UVM Larner College of Medicine Clinical Campus Change Request Form

The UVM LCOM offers two clinical campuses one in Vermont and one in Connecticut. When students apply to the Larner College of Medicine, they are accepted to one of these two clinical campuses.

To be considered for a change of Clinical Campus, this Clinical Campus Change Request must be [submitted through OASIS](http://med.uvm.edu/docs/instructions_for_requesting_a_clerkship_exemption/medical-education-documents/student-affairs/instructions_for_requesting_a_clerkship_exemption.pdf) between the **first day and the end of the second week of Foundations Level Year Two courses,** after the summer between the first and second year.. The Associate/Assistant Dean for Students will review the request which may include a request for additional information. Requests received after the deadline will not be considered except in the case of emergent personal, medical or family issues. All requests are subject to capacity considerations. If space is not available, the student is encouraged to meet with the Director of Student Support or the Associate Dean for Students to discuss alternative options.

In cases where an unexpected issue arises during the Clerkship Level, students have the option to request a temporary re-assignment. **Temporary re-assignment is based on clerkship availability.** To request a temporary exemption students will also need to complete and [submit a Clerkship Year Policy Exemption Form through OASIS](http://med.uvm.edu/docs/instructions_for_requesting_a_clerkship_exemption/medical-education-documents/student-affairs/instructions_for_requesting_a_clerkship_exemption.pdf).

If any of these extenuating circumstances apply to you, select the checkbox next to the relevant item below, then upload this form and any relevant non-medical supporting documentation to your “Exemptions” academic history tab in OASIS, under the “Exemption Request (Student Upload)” section. OASIS will notify you when the Associate/Assistant Dean has uploaded a decision.

**Request:**

**Name:** Click here to enter text. **Date Submitted/Uploaded to Oasis:** Click here to enter a date.

**Type of exemption requested:**

Clerkship and Advanced Integration Levels

Temporary, specify rotation: Click here to enter text.

**Check Applicable Grounds:**

☐ I am requesting to be included in the campus change lottery if there are open slots available in both directions for a switch. (You are not required to provide an explanation below).

I have a significant medical condition or disability that requires ongoing treatment in a specific location or limits my ability to travel to my current clinical campus, and changing campuses would positively address the issue. (SAS accommodation letter required. Please note that [completed documentation](http://med.uvm.edu/docs/lcom_sas_siteexemptionform/medical-education-documents/student-affairs/lcom_sas_siteexemptionform.pdf) may take four weeks for review.)

I have a responsibility to provide care to a family member with a significant medical condition and changing campuses would positively address the issue.

☐ I have an articulable hardship that makes it difficult to live within a reasonable distance from my current clinical campus and changing campuses would positively address the issue.

☐ Other

**Please explain briefly your reason for requesting a campus change:**

**IMPORTANT:** Documentation to support a medical request should not include any medical information. When working with SAS, medical [information should be submitted directly to SAS](http://med.uvm.edu/docs/lcom_sas_siteexemptionform/medical-education-documents/student-affairs/lcom_sas_siteexemptionform.pdf), and only the SAS accommodation letter should be uploaded to OASIS with this form.

**Details:** Note that Vermont clinical placements are within a one hour driving distance of Burlington. If you need to be placed within the Burlington area for any reason provide details regarding this request here.

Connecticut placement is in the greater Norwalk and Danbury areas. If you need to be placed at one of these locations for any reason, please provide details regarding this request here.

Decisions will be made by the Clinical Campus Change Committee for students with extenuating circumstances, and a lottery system will be employed for remaining students based on availability on the desired campus. Final decisions will be rendered by the beginning of the fourth week of Foundations Level Year Two courses.

**Decision:**

Approved

Denied

**Electronic Signature, Associate Dean for Students:** Click here to enter text.

**Decision Date:** Click here to enter a date.

**Review Notes** (*for office use only*): Click here to enter text.