



1. GENERAL

This policy outlines the details and procedures for students who request a change to their assigned clinical region anytime from region assignment distribution until graduation.

2. DESCRIPTION

- 2.1. Clinical Education runs the lottery process, accounts for exceptions, and then distributes the clinical region assignments.
- 2.2. Students can request changes through this process for any of the following reasons:
 - 2.2.1. Court orders (e.g., child custody order) that prevent the student from living outside of certain counties.
 - 2.2.2. Military orders that require the student to remain in a certain area.
 - 2.2.3. Personal or immediate family medical condition (spouse or child) that cannot be treated at another location.
 - 2.2.4. Any other documented circumstance the student thinks may necessitate relocation.
- 2.3. The student will return to their originally assigned region once the documented issue, condition, or circumstance is resolved.

3. PROCEDURE

- 3.1. Student identifies a documented issue, condition, or circumstance that necessitates moving regions.
- 3.2. Student completes the Student Region Relocation Request Form.
- 3.3. A committee made up of the Assistant Dean of Clinical Affairs, the Senior Associate Dean of Educational Affairs, the Director of Medical Student Affairs, and the Director of Clinical Education will:
 - 3.3.1. review the request;
 - 3.3.2. interview the student if more information is needed; and
 - 3.3.3. verify if the slots are available in the requested region with the Regional Clinical Coordinator.
- 3.4. If the request is accepted, the committee will determine what date the student needs to relocate and notify the Regional Clinical Coordinator.
- 3.5. The Regional Clinical Coordinator will schedule the student's rotations and notify the student of the new rotation details.
- 3.6. If the request is denied, the committee will notify the student that they are to remain in their currently assigned region.
- 3.7. The student will keep the committee abreast of any changes to their situation so that once the documented issue, condition, or circumstance is resolved they can return to their originally assigned region.



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- 3.8. The committee will determine when the student can return to their originally assigned region and notify the Regional Clinical Coordinator for the current and original region so the student's remaining rotations can be scheduled accordingly.

Student Region Relocation Request Form

Student First Name:

Student Last Name:

SHSU Email (i.e., abc123@shsu.edu):

Current region assignment: *drop down*

Reason for region relocation:

Upload documentation.