



Policy Number: 4407
Approved: 12/21/20
Department/Office: Curriculum

Alternate Educational Site or Curriculum Assignment Policy

I. PURPOSE

The purposes of this policy are to outline the criteria and procedure to allow a medical student to formally request an alternative assignment of clerkship when the alternative sites are available.

II. SCOPE/COVERAGE

This policy applies to all third year and fourth year medical students before or during the clerkship, electives and sub-internships.

III. POLICY STATEMENT

California Northstate University College of Medicine allows third year and fourth year medical students to request alternative clerkship assignment with approved specific extenuating reasons based on the professional judgment of clerkship administration and availability of alternative sites.

IV. PROCEDURE

1. This policy is published in the Student Handbooks, and is available online. This policy is shared with all students (new and continuing), all clerkship preceptors, clerkship directors, college masters, clinical department administrators and office of student affairs.
2. Specific extenuating reasons include, but not limited to:
 - (a) Family circumstances (location of spouse/partner/dependents)
 - (b) Health conditions, e.g. pregnancy
 - (c) Delayed entry to third year or fourth year
 - (d) Hardship (e.g. economic, interpersonal, religion)
3. To maximize student clinical educational experience and balance with operational efficiency of the M3 clerkship schedule, a six-track system has been devised that also ensures time for students to pursue electives. Students submit their track preferences prior to initial assignments being made. The clerkship tracks are designed to provide a solid foundational clinical education and prepare the student for M4 year. Assignments are made based on a lottery system.
4. When students receive their initial schedules they have a one-week to swap between track assignments with classmates. No partial swaps, re-arrangements of established clerkship sequence shall be allowed. Students must complete the "Clerkship Track Swap Form" with the required agreement signatures and submit it to the Department of Clinical Medicine for consideration. After the 1-week period for



swapping the schedule is considered final, and no additional changes are permitted. Student submit their location preference

5. Department of Clinical Medicine maintains an updated central repository of clerkship sites at the various affiliate health systems, physician groups and individual physicians in California. A geographic map of the available clinical rotations serves as a resource for students to select their location preference.
6. Any third-year and fourth-year medical students with specific extenuating circumstances can contact the Office of Student Affairs (OSA) before or during the assigned clerkship in third year or fourth year. Students can request for alternative rotation sites, or sequence or both. All request submitted to the OSA are forwarded to the M3 Director and Director of Electives/Sub-internships for review to ensure the individual students needs are balanced with the overall demands of the entire student body, site availability, and operational efficiency.
7. Students must discuss the issues with the clerkship site leader and/or the specific Clerkship Director. Students must submit a formal request to the Chair of Clinical Medicine with narrative and supportive evidence to outline the details of specific extenuating circumstance.
8. All requests are reviewed by the Clerkship Directors and Chair of Clinical Medicine. The decision will be made based on validity of the extenuating circumstance and the availability of alternative site, sequence or both.
9. Students are offered several cycles of open home electives beginning in the fall semester of M3 year. Once AAMC Visiting Student Learning Opportunities (VSLO) site is open students will submit their request to the M4 coordinator. Students are required to submit their provisional M4 Flight Plan with the elective and sub-internship schedule by July 1st of the M4 academic year.
10. Once the student has started the M3 any changes in the clerkship rotation schedule requires submitting a M3 Change/ADD/Drop form to the Office of Student Affairs stating their rationale for this request. This request is forwarded for feasibility review by the M3 and M4 Director and approval by the Chair of Clinical Medicine and the Office of Medical Education. If the request is related to an academic reason or as part of a planned Leave of Absence, approval from Student Progression Committee is required.
11. Students have to provide a minimum of 6-week notice to drop an elective. Failure to notify the school about dropping an elective will result in a Withdraw (W) grade and will not be removed from the transcript. Less than 6 week notice to DROP an elective requires a valid reason and approval by M4 Director.



Approval record:

APPROVED: FEC 12/24/20

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REVIEW: every three years (or more often if required)