INTRODUCTION AND PURPOSE:

This policy addresses the selection and assignment of medical students to clinical sites for all required M3 rotations.

CANCELLATION:

This policy shall be cancelled if accreditation requirements require updated procedures.

SCOPE AND APPLICABILITY:

This policy applies to all Chicago Medical School students enrolled in the Doctor of Medicine program.

POLICY STATEMENTS:

Chicago Medical School recognizes that the process for selection and assignment of medical students to M3 rotations, including a mechanism by which a medical student with an appropriate rationale can request an alternative assignment when circumstances allow, is the responsibility of the Office of Student Affairs and Education.

DEFINITIONS:

M3 rotations: Phase II required clerkships and elective.

PROCEDURES:

In cases where medical students are selected and assigned to clinical sites for all required M3 rotations:

1) The selection and assignment process is maintained by the Office of Student Affairs and Education, and shall be communicated to Chicago Medical School students enrolled in the Doctor of Medicine program by the Assistant Director of Student Affairs and Education.
2) After the process has been communicated to students, those students with documented disabilities that may impact clerkship assignment are to contact the ADA coordinator to engage in a confidential conversation about the process for requesting accommodations.

3) After assignment results have been posted and a one-week period has ended whereby students may negotiate with peers to switch assignments, students may submit a written request to the Assistant Director of Student Affairs and Education to change their assignment; only requests due to extenuating circumstances (e.g. conflict of interest, mistreatment, disability accommodations) will be considered.

4) Upon receipt of a change request, the Assistant Dean of Clinical Education will evaluate the request based on the rationale, impact on other students, and options available.

5) Upon evaluation of the request, the Assistant Dean of Clinical Education shall approve or deny the request.

**POINTS OF CONTACT:**

Assistant Director of Student Affairs and Education
Assistant Dean of Clinical Education

**REFERENCES AND RELATED POLICIES:**

LCME Element 10.9
Emergency Medicine Requirement and Scheduling Policy
Neurology Requirement and Scheduling Policy
Accommodations and Student Disability Procedures