

Number: 5.21

DESCRIPTION:	Lottery and Alternative Trading Processes for Regional Clinical Campus Assignments		
RESPONSIBLE:	Student Affairs and Admissions		
PURPOSE:	Establish a procedure for assigning medical students their regional clinical campus		
FREQUENCY OF REVIEW:	Annually		
CREATED:	January 24, 2022	REVISED:	N/A

Regional campus assignments for phase 2 of the medical curriculum are made within the first trimester of AY1 and phase 3 assignments are made within the first trimester of AY2 utilizing a combinatorial optimization assortment algorithm (hungarian-munkres model). This algorithm compares the ranked preferences of regional clinical campuses for all students, and then maximizes the number of students that can be listed according to their highest ranked location. After the outcome of this process, there are four opportunities for medical students to have their regional campus assignments reassigned.

Initial Campus Location Trading Process

Students are initially given the opportunity to trade regional clinical campus locations before final selections are validated using the following process. Immediately after the algorithm is run and students are notified of the outcome, they may submit trade location requests to the Associate Dean of Student Affairs & Admissions (SAA) and the Administrative Assistant for the SAA office. Requests are made through the students’ UND email address, by the stated deadline, and must include the student’s originally assigned campus and their desired new campus.

Students’ names will be randomly matched by the SAA office to other mirroring requests, maximizing the number of trades that may occur. If there is more than one trade that can occur between two locations, students will be randomly matched by SAA staff. This process is in place to allow all students an equal chance to trade locations while reducing the stress of finding a trade partner, eliminating the need for social capital, and preventing the animosity caused by choosing between friends to trade with. This initial opportunity to trade regional campus locations is only open for a small window of time after the lottery algorithm is completed, after which all campus selections are finalized and confirmed by the SAA office.

Post Lottery Campus Location Trading Process

After the final regional campus selections are confirmed for either phase 2 or phase 3 of the medical curriculum, students are allowed to request campus trades under the following rules and guidelines:

- No money, services or items of monetary value may be exchanged in a trade of regional clinical campuses. Failure to abide by this rule will lead to disciplinary action for all students involved.

- Students are responsible for finding another student to create an even exchange between the regional campus sites. No one-way trade requests will be approved.
- The trade request must be sent from the medical student's official UND email address to both the Associate Dean of SAA and the Administrative Assistant for the SAA office as well as copied to all students involved in the regional campus trade.
- The request must clearly state what is being traded, the people involved, which regional campus each person will move to and from, and that all parties agree to the trade terms.
- Students must include a statement of attestation that no money, services or items of monetary value was exchanged either as a direct payment or used to defray the costs of moving or other such situations. This attestation must be part of the written trade request.
- If a phase 2 trade is approved by the Associate Dean of SAA, students will have their new Campus Dean reassigned as their phase 2 and 3 Academic Advisor and this same person will designate who will be the student's Career Advisor beginning immediately following the trade approval.

The stated deadline for post lottery campus trade requests is approximately one year after final campus selections are confirmed from the initial lottery for each for phase of the medical curriculum (phase 2 & 3).

Unanticipated Openings at Regional Clinical Campus Locations

It is possible at any time during the medical curriculum, that an opening at a regional campus location will become available due to an unexpected or planned academic, medical, or personal event happening with a student. When this occurs the Associate Dean of SAA will discuss with the affected Campus Dean whether resources are still available to accommodate another medical student filling this vacated position. If not, the open position will not be filled, and no further action will be taken. However, if the Campus Dean agrees that there are adequate resources for the opened position to be filled on their campus, students from the same medical class as the vacant opening can request to change their current campus location under the following rules and guidelines:

- Using students' official UND email addresses, the SAA office will announce the regional clinical campus opening to all medical students in the class from where the vacant position originated.
- Students in the notified class wanting to relocate to the open campus location will submit their request, including their current regional campus location to the Associate Dean of SAA and the Administrative Assistant for the SAA office using their official UND email.
- The SAA office will check the academic status of students requesting to be relocated. Only medical students who are currently in good academic standing will be consider for relocation to a different regional clinical campus utilizing this process.
- After 7 days from the original notification, a single student from the group of students in good academic standing who requested relocation to the open campus location, will be randomly selected.
- If this transfer occurs before or during phase 2 of the medical curriculum, their new Campus Dean will serve as their new phase 2 and 3 Academic Advisor and will designate who will be the student's new Career Advisor.
- If no student in the notified class requests a relocation to the open campus location the ability to transfer through this process will not become available later and the position will remain unfilled.

Formal Request of an Alternate Regional Clinical Campus Location

A medical student may formally request an alternative regional campus assignment for personal reasons at any time by submitting their request to the Associate Dean of SAA using their UND email. For medical students formally requesting an alternative assignment, the criteria used will require consideration of the individual student's needs in context with the educational needs of the entire class and availability of campus faculty,

staff, and resources. In all situations, the decision to grant a student's formal request for an alternate assignment will be collaboratively made by the Associate Dean of SAA and the regional Campus Deans representing the affected campuses. If this formal request for an alternate campus assignment is approved before or during phase 2 of the medical curriculum, their new Campus Dean will serve as their new phase 2 and 3 Academic Advisor and will designate who will be the student's new Career Advisor.