

Campus Transfer Policy

Except as allowed by School of Pharmacy policy, students admitted to the School of Pharmacy accept placement on a specific campus. The School expects students to honor the commitment they have made to the campus when they sign their admission letter. Furthermore, the School admits the maximum number of students its facilities allow every year. It cannot be assumed that space is available on either campus. Transferring within the School from one campus to another is therefore rarely permitted.

Please note that changes in campus will result in changes in campus fees, tuition, and group assignments.

The School realizes that under rare, specific circumstances, it may be in a student's and the School's best interests for a student to switch campuses. The following criteria must be met for a campus transfer request to be considered:

1. The enrollment maximum* is not met nor has been exceeded in a specific class and campus; and
2. Neither campus would drop below its enrollment minimum* in the event of a transfer; and
3. The student who requests a campus transfer must have completed at least one semester in the School of Pharmacy

The Associate Dean for Student Affairs can request and/or recommend a campus switch if it is thought to be in the student's and/or the School's best interests. These requests will be submitted along with all other requests. Requests to transfer campuses will be accepted up to May 1st for campus transfer requested to start the following fall semester. Requests for campus transfer must be submitted on the transfer request form and submitted to the Office of Student Affairs by the stated due dates. The Student Affairs Committee will review all transfer requests and will recommend acceptance or declination of the request, and the Associate Dean of Student Affairs and Assistant Dean of Shady Grove will make the final determination of approval. Under urgent circumstances, requests may be reviewed by the Student Affairs Committee prior to the May 1st deadline. Otherwise, notifications of decisions will be provided by July 1st. Should there be multiple requests for transfers to a specific campus and class, and the above criteria are met, the Student Affairs Committee, Associate Dean for Student Affairs, and the Assistant Dean for Shady Grove will select the student for whom a transfer would most improve their ability to complete their education. Students granted a campus transfer cannot request to be switched back once the switch is accepted by the student. Students who are not granted a campus transfer due to space limitations may be placed on a waiting list. Students denied for a campus transfer may reapply for a campus transfer annually.

**Enrollment maximum and enrollment minimum are determined by the Dean in consultation with the associate dean for student affairs and the assistant dean on the Shady Grove campus.*

Campus Transfer Request

Name: _____ Class of: _____

Current campus: _____ Date of request _____

Please indicate your reason(s) to request a campus switch:

Please provide any documentation you may have to support your campus transfer with your campus transfer request.

By signing this form I acknowledge that I understand that in order for this request to be approved, it must meet the requirements stated in the Campus Transfer Policy ([link](#)) and that once a decision is rendered, it cannot be appealed.

Student Name:

Student Signature:

Please submit a signed original copy of this form to the Office of Student Affairs, 20 N Pine St, S722, Baltimore, MD 21201.

Office use only:

Date received:

Decision: