UAMS COLLEGE OF PHARMACY
Campus Assignment

EVEN SWAP PROCEDURES
After the assignment process for admitted students is complete, students that wish to change campus assignment may arrange a “swap” with a classmate. When a student identifies someone to swap with, both students wishing to swap must:

1. Write a letter requesting a swap.
2. Each letter must contain the name of the student you are swapping with.
3. Each letter must be emailed from the student’s UAMS email account to the Associate Dean of Administrative Affairs or their Designee

Even swap requests will be permitted until July 1st prior to the P3 year.

REASSIGNMENT REQUEST PROCEDURES
Extreme extenuating circumstances may be the basis for a campus reassignment. Students must submit in writing to the Associate Dean of Administrative Affairs their reasons with all appropriate documentation for making a request to change campuses. The Associate Dean for Administrative Affairs will forward these requests to the Campus Assignment Committee for review. The committee will be composed of at least 7 voting members, including at least 4 Faculty members appointed by the Dean and 3 student members (the President of the P2, P3, and P4 classes with the Vice-President serving as alternates). The committee will decide whether campus reassignment will be granted and will forward this decision to the Associate Dean of Administrative Affairs within ten working days of receipt of the request. The Associate Dean of Administrative Affairs or Designee will notify the student in writing of the committee’s decision within five days of notification of the committee’s decision. Appeals related to this process will be handled as outlined under the Student Grievance and Appeal section of the Student Handbook.

ATTENDING CLASS ON THE UNASSIGNED CAMPUS PROCEDURES
Students wishing to attend class on a one time basis on their unassigned campus must make an e-mail request to the Associate Dean of Administrative Affairs at least one week prior to the date the student wishes to attend class on the opposite campus. If approved, the Associate Dean for Administrative Affairs or their Designee will notify the student via email at least 24 hours prior to the class date requested. In case of exceptional circumstances, requests can be made less than one week before the date of attendance but circumstances must be significant enough to warrant approval outside these written guidelines.

STUDENTS NOT PROGRESSING ON TIME
Students failing to progress on time will be reassigned to meet goals for campus balance.
REASSIGNMENT REQUEST FORM

Student name: ______________________________________________________

UAMS Email address: ________________________________________________

Student’s cell phone number: _________________________________________

I am applying for campus reassignment for the following extenuating reason(s) (Attach additional paper if needed):

Please attach supporting documentation for all extenuating circumstances.
* If student name on supporting documents is different please explain.

My signature below certifies that the above statements are true. Students making dishonest statements on this request form will be referred to the Honor Council and/or Scholastic Standing Committee for review.

__________________________________________  ________________________
Signature          Date

This request will be reviewed by the Campus Assignment Committee consisting of faculty and student pharmacists. All decisions of the Campus Assignment Committee will be submitted to the Associate Dean for Administrative Affairs.