



TITLE OF POLICY

Campus Change Request Policy

PURPOSE AND SCOPE

The purpose of this policy is to establish the mechanism by which students may submit a request to change campuses for Application Phase. This policy applies to all students.

RESPONSIBLE PARTY AND REVIEW CYCLE

The Education Committee is responsible for reviewing the policy in odd-numbered years or as needed.

LCME REFERENCE(S)

LCME 10.9: Student Assignment

HISTORY OF APPROVALS AND UPDATES

Approved by the Education Committee November 2018.

POLICY

The school offers students the opportunity to complete the core clinical Application Phase at one of four campuses: Asheville, Charlotte, Wilmington, and Central (Chapel Hill area). Campus assignments are completed in the second semester of the first year of medical school. The Assistant Dean for Clinical Education and staff assign students to the campuses based on many factors including each student's ranking of the campuses, personal essay, and request for a specific campus. Students are informed that they may not receive their first choice.

Students are not permitted to swap campus assignments with other students. However, students may formally request a change in campus through an online form, which is routed to the Associate Dean for Student Affairs, Assistant Dean for Clinical Education, Application Phase Co-Directors and Director of Curricular Affairs. This leadership team reviews the request to determine whether a change in assignment is warranted. Students are informed that their request may not generate a change in campus assignment.

After the initial campus assignment is made in the second semester of the first year of medical school, a student's personal circumstances may change prior to the start of Application Phase, necessitating a change in campus. In this event, students submit a campus change request through an online form, which is routed to the Associate Dean for Students Affairs and Assistant Dean for Clinical Education for consideration.



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PROCEDURE(S):

NA

DEFINITION(S):

NA