

P3/P4 Relocation Appeals Policy



Policy Statement:

Policy for students to appeal assignment to a P3 and/or P4 region.

Effective: *April 2011*

Last Updated: *January 2012*

Reason for Policy:

A policy is needed to address student appeals to attend the P3 and/or P4 year in a region other than what they were assigned as a P1 student.

Responsible University Officer:

*Dean
Asst. Dean Experiential Programs*

Procedures:

All appeals go through the Colleges standing Region Appeals Committee

Policy Owner:

*Dean
Asst. Dean Experiential Programs*

Forms/Instructions:

Student Region Appeals Form

Policy Contact:

Asst. Dean Experiential Programs

Related UT Policy:

None

Additional Contacts:

*Sr. Assoc. Dean Academic Affairs
Faculty Chair of Region Appeals Committee*

Approved: *April 6, 2011*

Mandatory Review Timeline:

As needed

Students are reminded that, as a condition of admission to the Pharmacy Program at The University of Texas at Austin, they are required to sign a statement which reads, “.....I agree to accept an experiential assignment in any available region for the time period designated by the college. I understand that this will more than likely require my leaving Austin for the last one or two years of the pharmacy program.....”

Thus, region assignments should generally be considered as final, and each student should be planning from the time of admission to be assigned to any experiential region available to his or her degree plan.

Policy Statement

This policy is intended to address an appeal by a student to attend the P3 and/or P4 year in a region other than what they were assigned as a P1 student. The policy is designed to address *any* student assigned *any* region to appeal to stay in (or relocate to) *any* other region. The basis of the appeal may be programmatic (e.g., participation in the Honors or PharmD/PhD Program), for serving as one of the Executive Officers in Pharmacy Council, or for personal reasons (e.g., hardship, special circumstances, etc.). All appeals go through the Colleges standing Region Appeals Committee.

OVER

****Approved****

Guidelines and Procedures

1. Appeals must be submitted no later than January 15th of the Spring semester prior to relocation using the official Regional Appeals Form.
2. Students may appeal special circumstances (including hardship cases). The Committee will first decide whether the request is meritorious, and if so, whether adequate resources (lab space, classroom space, rotation slots, etc.) are available. If meritorious requests exceed resources, the Committee will prioritize approvals to determine those that can be accommodated.
3. For the Honors Program, students must submit the formal appeal by January 15th, but it will automatically be granted for the P3 year only. Since Honors students must complete all aspects of the Program prior to the start of rotations in the P4 year, these students will be required to attend the P4 year in their assigned region. Further, Honors students must complete their Institutional IPPE in the region assigned, and if a student drops out of the Honors Program prematurely, they will immediately revert to their assigned region with the start of the next semester.
4. For the PharmD/PhD Program, students must submit the formal appeal by January 15th, but it will automatically be granted for the P3 year **and** for either the first three (#1-#3) or the last three (#6-#8) rotations of the P4 year. PharmD/PhD students will be required to attend the *balance* of the P4 year (either the last five rotations if rotations #1-#3 are research, or the first five rotations if rotations #6-#8 are research) in their assigned region. PharmD/PhD students must complete their Institutional IPPE in the region assigned, and if a student drops out of the PharmD/PhD Program prematurely, they will immediately revert to their assigned region with the start of the next semester.
5. For student officers, only the five executive officers of Pharmacy Council may submit an appeal by January 15th, and it will be automatically granted for the P3 year only. Appeals will not be approved for other organizational officers. Since the Pharmacy Council officer responsibilities conclude at the end of the P3 year, these students will be required to attend the P4 year in their assigned regions. Pharmacy Council officers must complete their Institutional IPPE in the region assigned, and if they leave their office prematurely, they will immediately revert to their assigned region with the start of the next semester.
6. For all Cooperative Program students, participation in the Honors Program, the PharmD/PhD Program, and/or serving as a Pharmacy Council Officer the P3 year will satisfy their Service Learning requirement.
7. The P3P4 Relocation Appeals Form is required. Additional documentation in support of the appeal may be requested. This form may be requested from the Student Affairs Office.

****Approved****