UT Health San Antonio
Joe R. & Teresa Lozano Long School of Medicine

Undergraduate Medical Education (UME) Policy

| **Title:** Student Clerkship Scheduling and Assignment to Clinical Instructional Sites | | | |
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| *Origination Date: 8/06/2018* | *Revision History:11/13/2025* | *Last amended/reaffirmed: 11/13/2025* | *Review Frequency: 4 years* |
| Purpose: | To outline how LSOM students may request an alternate clerkship sequence or clinical site assignment within a clerkship. | | |
| Definitions: | **Clerkships** - Emergency Medicine, Family Medicine, Internal Medicine, Neurology, Obstetrics/Gynecology, Pediatrics, Psychiatry, and Surgery. | | |
| Policy: | **Requests for changes to clerkship sequence**<br>• LSOM students may request a change in their clerkship sequence with or without arranging a trade with a fellow student.<br>• LSOM students may voluntarily trade whole sequences or individual clerkships with their peers.<br>• The Vice Dean for Undergraduate Medical Education has authority to approve, deny, or modify requests for clerkship schedule changes.<br>**Requests for changes to clinical site assignment within a clerkship**<br>• Students assigned to a clinical instructional site (e.g. hospital or clinic) for a clerkship may request an alternate site assignment.<br>• The clerkship has authority to approve, deny, or modify requests for clinical site assignment changes.<br>**Requests for clerkship sequence or clinical site accommodations under other university policies**, including those related to UT Health San Antonio's Student Pregnancy and Parenting Nondiscrimination Policy, are managed in accordance with the relevant institutional policy/ies. | | |
| Process: | **Requests for changes to clerkship sequence**<br>Requests for a change in clerkship sequence that involves trades to the whole or part of the sequence with another student are made via email to the Vice Dean for Undergraduate Medical Education. This email must include acknowledgement from both students that they are in agreement with the trade. The Vice Dean for Undergraduate Medical Education will provide a decision on the request by return email to all parties.<br>Requests for changes to a student's clerkship schedule that do not involve a trade with another student are made via email to the Vice Dean for Undergraduate Medical Education. The Vice Dean for Undergraduate Medical Education will provide decisions on requests by return email.<br>**Requests for changes to clinical site assignment within a clerkship**<br>Students requesting a change in clinical site assignment on a clerkship should abide by the clerkship's specific policies and procedures for requesting a change in clinical site assignment, including stated deadlines for submitting a change request. | | |

*Approval Body: Office of Undergraduate Medical Education (OUME) Executive Leadership*

**CERTIFIED BY:**

Robert M. Esterl, Jr., M.D.
Digitally signed by Robert M. Esterl, Jr., M.D.
Date: 2025.11.19 10:00:16 -06'00'

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***Policy Custodian*** ***Date***

*Name: Robert Esterl, MD*
*Title: Associate Dean for Undergraduate Medical Education*

**ACCEPTED AND AGREED TO:**

Deborah Conway

Digitally signed by Deborah Conway
Date: 2025.12.19 11:41:24 -06'00'

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***Responsible Officer*** ***Date***

*Name: Deborah Conway, MD*
*Title: Vice Dean for Undergraduate Medical Education*

Robert Hromas

Digitally signed by Robert Hromas
Date: 2026.01.07 09:42:18 -06'00'

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***Responsible Executive*** ***Date***

*Name: Robert Hromas, MD, FACP*
*Title: Dean, Long School of Medicine*

***Related policies, regulations, and accreditation elements:***

- *LCME Element 10.9 Student Assignment*
- *Individual Clerkship policies/handbooks*
- *UT Health San Antonio Student Pregnancy and Parenting Nondiscrimination Policy*
- *UT Health San Antonio Nondiscrimination Policy and Complaint Procedure*
- *UT Health San Antonio Requests for Accommodations Under the ADA And the ADA Amendments Act*
- *US Department of Education Title IX*
- *SPPC Technical Standards for Completion of the Medical Curriculum Policy*
- *OUME Non-Involvement of Healthcare Providers in Student Assessment Policy*