

Student Assignments to Instructional Sites

Approved: April 18, 2012

Clinical Rotation Site Assignments

Students request their top choices of clinical sites. Clinical rotations sites are assigned by the respective clerkship offices in Tucson. The Phoenix campus allows students to select clinical sites via an electronic scheduling system, E-Value. 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 best meeting, collectively, the student's education <http://medicine.arizona.edu/form/change-clinical-site-request-formal> 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 clinical department coordinator (Tucson Campus) or the clerkship program manager (Phoenix Campus - the Academic Affairs office).

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. If the request gains approval, the responsible clinical department (Tucson Campus) notifies the previous and new site. The Phoenix clerkship manager will distribute the request to the appropriate clerkship director/ Medical Education office at each of the sites to gain approval of the change.

A change of rotation site may not take place unless the responsible clinical department coordinator (Tucson Campus) has received the above document **as early as possible after the site assignments are published but prior to the start date** of the rotation. The Phoenix campus requires the request to be submitted 60 days prior to the start date of the rotation and that the student has the required credentialing paperwork on file. The resulting decision will be based on the information provided by the student and any information gathered regarding the site. In Phoenix if the sites do not accept/approve the request no other recourse is available.