Policy

Policy Title:
Student Assignment to Learning Experiences

Accountable Dean or Director:
Senior Associate Deans for Curricular Affairs and Student Affairs

Reviewed By:
Curriculum and Policy Subcommittee

Approved By:
Executive Oversight Committee

Effective Dates:
AY 2022-23

Review Dates:
May 2019

RELEVANT LCME STANDARDS:
5.10 Transfer/Visiting Students
10.9 Student Assignment

PURPOSE AND SCOPE:
To outline responsibility for and the process of assignment of students to learning experiences and responding to requests for change.

POLICY:

Clerkship and Clerkship Site Assignments

1. Clerkship and Clerkship Site Assignments are made through the Year 3 and Year 4 Lottery processes are organized and overseen by the Registrar.
2. Students rank their selections in the order in which they prefer to take the clerkships, and by the site they prefer, in Year 3 and Year 4.
3. Students have the opportunity to do one-to-one switches with other students 10 days after the lottery.
4. Final assignments for the training site are made by the Office of the Registrar, who references the number of allowed students per site, as provided by the clerkship directors.
5. Students who require a schedule to accommodate a major life event must fill out a Special Schedule Request Form during the lottery process, which allows them to determine the order of their schedule based on their needs. Requests are sent to the Office of Student Affairs who reviews and approves the request. The Office of the Registrar lets the student know of the decision and provides any special instructions for the lottery process.
Clerkship and Clerkship Site Changes

1. Students are notified about the Clinical Clerkship Change process during the Year 3 and 4 Lottery meetings and during each clerkship orientation.
2. Changes are allowed, on a first-come first-serve basis, up to 4 weeks before the start date, if there in room in the clerkship.
3. Availability is determined by the clerkship director(s).
4. The Clinical Clerkship Change Form (signed by the Clerkship Director(s) when approved) must be submitted to the Office of the Registrar no less than 4 weeks prior to the start of the clerkship.
5. Failure to abide by this deadline can result in the change request not being processed and delay EMR access.
6. The criteria considered in evaluating the requests are availability within each clerkship and clinical site. These criteria are reviewed and approved by the clerkship director, registrar, and compliance team. Once approved, the student’s schedule is updated in the Student Information System.
7. CLERKSHIP SITE COMPLIANCE REQUIREMENTS: If a student is switching to a clerkship that is scheduled at MS Beth Israel, MS Brooklyn, MSorningside, MS West, BronxCare, the Bronx VA, or Elmhurst, students are responsible for ensuring they have met the compliance requirements of that site.

Visiting Students

1. ISMMS students get priority in enrolling in electives across the health system prior to visiting student enrollment in these electives. Electives are not available for scheduling for visiting students until both ISMMS Year 3 and 4 students have been allowed a chance to register.
2. ISMMS students are given priority over visiting students should there be an unexpected change in schedules during electives.

PROCEDURE:

1. Students are introduced by the Office of the Registrar to the 3rd year lottery process in February of Year 2 and to the 4th year lottery in January of Year 3.
2. Students rank their selections by the order in which they prefer to take the clerkships in 3rd year, and the site they prefer. Students have one week to complete their preferences before the Office of the Registrar runs the lottery and fills in the maximum spaces allowed by each site for each rotation.
3. Students who wish to request a Special Schedule Request must submit the Special Schedule Request Form by the due date during the Year 3 or Year 4 Lottery in order for it to be considered.
4. Students have a 10 day one-to-one switch period, in which they can work with another student to switch schedules or clinical sites to allow ease of switching without the knowledge of the clerkship directors. The one-to-one switches are managed through the Office of the Registrar.
5. Once the 10 day one-to-one switch period is over, the Office of the Registrar publishes the final schedule (in March of Year 2).
6. Students are notified about the Clinical Clerkship Change process during the Year 3 and 4 Lottery meetings and during each clerkship orientation.
7. Any changes subsequent to this must go through the Clinical Clerkship Change Form process, as described above.