



The Medical College of Georgia Office of Academic Affairs

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Approved by: COC
Category: Regional Campus

Clinical Campus Re-assignment Policy

Through processes that have been defined, medical students are made aware of the clinical campus assignment by the spring of the Preclerkship Phase of medical school.

This policy is applicable to two situations:

1. The student has been assigned to a particular campus for the Clerkship and Enrichment Phase of the curriculum, and the Clerkship year has not yet begun; or
2. The student has already started the Clerkship year at a given campus.

MCG students assigned to a designated clinical campus for completion of the Clerkship and Enrichment Phase of medical education may request re-assignment to another clinical campus under one of the following conditions:

1. Health concerns
2. Family issues including change in marital status
3. Academic poor performance that may be positively influenced by a change in campus
4. Other extenuating circumstances.

A student requesting re-assignment makes the request in writing to the Clerkship Site Change Committee, comprised of the Associate Dean for Evaluation, Accreditation and CQI, the Associate Dean for Curriculum, and the Associate Dean for Student Affairs. The committee consults with the Associate Dean for Regional Campus Coordination, the student's Class Dean, and the Partnership or Campus Dean, as appropriate, to review the request and make a recommendation to the Vice Dean for consideration within two weeks of the original request from the student.

Re-assignment of said student is made based on the merits of the request, the availability of adequate clinical rotations, and the best interests of both the student and MCG.

The student is notified in writing as to the final decision, and if a change is approved, appropriate offices is advised (Registrar, Student Affairs, Curriculum). Costs incurred to re-locate to the re-assigned campus are absorbed by the student making the request.