INSTRUCTIONS FOR REQUESTING AN
ADVANCED INTEGRATION LEVEL SITE EXEMPTION

To request approval for an Advanced Integration Level site exemption from the Associate Dean for Students, please follow the step-by-step instructions that follow. Also please be sure to familiarize yourself with related policies in the Student Handbook.

1.   Download the Site Exemption Request Form (pre-Advanced Integration Level lotteries)

2.   Populate the top of the form.

3.   Rename the form and save to your computer. Retain the document as a docx/Word file so that the Associate Dean for Students can add to/edit it upon receipt.

        The preferred file naming protocol is "LastName FirstInitial_Site Exemption Request_Date" with date formatted as yyyymmdd.

        Example: Smith J_Site Exemption Request_20191028.docx

4.   Log-in to OASIS
        When entering OASIS to select the year labeled **Advanced Integration Level**.

5.   Click on "View your Academic History" in the Announcements box.

6.   Choose the "Exemptions" tab.

7.   Click "Edit On" in the upper right-corner of the screen.

8.   Upload your saved exemption request docx file to the "Exemption Request (Student Upload) section. Do this by:
a.   Click on "Add file" to browse for your saved document(s).
b.   Once selected, click on "Upload" to actually upload it.
c.   The click on **"Save & Notify"**—not just "Save"—to submit your request and to generate an automated email notification to the Associate Dean for Students and their Assistant.

(See screenshot next page.)

Exemption Request (Student Upload)

Students requesting a Clerkship Year policy exemption must complete the top portion of the appropriate request form linked below and upload it here.

- A Clerkship Site Exemption
- Enrollment in Advanced Integration Level credits prior to completion of Clerkship Year requirements

Instructions
1. Download and save the form to your computer prior to filling it out.

2. Prior to uploading, rename the file "Last Name First Initial_Type of Request_Date.docx"
Examples: Smith J_AdvancedIntegrationCreditRequest_20170630.docx
or Jones E_ClerkshipSiteExemptionRequest_20160508.docx

3. Click "Edit On" in the upper right corner to enable uploading.

4. Then click "Add file" to browse for the saved file on your computer, followed by "Upload" to actually upload the file.

5. **Be sure to hit "Save & Notify"** not just "Save" so that the Associate Dean for Students and her Assistant are notified by the software that the form is here.

Upon submission the Associate Dean for Students will review the request, and upload her decision to the "Exemption Decision (Student View)" section below.

Detailed instructions are linked.   View Item History

Exemption Request   View Attribute History (0 ent...   ➕ Add files   ⬆ Upload   🧹 Clear all

1   2

Exemption Decision (Student View)
Associate Dean for Students or designee will upload Robert Larner, M.D. College of Medicine at The University of Vermont Clerkship Policy Exemption Decision Forms here to document decisions regarding any requested exemptions.
Note must hit ... not just "Save" to generate notification.   View Item History

4) Then monitor status here

Save   Save & Notify   Cancel

3

9.   The Associate Dean for Students will review your request. If more information is needed, she will send you an email. Otherwise, she will complete the second page of the form and upload the decision to the "Exemption Decision (Student View)" section.

10.   Check your Academic History file to monitor the status of your request.