

Policy Title: Student Assignment to Clinical Sites

Policy Number (relate to LCME Element as applicable): UCF COM Policy 10.9.1

Applies to: All medical students at the University of Central Florida College of Medicine (UCF COM).

Date: 6/20/2025

1.0 Purpose:

This policy relates to LCME 10.9 which states: "Describe the process for medical student assignment to an instructional site or parallel curriculum in the following circumstances, as relevant. In the description, include when, how, and by whom the final decision about assignment is made. Note the ability of students to select or rank options".

2.0 Policy Statement:

For student assignments to core clerkship sites (e.g., a hospital) for an individual clerkship

Scheduling Overall Clerkship Schedules:

In the fall prior to the start of the third year, students are provided clerkship scheduling information and instruction in Webcourses. The Webcourses information provides a brief overview for each clerkship, a lottery timeline, and explains the process of students' ranking of preferences for clerkship schedules and location assignments, hardship requests prior to the lottery, as well as information regarding swapping locations, delayed start (due to remediation), and how the college accommodates international electives in block one.

In the Spring prior to the start of the clerkship scheduling lottery, a meeting with students is scheduled in person or virtually to go over important scheduling dates and to answer any questions students may have regarding the scheduling process.

Lottery Timeline

The first step of the lottery timeline is the hardship request. Typically, students have 30 days to submit a hardship request before the start of the lottery. All students who are approved for a hardship are enrolled in core clerkships before the official start of the lottery.

The lottery starts shortly after the hardship process is completed. The timeline that students have to rank each step varies depending on the academic year. Typically, students have 3 days to rank clerkship order, followed by a 4-day swap period for clerkship order. Once the clerkship order is complete, students then rank locations for each clerkship. This process is split into multiple steps by clerkship. In total, students have around 12 days to rank locations for each clerkship. The time split is determined by the Director for Academic Affairs. After all of the location lotteries are complete, students have 5 days to complete swap requests for locations.

Hardship Application Process

Students can apply for hardships for an "Orlando Area-Only" schedule, to have their off block occur during a specific period, or for couples who wish to apply for the same rotation order. A limited number of hardships are available. If students are requesting an Orlando area-only schedule, they should have a hardship that will

prevent them from being out of Orlando for an extended amount of time. Examples of hardship include being a single parent with limited childcare, extenuating family or personal medical circumstances, etc. In addition, students should be aware that the Orlando area includes Sanford and Lake Mary locations, including HCA Florida Lake Monroe Hospital, etc. Hardship requests will not be considered once the lottery process has been **completed**. All Orlando area-only spaces will be filled during the lottery.

Once all petitions are received, they will be reviewed via email, virtually, or in person by the Director for Academic Affairs and other applicable leadership from SASS and Student Affairs. If a student's hardship application is approved for an Orlando area-only schedule, the student will not complete the lottery steps in OASIS. If a student's hardship application is approved for a specific off block or a couple requesting the same rotation order, the student will not complete the first step of the lottery but will complete the location selection steps of the lottery.

Students submit hardship requests via the previously mentioned Webcourses page "M3 Scheduling - Petition for Hardship & Orlando Area Only Schedule" assignment.

If students have a hardship request that does not include Orlando Area Only or an off block in a specific block, they should reach out to the Director for Academic Affairs to discuss their options.

Delayed Start Process

If the SEPC committee requires a student to delay the start of their M3 year, the student will be assigned to the scheduling grid with off or an elective in the first block. This schedule option will keep the student on track to finish the M3 year on time. Therefore, the students will not participate in the first step of the lottery. However, the student will participate in all subsequent steps, ranking locations for each clerkship.

Swapping Process During the Lottery

Students will have two opportunities to swap their lottery selection during the scheduling process. The first swap will occur after the clerkship order is final, and the second swap will occur after the clerkship locations are final. Due to the limited number of spaces, if students want to swap their clerkship order or clerkship location, they must find another student willing to swap the entire order or location. Students will submit swap requests on the previously mentioned Webcourses page "Petition to Swap Clerkship Order" and "Petition to Swap Clerkship Location" assignments. Swaps at Bay Pines, Gainesville, Ocala, Naples, and the Villages must be with students of the same gender. This is due to the limited number of apartments at each site. If the swap(s) can be made, students will receive an email indicating that the changes have been made.

Swapping After the Lottery

Requests for a change in clinical placement sites after the lottery will be reviewed by the Director for Academic Affairs, Clerkship Director, and Administrator. Requests made for medical reasons or other serious personal issues will be immediately considered and accommodated if possible. Less urgent requests may not be able to be accommodated due to lack of available space or because of the disruption/hardship the change would cause for other students, the faculty, and/or the clinical site.

3.0 Definitions:

N/A

4.0 Responsibilities:

The assistant dean of Medical Education, all clerkship directors, and the assistant director of Academic and Faculty Affairs are responsible for adherence to this policy.

5.0 Monitoring Procedures:

The effectiveness of this policy is assessed through feedback from student representatives to the M3/M4 Curriculum Subcommittee and the M.D. Program Curriculum Committee (CCoM), as well as student feedback.

6.0 Related Policies:

None

7.0 Key Search Words:

Student Assignment		

8.0 Revision History:

Version	Date Approved	Modifications
V1	10/21/16	Original
V2	6/20/2025 by CCom	Update student assignment process

9.0 References:

N/A

Responsible Office: Associate Dean, Academic Affairs

Policy Contact: Director, Academic Affairs

Supersedes: V1