

UGA College of Pharmacy  
Advanced Pharmacy Practice Experience (APPE) Programs  
Region Matching System

The system for assigning APPE regions is patterned after current systems used in nationwide residency matching programs. In order to be fair to all, this policy relies on random selection. We will only consider special circumstances when required by law or Board of Regents/ University of Georgia policies.

Available APPE regions are as follows:

- Atlanta
- Augusta
- Columbus
- NE Georgia (Athens / Gainesville)
- Savannah
- SW Georgia (Albany / Tifton / Valdosta)

There will be open rotations in the following areas (i.e. not assigning students for a year) that students may be eligible to complete without penalty for out of area rotations:

- NW Georgia (Dalton / Rome / Chattanooga)
- SE Georgia (Brunswick / Jesup / Waycross)
- Macon (Dublin/Warner Robins/Macon/Ft. Valley)

A system is currently in place to assign students to the campuses located in Augusta, Savannah, or Albany for the 2 + 2 program. The process utilized for this will be handled through the Office of Student Affairs. Students committed to Augusta, Savannah, or Albany campuses will not participate in the P3 matching process (described below) as they are required to remain in their respective region throughout the remainder of their program.

Quotas for student numbers in all available regions will be set by the Division of Experience Programs during the summer before the P3 (third) year. Students will only be assigned to one available APPE region for the entire APPE year.

During the summer between the P2 and P3 years, information will be provided to students to inform them about APPE opportunities in the available regions. At the beginning of the P3 Fall semester, students within the matching process will electronically submit a ranked preference list of all available APPE regions. Using a computer generated random number system; students will be assigned APPE regions based on their ranked preferences for the available APPE regions. For example, Student 1 will receive their 1<sup>st</sup> choice region. If the first choice region is filled, the student's second choice will be assigned. If the 2<sup>nd</sup> choice region is filled, we will continue down the student's ranked preferences until a region is available. Students not submitting their preferences electronically during the allowable period will be assigned to a region with remaining availability after all other students have been assigned.

By May 15<sup>th</sup> prior to the beginning of the P3 Fall semester, students will be advised of the process to request exclusion from any specific APPE region, due to a special circumstance as defined by law or Board of Regents/University of Georgia policies.

### Disability Accommodation Request

Students who have a disability that they feel would prevent them from being successful in one or more APPE regions must submit a written request for accommodation to the Director of Advanced Pharmacy Practice Experiences **no later than June 15<sup>th</sup>** of the summer prior to the P3 Fall semester. **The student must also register with the Disability Resource Center by the same deadline.** The Disability Resource Center will consult with the student and the Director of Advanced Pharmacy Practice Experiences to determine the resources necessary and identify the APPE regions that can provide reasonable accommodation for the student. APPE regions that fail to satisfy reasonable accommodation of the student's disability needs will be excluded. The student will then rank the remaining regions in order of preference and repeat the final choice in all remaining slots. If the student has not been satisfactorily matched to a location in compliance with a reasonable accommodation by the time his or her available choices have been exhausted, he or she will be moved up in the ranking until a match is possible using the student's final region selection.

### Religious Accommodation Request:

Any student who is seeking reasonable accommodation for a religious basis must submit their written request for accommodation to the Director of Advanced Pharmacy Practice Experiences **no later than June 15<sup>th</sup>** of the summer prior to the P3 Fall semester. The written request must clearly define the need including explanation of why the special accommodation is necessary. Students will then be referred to the University of Georgia Equal Opportunity Office. If the accommodation is found to be necessary by either law or Board of Regents/University of Georgia policies, the APPE Director, in consultation with the University of Georgia Office of Equal Opportunity Office, will identify all region selections that provide reasonable accommodation for the student's religious need. Once the acceptable APPE regions have been determined, the process listed above for disability accommodations will be followed to select an appropriate APPE region.

At the conclusion of the matching process, all students will receive notification of their assigned region. A designated period of 1 week will be allowed for students participating in the matching process to switch their yearlong assignment. All parties participating within a region exchange must complete the appropriate paperwork in the presence of designated faculty or staff in the Division of Experience Programs. Once the paperwork is completed, the change will be final. After the designated one-week change period has ended, no further changes in region assignment will be allowed. In the event a student's progression in the College is affected by academic, medical, or other reasons, he or she will only re-enter the matching process if progression is delayed until the start of the following APPE year (i.e. May).

Based upon University guidelines, we are prohibited from giving preference to any student unless special circumstances exist as defined by law or Board of Regents/University of Georgia policies. If at any time, a student's circumstances change and he or she requires special accommodation due to reasonable religious preferences or disabilities, the student must submit a written request for accommodation to the Director of Advanced Pharmacy Practice Experiences. All reasonable steps will be taken to meet the student's needs, unless they place undue hardships on other students. If reasonable arrangements cannot be made, it will become necessary for the student to delay commencement of their APPE's until an appropriate location is available. If this process extends into the following academic year, the student will be placed in an appropriate APPE region using the steps outlined above.

**NOTE: There will be no compensation allowed for region switches. If students provide or receive compensation, the switch will be immediately reversed and any / all students involved will be cited for a professionalism violation. This violation will be processed as outlined by the College of Pharmacy professionalism policy.**