

 QUILLEN COLLEGE of MEDICINE <small>EAST TENNESSEE STATE UNIVERSITY</small>	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
Original Approval Date: 10/17/17 Effective Date(s): 2017-2018 AY	Originator Name/Committee:	Joseph Florence, RPCT Director
<input checked="" type="checkbox"/> New Policy/Process/Procedure Proposal	<input type="checkbox"/> Revision of Existing Policy/Process/Procedure	
Revision Date(s):	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>		

(A.) Policy/Process/Procedure Statement:

This policy becomes effective with the 2017-2018 academic year. 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 at the end of an academic year. 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.

(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 Executive Associate Dean (EAD) of Academic Affairs 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 EAD is responsible for granting all requests for transfer from one curriculum track to the other. The EAD 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 Executive Associate Dean (EAD) of Academic Affairs.
3. An interview with both the Director of Rural Programs and the EAD is required before the request is approved. The EAD is responsible for granting all requests for transfer from one curriculum track to the other. The EAD 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 EAD and may be required to have a review by the Student Promotions Committee prior to a transfer being approved.

Approved by: Name / Title: Ramsey McGowen, PhD / MSEC Chair	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:	Date
<input type="checkbox"/> Office of the Dean	
<input type="checkbox"/> Academic Affairs	10-17-17
<input type="checkbox"/> Student Affairs	
<input type="checkbox"/> Medical Student Education Committee	10-17-17
<input type="checkbox"/> Student Promotions Committee	
<input type="checkbox"/> Faculty Advisory Council	
<input type="checkbox"/> Administrative Council	
<input type="checkbox"/> M3/M4 Clerkship/Course Directors	10-17-17
<input 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)	