1. Purpose
The purpose of this procedure is to provide guidelines to the OCE Staff for Internal process for assigning the upcoming student cohort to the Hubs.

2. Related Policy/Authority

3. Faculty/Staff Responsibilities
Office of Clinical Education
Student Affairs
IT
Registrar
Financial Aid
Associate Dean of Clinical Education
Special Circumstance Committee

4. Definitions/Accrribiations
A. OCE - The Office of Clinical Education
B. Hub – Regional clinical training location

5. Procedural Steps
5.1. Hub Assignment Procedure:

5.1.1. Special Circumstance Procedure:

5.1.1.a. Students must submit their special circumstance requests for the 3rd year rotations before the Hub Assignment occurs. The submission form will be available online for a specified time period.

5.1.1.b. The Special Circumstance Committee will meet and review all the requests. After the meeting, the OCE will notify the students on the committee’s decision to grant/deny the request.
5.1.2. Hub Assignment Procedure:

5.1.2.a. All students that do not qualify for the special circumstance will be assigned to the HUBs utilizing student preferences and regulatory requirements. The HUB Assignment Committee will meet and assign the students to the HUBs, and make a recommendation to the Dean. After his/her approval, the Final Hub Assignments will be released to the students through an email.

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6. Reports/Charts/Forms/Attachments/Cross References

SCR Submission

7. Maintenance

The OCE will review this procedure as necessary.

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8. Signature

Signature on file | 12/18/19
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Irina Zhorzhiani, MBA
Director of Clinical Education

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9. Distribution List

Internal

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10. Revision History

<table>
<thead>
<tr>
<th>Revision Date</th>
<th>Subsection #</th>
<th>Summary of Changes</th>
<th>New/Cancellation/Replacement Procedure? (if applicable)</th>
<th>Approval Date</th>
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<td>12/18/19</td>
<td>5.1</td>
<td>Added “regulatory requirement”</td>
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