

## **UMKC School of Pharmacy Procedures to Request a Transfer Between Sites**

*June 2017*

In the event that a Doctor of Pharmacy student wishes to transfer from one program site to another the following policies and procedures are in effect:

1. A student will be allowed only one transfer between program locations during their enrollment in the School of Pharmacy.
2. Students will be allowed to transfer only at the end of an academic year; there will be no mid-year transfers.
3. Students requesting a transfer between program sites, must submit a petition to the Associate Dean for Student Affairs by July 1. The Associate Dean will discuss the petition with relevant parties in order to render a final decision. Petitions will be granted on a first-come, first-served basis.
4. Petitions will be granted only if space in the class is available at the program site to which the student wishes to transfer. Transfers resulting in a class size that differs from the initial intended class size requires special permission from the Dean.

NOTE: the petition form is available on the [School of Pharmacy website](#) under Current Students.