

## Student Assignment Policy

### Purpose

The Pritzker School of Medicine assigns student schedules by means of student clerkship pathway rankings and lottery system set in place by the Pritzker School of Medicine's Registrar's office.

### Overview

Student assignments for required courses/clerkships in the clinical phase of the curriculum is done by a lottery for all required rotations in Phases 2 and 3. Every autumn/winter (respectively), rising Phase 2 and Phase 3 medical students participate in the lottery to select and rank desired courses and clerkships for the upcoming year. The lottery assigns a random number to each student, collects ranking requests and processes the requests in the order of the students' randomly assigned number. Lottery Website: [lottery.bsd.uchicago.edu](http://lottery.bsd.uchicago.edu). Students with appropriate rationale may formally request an alternative assignment related to courses and/or clerkships. This can be granted when circumstances allow and appropriate rationale is provided.

### Related LCME Standards:

- 10.9 Student Assignment

### Principles

1. Students are assigned to clinical rotations, clerkships and courses through the Pritzker School of Medicine's Registrar's Office. The geographic location of the rotation is determined by the department in which the rotation takes place.
2. Phase 2: There are 24 Clerkship Pathways from which to rank. All 24 pathways must be ranked, as the program will not accept partial rankings. After results are posted, students may swap pathways. Swaps must be reported by both students via email to the Pritzker School of Medicine's Registrar. Entire pathways, not segments, must be swapped in their entirety.
3. Phase 3: The lottery will run in two enrollment phases. Phase One: required courses, and Phase 3 scientific selectives will be assigned according to a match of preferences and available courses. Phase Two provides students a second opportunity to select scientific selectives and Sub-I courses that may not have been received in Phase One of the lottery.

4. Prior to releasing final schedules, students have the opportunity to trade electives on a one for one basis or to drop a selective altogether. All swaps must be reported by both students via email to the Pritzker School of Medicine's Registrar. All unfilled electives and scientific electives from Phase One will be available in Phase Two of the Lottery.

## **Policy**

1. Location assignments are handled by the Course or Clerkship Director. Requests of alternative assignments must be according to the Course or Clerkship Director's guidelines and will only be accommodated if circumstances allow.
2. Scientific Selectives, Clinical and Non-Clinical Electives and Sub-I course registration is determined via Lottery and via AIS. Modification of schedules must be done according to the Pritzker School of Medicine's Registrar.
3. Requests for alternative assignments must be according to course guidelines and students with appropriate rationale may request alternative assignments directly with individual departments.
4. Students are not provided the opportunity to negotiate with their peers to switch assignments after determinations have been made. Students must only contact individual clerkship administration and leadership for all changes.

## **Procedures**

1. Students can swap schedules (entire Pathway for Phase 2) or electives/selectives (individual experiences in Phase 3) prior to deadline. Both students must email Pritzker School of Medicine's Registrar confirming the swap.
2. Clerkship Directors will poll students prior to the rotation regarding scheduling preferences. When students submit their schedule requests, they should note times that they would like to be away, such as time for research meetings or personal events. (See: Attendance and Participation Policy for more details).
3. Clerkship Directors will notify students at least a month in advance if their assignments will require them to live away from home.
4. Clerkship Directors will release details of students' assignments as soon as they are complete in order to help students prepare for their rotations. Students should not request changes upon reviewing their schedules, and requests for changes should be discussed during the clerkship orientation. Requests for alternative assignments will only be honored if there is an appropriate rationale and circumstances allow for it.
5. Students will be excused from required educational experiences, both classroom and clinical, to schedule all necessary and needed care. (See: Policy on Attendance and Participation)

6. In some circumstances, it is not possible for clerkships to provide individual call schedules to students prior to orientation.

Accountable Dean(s) or Director(s): Director of Medical School Education

Related Policies: Attendance and Participation Policy

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