QUILLEN COLLEGE *of* MEDICINE
EAST TENNESSEE STATE UNIVERSITY

Policy Name: **Student Transfer Between Generalist Track and RPCT 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-1017-20**
Policy Owner (Individual, Department, or Committee/Chair): **Ramsey McGowen, PhD / MSEC Chair (2013-2019)** **Ivy Click, EdD / MSEC Chair (2020-)**
Committees, Departments, or Individuals Responsible for Implementation: **RPCT Director, Associate Dean for Rural and Community Programs, Academic Affairs, QCOM Administrative Staff**
Original Approval Date and Who Approved by: **10/17/2017 - MSEC**
Effective Date(s): **10/17/2017; 2017-18 AY; 2021-22 AY; 2022-23 AY; 11/9/2023; 6/18/2024**
Revision Date(s) (include a brief description) and Who Approved by (made by Policy Owner and/or Policy Advisory Committee): **4/5/2022 – MSEC approval of transfer language** **6/18/2024 – MSEC approval of section on students taking a leave of absence while enrolled in RPCT**
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): **10/29/2021 – change of EAD to Associate Dean for Rural and Community Programs or Vice Dean for Academic Affairs** **11/9/2023 – PAC – updated first paragraph to include Accelerated Track and fixed broken link for application form**
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.**

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> ***All policies will be reviewed by the Policy Advisory Committee every three years unless an earlier review is identified.***
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> Date of Review:
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> Revisions Made: ☐Yes/ ☐No   If yes, list revisions made:
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> Revisions Require Approval by Policy Owner: ☐Yes/ ☐No

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:

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.

Scope of Policy (applies to):

All QCOM medical students.

Policy Activities:

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 (https://www.etsu.edu/com/ruralprograms/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

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     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.

Students taking a Leave of Absence while enrolled in the Rural Primary Care Track

1. Students who must take a leave of absence from the College of Medicine for any reason must apply to be reinstated to the RPCT upon their return.
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 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 reinstatement to the RPCT. 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 approval of the student to return to the Rural Primary Care Track.
4. Reinstatement to the RPCT 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.

Administrative Reviews/Approvals	Date Approved
University Compliance (if applicable)	
Policy Advisory Committee (includes three-year reviews)	8/11/2022; 11/9/2023; 7/25/2024
Associate Dean for Accreditation Compliance (if applicable)	7/25/2024
Vice Dean for Academic Affairs	11/9/2023; 7/25/2024

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	10/17/2017; 10/29/2021; 3/15/2022; 11/16/2023; 7/11/2024
Office of Student Affairs	
Department of Medical Education	
Medical Student Education Committee	10/17/2017; 4/5/2022; 6/18/2024
Student Promotions Committee	
Faculty Advisory Council	
Administrative Council	
M1/M2 Course Directors	10/17/2017
M3/M4 Clerkship/Course Directors	10/17/2017

Student Groups/Organizations (describe):	
Other (describe):	

Final Policy Emailed to:	**Date of Email Notifications**
Medical Education Director for Posting on Educational Policies Website	11/16/2023; 5/1/2024; 7/11/2024
Policy Owner	11/16/2023; 5/1/2024; 7/11/2024
Admissions Office for Catalog (only new policies)	11/16/2023