



CLERKSHIP SPECIAL CONSIDERATIONS POLICY

EFFECTIVE DATE:	8/1/2025	NEXT REVIEW: 7/1/2026
APPROVED BY:	Academic Programs	
CATEGORY:	Academic Programs	
APPLIES TO:	Students in the Doctor of Osteopathic Medicine (DO) Program	

REFERENCES AND RELATED POLICIES:

- none
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PURPOSE

The purpose of Special Considerations Policy/Procedure is to provide MSUCOM students the opportunity to be placed into a base hospital based on demonstrated need prior to the general class base hospital selection.

POLICY AND PROCEDURES

1. MSUCOM students are offered the opportunity for special consideration of a base hospital region through demonstrated need based on specific criteria.
 - a. The MSUCOM Special Considerations Committee, consisting of faculty and administrative members, will review individual student requests to determine acceptance or denial of each request.
 - b. The criteria for consideration are as follows:
 - i. **Type I**
 1. 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. Documentation to include, but not limited to-
 - a. Written Statement-Students must provide a written statement explaining in detail the nature of the situation and the impact it has on student placement to a regional area/location.
 - b. Letters from a patient's physician, social worker, psychologist and/or psychiatrist verifying illness, treatment plan and impact of relocation.
 - c. Copy of marriage license (spouse) or birth certificate (child)

- a. Documentation supporting location of housing to assist committee in the selection of a base hospital region within 50 miles of the students housing (driver's license, rental agreement, proof of ownership, etc.).
- b. Any additional supporting documentation to support consideration.

ii. Type II

1. Students with rare and unusual circumstances not outlined in Type I.
 - I. Documentation to include, but not limited to-
 - a. Written Statement-Students who request consideration under Type II criteria must provide a written statement explaining in detail, circumstances that warrant consideration.
 - b. Documentation to support student's request for consideration should be supplied with the application and may include physician letters, driver's license, etc.
 - c. Documentation supporting location of housing to assist committee in the selection of a base hospital region within 50 miles of the students housing (driver's license, rental agreement, proof of ownership, etc.).

Process

1. Students will be provided the Base Hospital Special Considerations Policy, the Base Hospital Special Considerations Request Form, and submission date requirements at the onset of base hospital selection in the academic year prior to their potential clerkship entry.
2. The Special Considerations Committee will meet after the submission deadline to review each individual student request submitted by the deadline.
 - a. Submissions after the deadline provided to the students will not be considered.
 - b. If additional documentation is needed, the Committee will request that documentation and provide a deadline date for additional documentation submission.
 - c. The Committee will either grant or deny the student's request by majority vote of the committee.
3. If the Committee grants the student request, the Committee will select a base hospital. The selection will be based on a region of base hospitals vs the closest hospital, not to exceed a commute greater than 50 miles one way (utilizing documentation supplied by the student).
4. If the Committee denies the student request, there is no opportunity for appeal and the student will enter the class base hospital selection.
5. The Clerkship team will provide a letter to the student with the final decision of the Committee.
6. Should a student develop a need for Special Considerations after the closing date of documentation acceptance, the following will occur:
 - a. Documentation will be accepted only for newly developed need (documentation required to support new development)
 - b. The student will be directed to complete the Special Considerations Form and documentation.
 - c. If request is granted, the committee will select a site among open positions after Base Hospital Selection is completed.