POLICY MANUAL

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| **SUBJECT:** | Student Travel to Affiliate Sites  | **TITLE:** | **Expectations for NJMS Students to Travel to Educational Training Sites** |
| **CODING:** | 40-70:00 | **ADOPTED:** | **12/5/06** | **AMENDED:** | 6/21/2013 |

1. PURPOSE: To establish that travel to an affiliate site(s) is an expectation of a student’s doctor of medicine training program.

II. ACCOUNTABILITY: Under the Dean, the Associate Dean for Student Affairs shall implement this policy with the assistance of preclerkship and clerkship directors.

III. APPLICABILITY: This policy shall apply to all students who enroll at Rutgers New Jersey Medical School.

1. REFERENCES: NJMS Request for Accommodations Procedures;

NJMS Essential Functions for Admission, Matriculation and Program Completion at the New Jersey Medical School.

V: POLICY:

During the course of their education, students enrolled in the doctor of medicine degree program at Rutgers New Jersey Medical School will receive their training at various clinical training sites. New Jersey Medical School has affiliations with a number of private practitioners, facilities and hospitals. The breadth of clinical training sites enriches the student’s learning experience, as the student is exposed to diverse patient populations and health care environments.

Students are expected to make their own travel arrangements when assigned to an affiliate site. If a student does not own an automobile, it is expected that the student will carpool, make full use of public transit systems, or secure another method of transportation that will insure their prompt arrival at the site.

If a student cannot fulfill the NJMS essential functions for admission, matriculation and program completion or travel to affiliate sites, the student should request accommodations through the NJMS Request for Accommodations process. In the absence of approved accommodations, failure to secure adequate transportation to an affiliate site cannot be used as an excuse for tardiness or absenteeism.

By Direction of the Dean:

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Associate Dean for Student Affairs