

<b>Policy Title</b>	<b>Branch Assignment Policy</b>
<b>Policy Intent</b>	
This policy describes how students are assigned to the Branch Campus and the conditions under which they may ask to withdrawal from that assignment.	
<b>Policy Definitions</b>	
CSB: Colorado Springs Branch	
CUSOM: University of Colorado School of Medicine	
<b>Policy</b>	
<p>1.0 Assignment to the Branch</p> <p>1.1 Timeframe: The CUSOM will make campus assignments prior to matriculation in August.</p> <p>1.2 Pool among accepted students. In May, after the date that applicants can only hold 1 medial school acceptance, the Associate Dean for Colorado Springs Branch, Associate Dean for Student Life, and Assistant Dean for Admissions will review the accepted students who have indicated a primary or secondary interest in the CSB.</p> <p>1.3 Review and selection. A CSB subcommittee consisting of the Associate Dean for Colorado Springs Branch, the Associate Dean for Student Life or Assistant Dean for Admissions, and 3-6 members of the Admissions Committee who are based in the Colorado Springs area, will review the accepted students who have indicated a primary or secondary interest in the CSB and assign up to 24 students from this cohort to the Colorado Springs Branch.</p> <p>1.4 Exceptions: If fewer than 24 students have been assigned to the CSB from this cohort and the University of Colorado School of Medicine needs to accept students from the waitlist to fill the 184 slots in the upcoming class, then the CSB subcommittee will select students from the waitlist who have indicated a primary or secondary interest in the CSB to fill the remaining slots that are open in for the CSB.</p> <p>1.5 Communication of Assignment: Applicants who are assigned to the Colorado Springs Branch will receive an acceptance letter that reflects this assignment.</p> <p>2.0 Student Appeal of Assignment</p> <p>2.1 Basis of request: The assignment to the Branch campus is final. However, students who wish to request a change to their campus assignment may appeal this assignment due to demonstrable economic or personal hardship.</p>	

2.2 Review process: Appeals for change in campus designation will be reviewed by and be decided upon by the Associate Dean for Student Life, Associate Dean for Colorado Springs Branch, and Chair of Student Life Subcommittee.

2.3 Other limitations: Approval for change in campus designation may not be possible after the student starts Phase III of their curriculum as the CSB offers a different curricular track than what is offered at the Anschutz Medical Campus.

### Information Related to Policy Implementation

#### Related Policy

[None listed.]

#### Implementation Guidelines

[None listed.]

<b>Policy Title</b>	<b>Branch Assignment Policy</b>
<b>Policy Summary</b>	This policy describes how students are assigned to the Branch Campus and the conditions under which they may ask to withdrawal from that assignment.
<b>Policy Scope</b>	Phase III students assigned to the Colorado Springs Branch Campus, in the Medical Degree Program, at the University of Colorado School of Medicine.
<b>Effective Date</b>	May 1, 2014
<b>Target Review Period</b>	As needed, but at least every 4 years from the effective date of the policy.
<b>Primary Governance Cmte</b>	Student Life Steering Committee
<b>Unit or People Involved in Implementing the Policy</b>	Associate Dean, Colorado Springs Branch
<b>CUSOM Website Location</b>	

### Authorization/Change History of Policy

4/12/2016	Policy formatted using standard template.
5/1/2014	Policy approved by the Student Life Steering Committee