

Policy for Student Assignments to Instructional Sites

Approved: April 18, 2012, Revised: September 13, 2021

Clinical Rotation Site Assignments

Students request their top choices of clinical sites. Clinical rotations sites are assigned by the respective clerkship offices in Tucson. Clinical site assignments are based on the students' top choices. When it is impossible to meet the student's top choice(s), assignments are made with the aim of collectively best meeting the student's educational goals and geographic/personal preference.

Change of Rotation Site Requests—Extreme Hardships

Although rarely granted, students who wish to change their rotation site after assignments have been made may only apply for a change of rotation site if they have an extreme hardship. Requests will be considered on a case-by-case basis. Students must complete a [Change of Clinical Site request form](#) and submit it to the responsible clerkship program coordinator.

Students must provide justification for their request on the form, and if possible, may indicate the student who has agreed to exchange sites in the identical course rotation. Students are required to verify all information associated with their justification. The clerkship will review the request for feasibility and have the responsibility for coordinating with the affected sites for final approval.

A change of rotation site may not take place unless the clerkship coordinator has received the Change of Clinical Site request form **as early as possible after the site assignments are published but prior to the start date** of the rotation.

If a student is assigned to a site with faculty who is or has been a personal healthcare provider for the student, this is a conflict of interest. If this occurs, as soon as the site assignment is known, the student and/or faculty must inform the clerkship coordinator and director of the conflict to allow ample time for site re-assignment.