

<b>Policy Title:</b> Student Assignment to Learning Experiences	
<b>Accountable Dean or Director:</b> Senior Associate Deans for Curricular Affairs	
<b>Approved By:</b> Executive Oversight Committee	
<b>Approval Dates:</b> 6/2/2023	

#### **RELEVANT LCME STANDARDS:**

- 10.8 Visiting Students
- 10.9 Student Assignment

#### **POLICY:**

For learning experiences in Year 1 and 2, site assignments are made randomly by the Curricular Affairs Operations Team. Clerkship and Clerkship Site Assignments are made through the Year 3 and Year 4 Lottery processes. In compliance with LCME Standard 10.9, a medical student with an appropriate rationale can request an alternative assignment when circumstances allow for it.

#### **PROCEDURE:**

##### **Course Site Assignments Changes**

1. Students may request a different site assignment through the Curricular Affairs Operations Team. Requests approved based on availability.

##### **Clerkship and Clerkship Site Assignments and Changes**

1. Students who require a specific schedule to accommodate a major life event (such as a student's marriage or the birth/adoption of a child) 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.
2. A student may request a change to the clerkship or clerkship after the completion of the lottery. Changes may be accommodated on a first-come first-serve basis, up to 4 weeks before the start date. Students must fill out the [Clerkship Change Request form](#) to request a change. Availability is determined by the clerkship director. Failure to abide by this deadline can result in the change request not being processed and delay electronic health record access.

## **Priority Scheduling over Visiting Students**

1. Icahn School of Medicine at Mount Sinai (ISMMS) students have 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.

## **Related Resources**

<https://icahn.mssm.edu/education/students/registrar/medical-forms>