**Policy/Process/Procedure Name:** Student Transfer Between Generalist and RPCT Track  
**MSEC/ADMIN Number:** MSEC-1017-20  
**Approving Officer:** Ramsey McGowen, PhD  
**Agent(s) Responsible for Implementation:** RPCT Director EAD, Academic Affairs QCOM Administrative Staff

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<thead>
<tr>
<th>Original Approval Date:</th>
<th>10/17/17</th>
<th>Effective Date(s):</th>
<th>2017-2018 AY, 2021-2022 AY</th>
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<td><strong>Approving Officer:</strong></td>
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<tr>
<td><strong>New Policy/Process/Procedure Proposal:</strong></td>
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<td><strong>Revision of Existing Policy/Process/Procedure:</strong></td>
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**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)

**LCME Required Policy/Procedure/Process:** Yes ☒ No ☐

**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.

[Also include the LCME Element number in (B) Purpose of Policy/Procedure/Process statement below].

**All policies/processes/procedures will be reviewed during the MSEC Evaluation of the Curriculum as a Whole unless an earlier review is identified.**

**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. Approved transfers will occur at the end of the academic year.

**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.

**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 an academic year 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.
Policy Name: Student Transfer Between Generalist and RPCT Track

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.

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 the end of an 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.

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.

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.
Policy Name: Student Transfer Between Generalist and RPCT Track

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<tbody>
<tr>
<td>All QCOM Faculty</td>
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<td>All QCOM Staff</td>
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<td>Admissions Office (catalog)</td>
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