



## Charles R. Drew University of Medicine and Science

"A Private University with a Public Mission"

### EDUCATIONAL SITE ASSIGNMENT POLICY

**POLICY:** # 320.9

**Supersedes:** 320.9 version 6/22/21 & 9/24/24

**Issuing Officer:** Dean, College of Medicine  
**Responsible Office:** Office of Medical Education  
**Effective University Date:** 4/17/25  
**Effective EPCC Date:** 3/18/25  
**Review Date:** 4/17/28

#### I. PURPOSE:

*The Liaison Committee on Medical Education (LCME) has established standards regarding the requirement of medical schools' ultimate responsibility for the selection and assignment of medical students to each location and/or parallel curriculum (i.e., track) and identifies the administrative office that fulfills this responsibility. A process exists whereby a medical student with an appropriate rationale can request an alternative assignment when circumstances allow for it.*

#### II. POLICY STATEMENT:

*Charles R. Drew University of Medicine and Science (CDU) College of Medicine (COM) Doctor of Medicine (MD) Program students are scheduled based on a standard clerkship rotation schedule which sequences the clerkships in the third year. Each clerkship rotation schedule identifies the specific period in which the student will take all clerkships. All students are expected to follow the sequence of clerkships as delineated in the clerkship rotation schedule.*

#### III. POLICY:

*Once educational sites have been assigned as part of a clinical rotation, students may formally request an alternative educational site if the initial assignment is felt to be unsuitable. All requests, along with a rationale for each change, must be directed to the Clerkship Program Manager (who is privy of how it will affect other students) who will make the final decision in consultation with the Assistant Dean for Undergraduate Medical Education.*

Students may also negotiate with their peers to switch assignment sites or rotation schedules within **48 hours** of release of the clinical rotation schedule. Both students must send a confirmation email to the clerkship manager indicating their request to switch assignments.

Note that in addition to considering a change in clerkship site based upon a student's request, all site assignments are subject to change.

Requests for alternative educational site assignments must:

1. Be sent via email to the Clerkship Program Manager;
2. Include a clear rationale for the request; and
3. Be sent within **48 hours** of the release of the clinical rotation schedule.

Criteria for Consideration of Reassignment:

- Reassignment related to learning environment concerns (e.g., ex-spouse employed at the location)
- Reassignment related to a duality of interest (e.g., father a surgeon at the location)
- Reassignment is based on academic accommodation for a documented disability (upon recommendation by the CDU Office of Student Accessibility Services).
- Reassignment related to personal circumstances

Criteria for Approval:

The clerkship program manager will attempt to accommodate the request when the student provides an appropriate rationale for the request and circumstances permit an alternative assignment. Examples of appropriate rationale for the request include conflict of interest with a potential supervisor.

Appeal of Denied Requests:

If the clerkship program manager denies the request, the student may appeal for an additional review of the request by the Assistant Dean for Undergraduate Medical Education.

Notification of Process:

Medical students are informed of the opportunity to request an alternative assignment during the clerkship rotation schedule selection process in January of the MS2/second year medical student. Students also receive the policy for making the request in the Student Handbook to which they annually attest to reading.

**IV. APPLICABILITY:**

The faculty, students, and staff of the CDU COM are responsible for knowing this policy and its procedures.

**V. DEFINITIONS:**

Educational Policy and Curriculum Committee (EPCC) is the committee charged to represent the faculty to oversee the medical education program as a whole and has responsibility for the overall design, management, integration, evaluation, and enhancement of a coherent and coordinated medical curriculum.

**VI. RELATED POLICIES:**

- Student Handbook
- CDU COM Policy # 403.1 Transportation Policy

**VII. RELATED LINKS:**

LCME Standards, Publications, & Notification [Forms](#)

**VIII. POLICY HISTORY:**

Review Dates:	Change Description:
6/22/21	New policy approved by the EPCC on 6/22/21. Reviewed by the Clerkship Phase Subcommittee (12/7/22)
9/24/24	Reviewed by the Clerkship Phase Subcommittee (9/18/24). Policy reapproved by the EPCC on 9/24/24.
3/18/25	Policy updated to include the new position of clerkship manager and their role. Policy reviewed by the Clerkship Phase Subcommittee (3/5/25). Policy reapproved by the EPCC on 3/18/25.