

Policy on Campus Assignment

Students in Full Progression as of Fall Semester of the P2 Year

Campus assignments will be assigned based on the following criteria by January 31 in the year that the students are expected to enroll in their third professional year. Campus reassignment may also be requested for the fourth professional year with the same criteria.

In order to qualify for campus reassignment, all courses completed in the professional curriculum through the fall semester (December 31) immediately preceding the January that reassignments are processed will be considered.

All students within the class will be notified of their campus assignment by email notification no later than January 31 of each year.

A. Process for Campus Reassignment for Students in Full Progressions.

Students who desire to change campus assignment from the one agreed to in the admissions offer letter:

The original campus assignment in the offer letter will be the campus assignment until an alternate preference is approved in writing by the Assistant Dean for Students.

- 1) The student must complete the attached form and submit it to the Office of Student Affairs between October 1 and October 15 of their P2 or P3 Fall semester.
- 2) By submitting the form, the student automatically relinquishes the campus assignment as made in the admissions offer letter.
- 3) By submitting the form, the student agrees to the campus assigned through the reassignment process.
- 4) There are no guarantees that the student will be assigned to another campus assigned through the reassignment process. All assignments will be made by the reassignment process.
- 5) Students within this pool will be ranked by cumulative Grade Point Average to determine choice ranking for the reassignment process.
- 6) Only one Change of Campus Assignment request may be submitted in any year.
- 7) All assignments made by the Assistant Dean for Student Affairs are final.

B. Process for Campus Reassignment for Students who fail to progress through the professional curriculum on schedule.

Any course failure automatically negates the student's assignment to a campus for their third and fourth year. The student shall be placed in the pool with other students who fail courses for a new campus assignment. A student who receives a final grade of less than 70 in a course (after any second chance or removal of a grade of incomplete) shall be

considered as having not progressed through the professional curriculum, regardless of whether the student can make-up the failure and maintain a full academic schedule.

- 1) Any student who falls behind will automatically forfeit their original campus assignment and shall be placed in the pool for campus assignment in January before beginning the rotations in the P3 and P4 year.
- 2) Students within this pool will be ranked by cumulative Grade Point Average to determine choice ranking for the reassignment process.
- 3) The Office of Student Affairs will notify the student in writing by September 1 that they must complete the attached form and submit it to the Office of Student Affairs between October 1 and October 15 of current fall semester. Failure to submit the form on schedule will exclude the student from the reassignment process and will be assigned a campus slot on an "as available" basis.
- 4) There are no guarantees that the student will be assigned to another campus of their preference. All assignments will be made in the reassignment process.
- 5) Only one Change of Campus Assignment request may be submitted during any year.
- 6) Once all available campus assignment slots are made, any remaining students who are assigned to the pool because of academic progressions may be able to complete all, or part of their clerkship requirements by completing rotations on more than one campus. Although no guarantee, every effort will be made to accommodate all students to complete their fourth professional year as soon as possible.
- 7) All assignments made by the Assistant Dean for Student Affairs are final

Campus Assignment Request Form

Please complete this form and submit in writing to the Office of Student Affairs, Amarillo, Texas between the dates of October 1 and October 15 in the Fall of your P2 year.

Student Name: _____

Social Security Number: _____

Year First Admitted to the School of Pharmacy _____

Preference for Campus Assignment for P3 and P4 Year: _____

Preference for Campus Assignment for P3 and P4 Year (students not in full progressions only):

- 1) By submitting this form, you are releasing your assigned campus as written in your admissions letter.
- 2) The Office of Student Affairs will confirm all courses have been satisfactorily completed in the professional curriculum through the Fall Semester (December 31).
- 3) All students in their respective pool will be rank ordered by their GPA.
- 4) All students entering the pool as a result of a failure to progress will be ranked by cumulative Grade Point Average to determine choice ranking for the reassignment process.
- 5) The staff of the Office of Student Affairs will use your rank order and preference to assign your campus for the P3 and P4 year.
- 6) The Assistant Dean for Student Affairs will compile the assignments by campus and release these by January 31.
- 7) The assignment to a campus will be final.

I understand the process and will abide by the assignment made with the Reassignment Process.

_____ Date _____
Sign your Name

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Rank order in the Reassignment Process: _____ Cum. GPA _____

Campus Assignment: _____

On-time campus Assignment _____

Out-of-step campus Assignment _____