QUILLEN COLLEGE *of* MEDICINE
EAST TENNESSEE STATE UNIVERSITY

Policy Name: **Student Transfer Between Accelerated and Generalist Track**

Policy Replaces a Previous Policy (this includes change in policy name): ☐Yes/ ☒No If so, list name of previous policy (include policy number if different):
Policy Number (issued by the Office of Academic Affairs upon final approval): **MSEC-0223-31**
Policy Owner (Individual, Department, or Committee/Chair): **Ivy Click, EdD / MSEC Chair (2020-)**
Committees, Departments, or Individuals Responsible for Implementation: **Tri-TRAILS Director, Academic Affairs, and QCOM Administrative Staff**
Original Approval Date and Who Approved by: **2/21/2023 - MSEC**
Effective Date(s): **2023-24 AY**
Revision Date(s) (include a brief description) and Who Approved by (made by Policy Owner and/or Policy Advisory Committee):
Administrative Edits (briefly describe) by Staff and/or the Policy Advisory Committee (PAC) and Date (these revisions do not require voting/approval by the policy owner): **5/24/2024 – changed Policy Owner to Dr. Click as MSEC Chair instead of Dr. Amanda Stoltz, Tri-TRAILS Director as policy is an MSEC policy.**
Exemption(s) to Policy (date, by what committee or individual, and brief description):
LCME Required Policy: ☒Yes/ ☐No If yes, please list the Element(s) Affiliated with this Policy (include Element number/name/statement): **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.**
All policies will be reviewed by the Policy Advisory Committee every three years unless an earlier review is identified. Date of Review: Revisions Made: ☐Yes/ ☐No   If yes, list revisions made: Revisions Require Approval by Policy Owner: ☐Yes/ ☐No

Policy Name: **Student Transfer Between Accelerated and Generalist Track**

Policy Statement:

QCOM has three (3) curriculum tracks: 1) Generalist Track [TRAILS = Team-Based Rural Applied Integrated Learning System], 2) Rural Primary Care Track (RPCT), and 3) Accelerated Track (Tri-TRAILS). Each student may be enrolled in only one curriculum track. Once enrolled in one of the curriculum tracks, the student will complete their QCOM curriculum in the enrolled track; however, students may find that their circumstances change and request a change from one curriculum track to the other. The student request will be received and considered provided the procedures outlined in this policy are followed and space is available in the curriculum track to which they are requesting transfer. During the pre-clerkship phase of the curriculum, approved transfers will occur at the end of each semester. Transfers during the clinical phase of the curriculum will be permitted only under extenuating circumstances.

Purpose of Policy:

This policy pertains to LCME Element 10.9. The policy outlines the procedures that are to be followed whereby a medical student identifies circumstances and the need to change their enrollment in the QCOM curriculum from the Accelerated Track to the Generalist Track.

Scope of Policy (applies to):

All QCOM medical students.

Policy Activities:

Transferring from the Accelerated Track to the Generalist Track
1. Students who have elected to be in the Accelerated Track may elect to transfer to the Generalist Track at any point during the M2 or M3 portion of the curriculum.
2. Requests must be made in writing (email is sufficient) to the Director of the Accelerated Track.
3. An interview with the Accelerated Track Director is required before the request to transfer to the Generalist Track is approved. The Accelerated Track Director is responsible for granting all requests for transfer from the Accelerated Curriculum Track to the Generalist Track. The Residency Student Mentor, the Residency Program Director, and the Vice Dean of Academic Affairs will be included in the decision-making process. The Accelerated Track Director will be responsible for notifying appropriate administrative staff and Generalist Track faculty affected by the change request.
4. Transfers to the Accelerated Track are not allowed by request but can be considered during an application and election period for placement that will follow the same selection process as the initial placement into the Accelerated Track. No transfers from the Generalist Track to the Accelerated Track will be permitted later than the end of the M1 year.
5. Any student receiving a failure in a course or a board exam will not be allowed to continue in the Accelerated Track. Decisions about dismissal or transfer to the Generalist Track are at the discretion of the Student Promotions Committee.
6. Students who have interruptions in their education and require a leave of absence for any reason will be automatically placed in the Generalist Track.

Administrative Reviews/Approvals	Date Approved
University Compliance (if applicable)	
Policy Advisory Committee (includes three-year reviews)	1/19/2023
Associate Dean for Accreditation Compliance (if applicable)	
Vice Dean for Academic Affairs	1/19/2023

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Policy Review and/or Revision Completed By *(if applicable)*	Date Policy Reviewed and/or Approved **(if applies to that department, committee, or group)**
Office of the Dean	
Office of Academic Affairs	
Office of Student Affairs	
Department of Medical Education	
Medical Student Education Committee	2/21/2023
Student Promotions Committee	
Faculty Advisory Council	
Administrative Council	
M1/M2 Course Directors	
M3/M4 Clerkship/Course Directors	
Student Groups/Organizations (describe):	
Other (describe):	

Final Policy Emailed to:	Date of Email Notifications
Medical Education Director for Posting on Educational Policies Website	2/24/2023; 5/1/2024
Policy Owner	5/1/2024
Admissions Office for Catalog (only new policies)	