School of Medicine manages students’ selection of and assignment to learning experiences. Medical students with appropriate rationale may request an alternative assignment when circumstances allow for it.

B. Purpose - To outline responsibility of and the process of assignment of students to learning experiences and responding to requests for change.

This policy ensures that the Undergraduate Medical Education program meets or exceeds the Liaison Committee on Medical Education (LCME) accreditation standards:

10.11 A medical school assumes ultimate responsibility for the selection and assignment of medical students to each location and/or parallel curriculum (i.e., alternative curricular track) and uses a centralized process to fulfill this responsibility. The medical school considers the preferences of students and uses a fair process in determining the initial placement. A process exists whereby a medical student with an appropriate rationale can request an alternative assignment when circumstances allow for it.

C. Scope – This policy applies to all School of Medicine students.

D. Procedure/Process –
Principles

- Assignment to learning experiences will be done consistently and fairly, allowing students to express preferences in the order and sites at which they complete their clerkships
- The School of Medicine is committed to ensuring a transparent approach to the assignment of medical students to geographically distributed sites and rotation assignments.
- LSUHSC-S medical students are given priority over visiting students’ requests.

Procedure

Students will receive notification of the change procedure via (a) e-mail distribution messages to the entire Class; (b) discussion of this topic at the pertinent Class pre-registration meeting, conducted by the Associate Dean for Academic Affairs and the Registrar’s Office, and (c) individual meetings with students when planning his/her clinical schedule.

The procedure to allow students to formally request an alternate educational site or curriculum assignment during the clinical years is managed as follows:

- Any student who believes that he/she has circumstances that would warrant an alternate educational site or curriculum assignment during the clinical years can make a request directly to the Office of Academic Affairs prior to MSIII registration.
- Student requests can cover all or part of his/her schedule for an academic year and can include requests for course sequence, course sites, or both.
- Any individual making a request must provide the Office of Academic Affairs with an email narrative, outlining the specific reasons and details of the request.
- Each change request will be evaluated on the nature of the request, impact on other students, and available options. Requests based on conflicts of interest, accommodations, compliance issues, and mistreatment will be given priority. All requests for changes will be reviewed by the Associate Dean for Academic Affairs (or his/her designee) with the final determination being made by the Associate Dean for Academic Affairs.