## Number: 5.13

| DESCRIPTION: | PHASE 2 AND PHASE 3 CLINICAL ROTATION SCHEDULING GUIDELINES | | |
|---|---|---|---|
| RESPONSIBLE: | STUDENT AFFAIRS AND ADMINISTRATION | | |
| PURPOSE: | This process establishes guidelines for clinical rotation scheduling. | | |
| FREQUENCY OF REVIEW: | Annually | | |
| CREATED: | 2020-2021 | REVISED: | 2024-2025 |

Process
- Initial Phase 2 and Phase 3 clinical scheduling requests will be submitted from the campus administrators to the departmental administrative staff for the campus.
  - These requests will be accompanied by documentation of pre-requisite completion, if applicable.
- Requests which appear not to be feasible or when a preceptor is not agreeable to the request posed by the departmental administrative staff for the campus for reasons other than the course already being full during the requested time period, result in the request being elevated to the main departmental administrator and chair prior to the student being declined.
- The outcome of this request is sent back to the departmental campus administrative staff and campus administrative staff.
- If the main departmental administrator and chair indicate the request is not able to be accommodated, then the student is notified and an alternate experience is scheduled.

Timing
- All elective change requests are required to be submitted 30 days prior to the start of the course.
- In emergent circumstances where the 30-day limit cannot be met, the student should meet with the Associate Dean for Student Affairs and Admissions to determine if an emergent scheduling accommodation is required.

Priority
- Priority for student scheduling requests is as follows:
  - Required clinical clerkships
  - Required acting internship (AI)
  - Phase 2 electives
    - Home campus
    - Non-home campus students who do not have the elective available on their home campus
    - All others
  - Phase 3 electives

- Home campus
- Non-home campus students who do not have the elective available on their home campus
- All others
  - Visiting student requests (i.e., from outside UND SMHS)