MSUCOM PRE-CLERKSHIP SITE TRANSFER CONSIDERATION POLICY

Students will be considered for a site transfer through demonstrated need based on specific criteria. A site transfer, if approved, will commence at the beginning of a semester. Only under very rare circumstances will approval be given for a move to commence during a semester. All students seeking a site transfer will be required to complete the Pre-Clerkship Site Transfer Request Form and include supporting documentation as requested under the criteria type they are applying.

Consideration Criteria:

Type I

A. Student, spouse or children with physical and/or mental illness/disability in need of health facilities or specialty services unique to a specific community and which cannot be duplicated effectively elsewhere.

B. Student or spouse is the principal caregiver/support person for a family member with a physical and/or mental illness/disability.

Documentation: Students who request consideration under Type I criteria must provide a written statement explaining in detail, why the requested site transfer meets this criteria, including the nature of the circumstances and the impact these circumstances would have if approval would not be granted. Additional documentation to support student’s request for consideration should include:

- Letter from patient's physician, social worker, psychologist and/or psychiatrist verifying illness, treatment plan, and impact of relocation
- Copy of marriage license (spouse) or birth certificate(s) of child/children
- Copy of power of attorney (caregiver validation)

Type II

A. Students with rare and unusual circumstances not outlined in Type I criteria.

Documentation: Students who request consideration under Type II criteria must provide a written statement explaining in detail, circumstances that warrant consideration. Additional documentation to support student’s request for consideration may be requested and require prior to approval.

Committee Reviews:

The Pre-Clerkship Site Transfer Consideration Committee will convene, as necessary to evaluate all requests for consideration to make decisions to grant or deny submitted requests.

Committee Decisions:

Students will be notified in writing of the committee’s decision. If approved, the effective date of the site transfer and further detailed instructions and expectations will be included with the written notification.