



**The Medical College of Georgia
Academic Affairs Office**

Clinical Campus Reassignment Policy

Through processes that have been defined, medical students are made aware of the clinical campus assignment prior to the Clerkship Experience phase of medical school.

For transfer from/to the Athens Partnership Campus, a student's schedule may be impacted by the timing of his/her request. There is a possibility that the student's return to the curriculum may be delayed by a semester or an academic year.

This policy is applicable to two situations:

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

MCG students assigned to a designated clinical campus for completion of the Clerkship 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 must first request a meeting with the appropriate dean to discuss the issue (Clinical Campus Dean; Curriculum or Student Affairs Dean in Augusta or Athens). Upon completion of the initial meeting, the dean forwards the student's request in writing to the Associate Dean for Student and Multicultural Affairs AND the Associate Dean for Curriculum, with copies to the Partnership Campus Dean in Athens and/or the Associate Dean for Regional Campus Coordination in Augusta depending on which campuses are involved in the request. The Associate Dean for Regional Campus Coordination, Associate Dean of Student and Multicultural Affairs, and Associate Dean for Curriculum (and Partnership



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Campus Dean, if applicable) 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 are advised (Registrar, Student Affairs, and Curriculum). Costs incurred to re-locate to the re-assigned campus are absorbed by the student making the request.