

<i>Administrative Policy:</i> <b>Pharmacy Experiential Education  Change Requests</b>	<i>Issued:</i> 8/15/13	<i>Revised:</i>	<i>Page 1 of 3</i>
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## Background:

Once a student's experiential portion of the curriculum has been scheduled and confirmed, student-initiated requests for changes can have significant negative implications, some of which include:

- **Damage to the reputation of Creighton students, alumni, and the School.** Once an experience is confirmed, it is considered a commitment by the student to complete the experience and by the preceptor/site to allow the student to complete an experience at their practice setting. During the professional degree program, many circumstances may arise that affect a student's ability to easily or conveniently follow-through on obligations, but the student must do everything reasonably possible to uphold all commitments.
- **Harm to relationships with sites.** Preceptors/sites agree to accommodate Creighton students and, in making this commitment, may turn away students from other educational institutions. They also incorporate students into their practice model and invest resources into planning ahead for student participation. Cancellation of experiences may cause stress on the relationship with the site because they may need to re-arrange schedules or cancel plans. This in turn can decrease opportunities for future students to secure experiences or graduates to obtain employment at these locations.
- **Delay in graduation.** Replacement of experiences cannot be guaranteed within a timeframe that would keep the student on track for their original graduation date. This, in turn may require additional semesters of enrollment and tuition.

## Categories for Student-Initiated Change Requests:

Changes to a student's experiential schedule after confirmation are necessarily limited. A Leave of Absence (LOA) will likely be recommended, and should strongly be considered, in many change-request cases. All requests for schedule change should be submitted to the Director or Assistant/Associate Director of the Office of Pharmacy Experiential Education.

**Change requests will only be evaluated for the following reasons:** (An evaluation of a valid change request may or may not result in a change in clinical placement)

Health: Personal (Note from physician verifying illness or hospitalization will be required)

- Verified illness, hospitalization, or surgery that cannot be rescheduled to a non-conflicting time

Health: Immediate Family Member (Note from physician, as appropriate, will be required)

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- Immediate family members (student's spouse, parents, siblings, children, grandparents, father/mother-in-law, son/daughter-in-law, or grandchild) with critical illness

Pregnancy: (Note from physician verifying pregnancy with approximate due date or activity restriction will be required)

- Pregnancy with risk factors and/or imminent due date

Personal Situation: (Appropriate documentation may be required)

- Serious situations emergently affecting ability to complete experience (e.g., divorce, safety issues)

**Change requests will *not* be evaluated for the following reasons:** (Students must plan ahead prior to submission of experiential requests to ensure that, to the extent possible, personal circumstances (including those listed below) pose no impediment to the completion of confirmed experiences)

Child/Dependent Care:

- Back-up childcare/dependent care needs to be planned for and obtained in advance

Travel to Rotation Site:

- Severe weather conditions legitimately impacting safe travel to the rotation site will be addressed day-by-day with preceptor

Housing Availability:

- Students are responsible for making housing arrangements during IPPEs and APPEs.
- Back-up housing needs to be planned for and obtained (e.g., long-term hotel, apartment leasing)
- Students may contact their preceptor and the School's Alumni Relations office for housing suggestions and assistance

Relocation:

- Changes in rotation schedule due to personal or family relocation. The only exception to this is in the case of the mandatory deployment of a student who is actively serving in the U.S. armed forces

Post-Graduate Plans:

- Change in focus/interest, potential job opportunities, or residencies after graduation
- Students who find that their professional interests have shifted since their rotation schedules were confirmed, and who would like to take a 9<sup>th</sup> rotation to gain

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experience in a given professional area, should explore that possibility with the Experiential Education office faculty.

*Approved by School Administration on 8/15/13*

*Reviewed by Bylaws, Policies and Procedures Review Committee on 8/12/13*