

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

OCE – RAC Assignments		SOP #: CE.005.05
Effective Date	07/01/18	
Last Revision/Review	11/29/18, 8/28/19, 12/18/19, 10/21/2022, 1/25/2023, 8/31/2023,1/17/2024	

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 RACs.

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

RAC Assignment Committee

4. Definitions/Abbreviations

- A. OCE - The Office of Clinical Education
- B. RAC – Regional Academic Centers (clinical training locations)

5. Procedural Steps

5.1. RAC 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 RAC Assignment occurs. The submission form will be available online for a specified time period. The students must complete the form by the deadline and attach all the supporting documentation. The Committee will not accept any supporting letters from Burrell Faculty or Staff.

5.1.1.b. The Special Circumstance Committee will meet and review all the requests. After the meeting, leadership and the Associate Dean of Clinical Education will review the results. Next, the OCE will notify the students of the committee's decision to grant/deny the request via email.

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5.1.2. RAC Assignment Procedure:

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

- Students who are Texas and Dona Ana County residents (per AACOMAS application) will automatically be considered for placement in the El Paso RAC. If there is excess capacity in the El Paso RAC, the number of excess slots will be available to any student utilizing student preference, provided the College is meeting the terms of its capacity related regulatory requirements. Per regulation, the El Paso (TX) RAC has a capacity limit and at least 90% of students assigned to the El Paso (TX) RAC must be residents of Texas or Dona Ana County (NM) as identified on the AACOMAS application.
- Efforts will be made to assign Florida campus students to the Florida RAC. If there is excess capacity for student placement in the Florida RAC, the number of excess slots will be available to New Mexico campus students for consideration with priority given to students who are Florida residents (per AACOMAS application).

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

[SCR Submission](#)

7. Maintenance

The OCE will review this procedure as necessary.

8. Signature

Approved by

Department Head of Clinical Education

1/17/2024

Date

9. Distribution List

Internal

10. Revision History

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Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
12.18.2019	5.1	Added "regulatory requirement"		12.18.2019
10.21.2022	Entire document	"HUB" switched to "RAC"		10.21.2022
8.31.2023	5	Added information about Texas and Florida RAC assignments.		8/31/2023
1/17/2024	5.1	Clarification on supporting documentation		1/17/2024