



**Request for Hardship Scheduling Exception  
College of Medicine**

Class size at the UTHSC Memphis necessitates that all M3 students will be required to schedule at least one clerkship in either Knoxville, Chattanooga, or Nashville on their initial clerkship schedule. Additionally, space is limited for M4 students in Geriatrics/Palliative (MED-40000 and Capstone (IDE-40000) in Memphis. Students with special circumstances may apply to be exempt from the M3 requirement, or if an M4, get priority scheduling of MED-40000 and IDE-40000.

Hardship exceptions – Requests for exemption will be reviewed by an Exemption Committee. Committee decisions will be final. Students may request exemption for the reasons below.

Please check the exemption for which you are applying.

- Parent of a child under 18 years of age at the time of the lottery.  
(copy of child’s birth certificate required)
- Student has a chronic illness that requires treatment from a local physician.  
(letter from personal physician required)
- Student is a direct caregiver for family member with chronic illness.  
(letter from physician required)

Requests for hardship exceptions for students expecting to begin clerkships within the next academic year, must be submitted no later than the last day of the current years fall term.

\*See the current years academic calendar for fall term end date information.

[https://www.uthsc.edu/registrar/academic\\_calendar.php](https://www.uthsc.edu/registrar/academic_calendar.php)

\_\_\_\_\_  
Student Name (Please Print)

\_\_\_\_\_  
Year of Expected Graduation

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Attach required documentation and submit to the Office of Medical Education: Email: [patricia.armstrong@uthsc.edu](mailto:patricia.armstrong@uthsc.edu) | Fax: 901-448-1488 | Office: 910 Madison, Suite 1019**

**FOR COMPLETION BY THE OFFICE OF MEDICAL EDUCATION**

\_\_\_\_\_  
Received by Signature

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
Exception Committee Representative (If approved)

\_\_\_\_\_  
Date Approved

\*Exception Committee decisions will be communicated to the student via UTHSC email.

Updated: 12/18/2020