



# The Medical College of Georgia Office of Academic Affairs

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Applicable to: Clerkship and  
Enrichment Students

Approved by: COC

Category: Clerkship

Context:

## Core Clerkship Site Assignment Change Policy

In keeping with our mission of serving Georgia communities, the Medical College of Georgia (MCG) partners with hospitals, clinics, and community physicians that are geographically distant from the main campus. Learner assignment to these sites ensures the training of future providers to the state and provides a rich clinical training platform for our students. Clear communication is required to best enable student participation and partner preparedness for the learning experience.

Through processes that have been defined, medical students are made aware of core clerkship site assignments in the semester prior to the start of their clerkship period. MCG students may request re-assignment to another core clerkship site under certain conditions, such as health conditions, academic risk factors, or other extenuating and emergent circumstances. Pets are not generally considered justification for site reassignment. Peer mediated clerkship switches *are* permitted. Requests for a peer mediated change must be received from each peer separately to be considered.

A student requesting re-assignment must first submit the request in writing to the office of Evaluation Services [evalservices@augusta.edu](mailto:evalservices@augusta.edu). Requests will be reviewed by the Senior Associate Dean for Evaluation, Accreditation, and CQI, the Associate Dean for Curriculum and the Associate Dean for Student Affairs, in consultation, as needed, with the appropriate phase and campus deans and clerkship directors. Decisions regarding requested changes will be made and communicated to students within two weeks by the Evaluation Services Office. Each request will be considered within the context of the merit of the request, the availability of an alternate clinical site, and the best interests of both the student and MCG.

A student's failure to complete prerequisites for a clerkship, including the failure of timely completion of requested documents such as credentialing documents or AHEC housing forms, is not considered a valid reason for clerkship site reassignment. Failure to complete required prerequisites by the stated deadline may result in the student being reported to the Promotions Committee for a professionalism violation. It may also result in the student's withdrawal from the clerkship, necessitating completion of the clerkship at a later date, possibly during the next class year.