

 QUILLEN COLLEGE of MEDICINE EAST TENNESSEE STATE UNIVERSITY	Policy/Process/Procedure Name: Student Transfer Between Generalist and RPCT Track
	MSEC/ADMIN Number: MSEC-1017-20
	Approving Officer: Ramsey McGowen, PhD (2017-2019); Ivy Click, EdD (2020-)
	Agent(s) Responsible for Implementation: RPCT Director, Associate Dean for Rural and Community Programs, Academic Affairs QCOM Administrative Staff
Original Approval Date: 10/17/17 Effective Date(s): 2017-2018 AY, 2021-2022 AY, 2022-2023 AY	Originator Name/Committee: Joseph Florence, RPCT Director
<input type="checkbox"/> New Policy/Process/Procedure Proposal	<input checked="" type="checkbox"/> Revision of Existing Policy/Process/Procedure
Revision Date(s): Administrative Update – 10/29/21 (change of EAD to Associate Dean for Rural and Community Programs or Vice Dean for Academic Affairs); 4/5/22 – MSEC approval of transfer language;	LCME Required Policy/Procedure/Process: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> LCME Element(s) Number and Description: 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. <small>[Also include the LCME Element number in (B) Purpose of Policy/Procedure/Process statement below].</small>
<i>All policies/processes/procedures will be reviewed during the MSEC Evaluation of the Curriculum as a Whole unless an earlier review is identified.</i>	
Administrative Review Date(s): 6/10/2020	

(A.) Policy/Process/Procedure Statement:

QCOM has two (2) parallel curriculum tracks; Generalist Track and Rural Primary Care Track (RPCT). Once enrolled in one of the curriculum tracks, the student will complete their QCOM curriculum in the enrolled track. 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.

(B.) Purpose of Policy/Process/Procedure:

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 one Generalist track to RPCT or RPCT to Generalist track.

(C.) Scope (applies to):

All QCOM medical students.

Policy Name: Student Transfer Between Generalist and RPCT Track

(D.) Process/Procedure:

Transferring from the Generalist Track to the Rural Primary Care Track (RPCT)

1. Students who have elected to be in the Generalist track may elect to transfer to the RPCT at the end of a semester during the pre-clerkship phase of the curriculum as space becomes available in the RPCT. If there is no space then a "Wait List" will be established and students on the "Wait List" will be given first preference when filling available spaces for the academic year.
2. Requests must be made in writing (E-Mail is sufficient) to the Director of the RPCT and to the Associate Dean for Rural and Community Programs along with a completed application form (<http://www.etsu.edu/com/ruralprograms/rpct/admissions.php>).
3. An interview with the Director of Rural Programs and faculty/staff is required before the request is approved. The Associate Dean for Rural and Community Programs is responsible for granting all requests for transfer from one curriculum track to the other. The Associate Dean for Rural and Community Programs will be responsible for notifying appropriate administrative staff, and RPCT and Generalist Track faculty affected by the change request.
4. Transfers from the Generalist Track to RPCT are not permitted during the clinical phase of the curriculum.

Transferring from the Rural Primary Care Track (RPCT) to the Generalist Track

1. Students who have elected to be in the RPCT may elect to transfer to the Generalist track at any point during the first semester of the pre-clerkship phase the curriculum. Thereafter, RPCT students may transfer to the Generalist track at the end of the semester during the pre-clerkship phase of the curriculum.
2. Requests must be made in writing (E-Mail is sufficient) to the Director of the RPCT and to the Associate Dean for Rural and Community Programs.
3. An interview with both the Director of Rural Programs and the Associate Dean for Rural and Community Programs is required before the request is approved. The Associate Dean for Rural and Community Programs is responsible for granting all requests for transfer from one curriculum track to the other. The Associate Dean for Rural and Community Programs will be responsible for notifying appropriate administrative staff, and RPCT and Generalist Track faculty affected by the change request.
4. Transfers from the RPCT to the Generalist track during the clinical phase of the curriculum will only be permitted under extenuating circumstances and approved by the Associate Dean for Rural and Community Programs and the Vice Dean of Academic Affairs.

Any student having course deficiencies must consult with the Associate Dean for Rural and Community Programs and may be required to have a review by the Vice Dean for Academic Affairs and the Student Promotions Committee prior to a transfer being approved.

Approved by: Name / Title: Ramsey McGowen, PhD / MSEC Chair (2017-2019) Name/Title: Ivy Click, EdD (2020-)	Policy/Process/Procedure Superseded by this Current Policy/Process/Procedure (name and number): <i>(List only if a name change is involved)</i>
Review/Revision Completed by: <input type="checkbox"/> Office of the Dean	Date
<input checked="" type="checkbox"/> Policy Advisory Committee	8/11/22
<input checked="" type="checkbox"/> Academic Affairs	10/17/17, 10/29/21, 03/15/22

Policy Name: Student Transfer Between Generalist and RPCT Track

Approved by: Name / Title: Ramsey McGowen, PhD / MSEC Chair (2017-2019) Name/Title: Ivy Click, EdD (2020-)	Policy/Process/Procedure Superseded by this Current Policy/Process/Procedure (name and number): <i>(List only if a name change is involved)</i>
<input type="checkbox"/> Student Affairs	
<input checked="" type="checkbox"/> Medical Student Education Committee	10/17/17; 4/5/22
<input type="checkbox"/> Student Promotions Committee	
<input type="checkbox"/> Faculty Advisory Council	
<input type="checkbox"/> Administrative Council	
<input checked="" type="checkbox"/> M3/M4 Clerkship/Course Directors	10/17/17
<input checked="" type="checkbox"/> M1/M2 Course Directors	10/17/17
<input type="checkbox"/> Student Groups/Organizations (describe):	

Notifications of New or Revised Policy	Method of Notifications and Date
<input type="checkbox"/> Medical Students	
<input type="checkbox"/> All QCOM Faculty	
<input type="checkbox"/> All QCOM Staff	
<input type="checkbox"/> Admissions Office (catalog)	