



# Campus Reassignment Policy

**Senior Leader:** Medical School Dean

**Responsible University Officer:** Senior Associate Dean for Undergraduate Medical Education

**Policy Owner:** Senior Associate Dean for Undergraduate Medical Education

**Policy Contact:** Medical School Registrar, Twin Cities

## POLICY STATEMENT

Acceptance to the University of Minnesota Medical School (UMMS) includes assignment to a specific campus. During the Admissions process, accepted students are assigned to a specific campus. Acceptance to the UMMS implies acceptance of the assignment and understanding that such assignments are for the entirety of that campus' educational experience.

Students who matriculate on the Duluth campus automatically Transition (see '*Definitions*') to the Twin Cities Campus upon successful completion of the Foundational phase, as outlined in the [Academic Progress and Graduation Policy](#) for their clerkship phase through graduation.

This policy addresses individual students who request Reassignment (see '*Definitions*'). Reassignments are extremely rare. Circumstances that warrant a consideration of Reassignment are:

1. Caretaker responsibilities arising after matriculation that have legitimate and demonstrable geographical implications (eg. location of caretaker responsibilities are in proximity to one campus over another). Such responsibilities may be of dependent children, spouse, and/or a parent
2. A medical condition that requires ongoing care by local medical providers

In either of these instances, evidence and/or attestations will be required to support the extraordinary circumstances outlined in the request. Reassignments, even in these cases, are not guaranteed, and are dependent on campus capacity and potential disruptions to the educational experience.

Under no circumstances will Reassignments be granted for perceptions of educational program or service quality or personal preferences. Examples include student preferences for instructors, shifts in educational interests (ie. rural versus urban health), geographic preferences, or assignments of significant other/spouse/friends.

## REASON FOR POLICY

This policy provides clarity on the timing and circumstances under which a student request for Reassignment may be considered.

This policy also ensures the medical school meets LCME Accreditation requirements as follows:

**ELEMENT 10.9: STUDENT ASSIGNMENT.** "A medical school assumes ultimate responsibility for the selection and assignment of medical students to each location and/or parallel curriculum (i.e., track) and identifies the administrative office that fulfills this responsibility. A process exists whereby a medical student with an appropriate rationale can request an alternative assignment when circumstances allow for it."

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## PROCEDURES

Students who believe their circumstances merit consideration may submit a request for Reassignment following these procedures.

### Requests

- Students must submit their request, in writing, to their Academic Advisor. Such requests must include all materials, such as medical documentation supporting the need for Reassignment
- Requests should be submitted early enough to allow sufficient time for review of the request and, should the request be granted, the processing of the Reassignment. Typically, requests will be submitted 12 weeks in advance of the start date of the term/semester in which the student would be Reassigned. Requests submitted within less than 12 weeks may not be considered or may result in being reassigned to a later term/semester
- Requests for Reassignments that would start mid-semester will not be considered.

### Review

- Academic Advisors will conduct the initial review of the request
- Academic Advisors may also meet with the student to obtain further information and discuss other options that may be available to the student should reassignment not be approved. This can include recommending the student consider a Leave of Absence until the student is able to return to their assigned campus
- While every effort will be made to maintain student confidentiality, it cannot be guaranteed. Academic Advisors reserve the right to review the request in collaboration with relevant faculty and administrators who have a legitimate educational interest, as defined in the [Access to Medical Student Educational Records](#) policy. This may include relevant Regional or Central Campus Deans, Faculty Advisors, General Counsel, or other stakeholders as deemed necessary based on the nature of the request
- In determining the outcome of the review, Academic Advisors will consult with the Curriculum, Assessment and Evaluation, Registrar, and Financial Aid teams to consider a number of variables including the student's specific circumstances (including the supporting documentation provided by the student). Advisors will also evaluate any impact reassignment may have on the curriculum (eg. disruptions to small group assignments), campus/site capacity, and the term/semester in which the reassignment would begin.
- Students will receive a decision, in writing, within 15 business days of receipt of the original request

### Outcome

In the case a request is granted, students will work with their Academic Advisor to process the Reassignment.

- Students are responsible for applying for Financial Aid on the new campus; campus-specific Aid may not be transferable
- The student is expected to be present and prepared to start courses on the new campus on the first day of the semester. Absences for Reassignment-related reasons will not be excused
- Students are responsible for securing their own housing

### Appeals

A student who believes the outcome of their request (denial) was not Fundamentally Fair (See 'Definitions') may appeal. Appeals must be submitted in writing to the Senior Associate Dean for Undergraduate Medical Education (UME) within 10 business days of receipt of the written decision from their Academic Advisor. Such appeals must provide a justification for believing the decision was made unfairly or include new information that was unavailable at the time of the initial review.

The decision of the Senior Associate Dean for UME is final.

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## ADDITIONAL CONTACTS

Subject	Contact	Phone	Fax/Email
<b>Primary Contact</b>	<b>Name</b>	<b>Phone</b>	<b>Fax/Email</b>
Medical School Registrar (Twin Cities)	Jennifer Neufeld	(612) 625.4489	<a href="mailto:neuf0006@umn.edu">neuf0006@umn.edu</a>
Associate Dean of Student Life and Academic Affairs (DU)	Robin Michaels	(218) 726.8872	<a href="mailto:rmichael@d.umn.edu">rmichael@d.umn.edu</a>
Assistant Dean for Student Affairs (TC)	Michael Kim		<a href="mailto:mikekim@umn.edu">mikekim@umn.edu</a>
Records Manager - Duluth	Shawn Evenson	(218)726-8873	<a href="mailto:sevenson@d.umn.edu">sevenson@d.umn.edu</a>
Office of Financial Aid – Twin Cities	Kristin Basballe	(612) 624-7675	<a href="mailto:parrx008@umn.edu">parrx008@umn.edu</a>

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## DEFINITIONS

### Fundamentally Fair

For purposes of this policy, a decision is considered fundamentally fair if it affords the student the opportunity to provide relevant materials to justify their request (description of need, attestations), adheres to the principles and procedures outlined in this policy, and takes into consideration all materials provided during the review and decision-making process. As every student's circumstance is unique, decisions are rendered based on the unique characteristics of each request; previous outcomes will not be considered and do not impact fundamental fairness.

**Liaison Committee on Medical Education (LCME):** Medical education programs leading to the MD degree in the United States and Canada are accredited by the LCME. LCME accreditation is a voluntary, peer-reviewed process of quality assurance that determines whether the medical education program meets established standards. Further details on the LCME can be found at: <http://lcme.org/about/>

### Reassignment

The transfer of a student's registration and physical placement from one campus to another resulting from an approved Reassignment request by a student. These requests are outside of UMMS-initiated Transition processes and are subsequent to campus assignments that have been accepted by the student as part of the Admissions process.

### Transition

UMMS-initiated transitions for a group or subset of students from one campus to another as part of the formal educational experience. For example, the Duluth campus provides a Foundational educational experience, at which point students automatically Transition to the Twin Cities Campus for the clerkship phase.

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## RELATED INFORMATION

[Registration Policy](#)

[Attendance Requirements & Excused Absences Policy](#)

[Leave of Absence and Withdrawal](#)

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## HISTORY

**Policy created:** May 2023

**Reviewed and Approved:** Senior Associate Dean, UME, May 2023