

Procedures of the University of North Texas Health Science Center	Chapter 07
<b>07.708 SCP – Rotation Assignment Appeals</b>	Student Affairs, Education and Funding

**Procedure Statement.**

University of North Texas System College of Pharmacy (SCP) students are assigned to experiential education rotations by the SCP Office of Experiential Education. Students are given an opportunity to provide their preferences for rotation assignments.

**Application of Procedure.**

All SCP students.

**Definitions.**

Rotation assignment appeal: Students may appeal a rotation assignment based on life issues that warrant serious reconsideration of rotation assignments.

**Appeal process.**

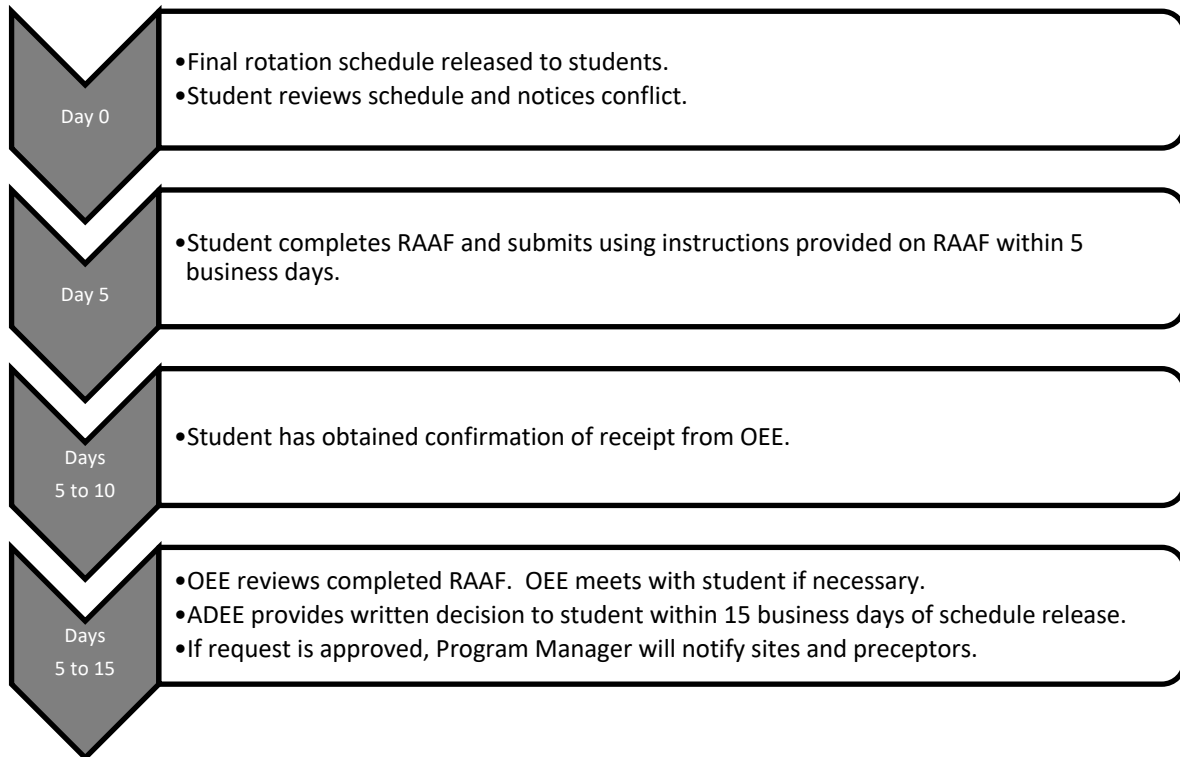
Primary:

Within 5 business days of being provided the final rotation schedule, students wishing to appeal must complete, sign and submit a Rotation Assignment Appeal Form (RAAF) following the instructions on the form. It is the student’s responsibility to confirm receipt of the RAAF from the Office of Experiential Education (OEE) the appeal request form within 10 business days of rotation schedule release. The form will undergo review within the OEE. Within 15 business days of the release of the rotation schedule, the Assistant Dean for Experiential Education (ADEE) will provide a written decision for the student. This decision is final.

Exceptional circumstances:

Should the student experience a hardship based on rotational placement that was not anticipated at the time of final schedule release, the student should contact the Assistant Dean for Experiential Education to receive instructions on how to file an emergency appeal for rotation assignment change. There is no guarantee assured or implied a change will be accomplished and the student is encouraged to review Student Withdrawal Policies in the Student Handbook.

## Primary Appeal Timeline and Process Diagram.



## Procedures and Responsibilities.

1. After final rotation schedules are distributed to students, changes will only be made upon approval by and at the discretion of the Director of Experiential Education (DEE) or the ADEE. Appeals for rotation assignment changes must be submitted within 5 business days after the scheduled rotation is released to students. Student is prohibited from directly contacting preceptors regarding changing an assigned rotation until decision on appeal has been provided to the student by ADEE. Failure to comply with this procedure will result in denial of appeal. The DEE or ADEE may require the student to meet and answer questions prior to making decision on appeal. Students must accept the appeal appointment assigned by DEE or ADEE. Failure to do appear at the appointed time will result in appeal denial. The student will be given a copy of the decision in writing. The decision of the DEE or ADEE is final and not subject to secondary appeals.

Responsible Party: SCP student, Director of Experiential Education, Assistant Dean of Experiential Education

2. If the reason for appeal is to switch with another student, the following additional procedures must be followed or the appeal will be denied.
  - Both students must complete the RAAF with details of reason for the change.
  - Both students must sign both forms. Both students will be given a copy of

the decision in writing.

Responsible Party: SCP students, Director of Experiential Education,  
Assistant Dean of Experiential Education

3. If appeal is approved, the affected sites and preceptors will be notified by the Program Manager for Experiential Education.

Responsible Party: Program Manager for Experiential Education

### **References and Cross-references.**

#### **Forms and Tools.**

Please see attached Rotation Assignment Appeal Form.

Approved:

Effective:

Revised: 07.30.15