



QUILLEN COLLEGE of MEDICINE

EAST TENNESSEE STATE UNIVERSITY

Policy Name/Number: Student Transfer Between Generalist Track and RPCT Track / MSEC-1017-20

Policy Owner: 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/ By: 10/17/2017 / MSEC	Effective Date: 6/18/2024
Most Recent Revision Date: 6/18/2024	Policy Advisory Committee Review Date: 6/18/2024
Date of Next Review: 6/18/2026 <i>(All policies are reviewed by the Policy Advisory Committee every 3 years unless circumstances for an earlier review is identified.)</i>	

(A) 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.

(B) 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.

(C) Scope of Policy (applies to):

All QCOM medical students.

(D) 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 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.