



Policy Title:

Assignment of Students for Third- and Fourth-Year Clinical Rotations

Policy Identifier:

USCSOMC – STA – 1.06

Prepared by: Office of Student Affairs	Creation Date: December 2023
Approved by: MD Program Policy and Procedures Committee	Review Date: 5-23-25
Category: Student Affairs	Effective Date: 6-11-24

LCME Standards

10.9 Student Assignment

Scope

University of South Carolina (USC) School of Medicine Columbia MD students.

Policy Statement

The primary goal for our third- and fourth-year students is to ensure adequate educational resources for every student to meet the educational objectives of the curriculum. This policy will outline the procedures and guidelines for the assignment of students to either the Columbia campus or the Florence Regional campus for their third- and fourth-year clinical rotations. In assigning students to a clinical campus, while student preference will be considered, there is no guarantee that a student will be assigned to their preferred campus.

Procedures

Application: Applicants are notified both on the University of South Carolina School of Medicine Columbia’s (SOMC’s) website and through published material at the time of application that two clinical campuses are available for assignment during the third and fourth years of medical school.

Interview Day: Applicants are invited for interviews based on guidelines established by the Admissions Committee and independent of campus preference. Applicants selected for an interview will be presented with information about both clinical campuses and have an opportunity to ask questions during interview day.

Offer Letter: When applicants are made an offer of acceptance into the SOMC, they are informed that assignment to a clinical campus will occur during their second year. By accepting the offer, the applicant will acknowledge that while they will be able to state a preference, there is no guarantee that they will be assigned to their preferred campus.

Matriculation: During MI orientation, students are given presentations on both clinical learning



environments, and scheduled for voluntary tours of the facilities. During these tours, they meet with selected faculty and students to learn more about the campuses and will have the opportunity to ask additional questions.

Assignment: Students may, at any time after the Florence campus visit during MI orientation, commit to or indicate interest in completing their clinical years at the Florence campus on a first- come, first-served basis. If there are more students who wish to commit than there are available Florence positions, these students will be placed on a wait list. Students who are on the interested list will be offered additional time with Florence students and faculty to help with their decision. If needed, a lottery may be held to assign students based on the educational resources of both campuses. Students who mutually agree will be allowed to switch campuses after jointly making that request prior to April first of their MII year. Students who have academic or personal challenges will be assigned to the campus best suited to ensure their success.

Appeal: Students who sign the binding commitment may appeal their assignment to a clinical campus up to February 1 of their MII year. This appeal should be presented by email to the Associate Dean for Student Affairs, who, along with the Associate Dean of Medical Education for the Florence Campus, will make a recommendation to the Associate Dean for Undergraduate Medical Education. Extenuating circumstances are those that are out of the student's control and/or the current assignment would cause undue hardship on the student. Consideration of the appeal will also take into account the availability of educational resources at the other clinical campus.

Contacts

Associate Dean for Admissions and Student Recruitment
Associate Dean, Medical Education, Florence Regional Campus
Associate Dean for Student Affairs
Associate Dean for Undergraduate Medical Education

History

Date of Change	Change
May 2025	Reviewed by Policy and Procedures Committee. Updated titles for contacts.