

FINDLAY

THE UNIVERSITY OF FINDLAY

COLLEGE OF PHARMACY

STUDENT HANDBOOK

Supplement to the University of Findlay Student Handbook

The most updated version of the Handbook will be found at:

<https://oilernation.findlay.edu/Academics/pharmacy/Pages/default.aspx>

Updated 14-Dec-20

This handbook supplements The University of Findlay Student Handbook. The University of Findlay handbook supersedes this one. The official, updated copy of this handbook is available on the College of Pharmacy website and should be the one used for official business.

The Student Affairs Committee of the College of Pharmacy is responsible for updating this handbook.

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Greetings from the Dean

As Dean of the College of Pharmacy, I am pleased to greet you as a student in our program. You have chosen a great time to pursue a career in pharmacy!

Our program is strong. We capitalize on the combination of our faculty members' experiences and the "best practices" they bring with them from a variety of settings, and the youth and energy of a growing program. Each of our faculty and staff, and our college itself has been shaped by many thousands of people who have come before us in our profession. Likewise, we endeavor to help shape your future and your ultimate success by adding our expertise to the skills and knowledge already instilled in you by your families, teachers and friends. Our success will be measured by your success.

We will hold you to a high standard. This includes not only performing well academically, but behaving with the highest professional conduct. You were chosen to be in this program because we believe in you and in your ability to meet these expectations.

Everyone here wishes you well and are confident that, with hard work, you can succeed in this program. When you leave us, we will welcome you to begin to "pay it forward" to students who come after you. Help them the in the same ways you will be helped. Although that may mean financial support (e.g. scholarships and donations), giving back in non-monetary ways is equally important. Provide encouragement, training, and job opportunities whenever you can.

You will have the opportunity to touch the lives of countless future students and patients, and we are pleased to be a part of your journey to doing just that. In the meantime, we (faculty, staff, alumnae, and your fellow students) welcome you and wish you much success.

Go Oilers!

Debra Parker, PharmD, BCPS
Dean, College of Pharmacy

Introduction

Welcome to the College of Pharmacy! All Doctor of Pharmacy students are carefully selected to be successful, but that is especially so at The University of Findlay since our space for students is so limited. If you do not succeed, we have not, because you are part of us now. Remember that; and remember that we cannot help you if we do not know you need the help. Almost all student problems have happened before to someone. Almost none can be solved by the student or the faculty member alone. Almost all of them can be solved if the student and the faculty work together. You are not alone in this effort to become a pharmacist, and we can and will help.

The University of Findlay's Doctor of Pharmacy program is accredited by the Accreditation Council for Pharmacy Education, 20 North Clark Street, Suite 2500, Chicago, IL 60602-5109, 312/664-3575; FAX 312/664-4652, web site www.acpe-accredit.org. If you have a concern about ACPE, our status with them, or a complaint concerning ACPE standards, you have several routes that you may pursue. You could see your advisor or the Dean of the College of Pharmacy. If you wish, you can contact the Student Affairs Committee of the College of Pharmacy. There are student representatives on that committee and it is charged with treating important information confidentially.

If you wish, you can contact ACPE directly. Their number is (312) 664-3575, and their web site is <https://www.acpe-accredit.org/complaints/>.

ACPE's specific policy concerning complaints about ACPE standards is:

Complaints

ACPE has an obligation to assure itself that any institution, which seeks or holds a preaccreditation or accreditation status for its professional program(s) conducts its affairs with honesty and frankness. Complaints from other institutions, students, faculty, or the public against a college or College of pharmacy, including tuition and fee policies, and as related to ACPE standards, policies or procedures, shall be placed in writing in detail by the complainant and submitted to the ACPE office. The complaint shall be submitted to the institution for response. Requests for confidentiality shall be respected to the extent any such information is not necessary for the resolution of the complaint.

The Executive Director shall, based upon the complaint, the response, and information from such further investigation deemed necessary, promptly determine the facts surrounding the issue, determine the validity of the complaint, and resolve the issue; provided, however, where the Executive Director deems it necessary or appropriate, the matter shall be considered at the next regular meeting of the Council. The time frame for resolution is generally within six months. A record of complaints regarding a specific college or College of pharmacy, including student complaints received or made available, is kept for consideration on file at the Council office. Such record of complaints are

considered during scheduled evaluations, or a special evaluation, as the case may require.

The procedure shall provide for treatment of complaints in a timely manner that is fair and equitable to all parties. The complainant shall be advised of the decision or action as soon as possible. When ACPE has cause to believe that any institution with which it is concerned is acting in an unethical manner or is deliberately misrepresenting itself to students or the public, it will investigate the matter and provide the institution an opportunity to respond to the allegations. If, on the basis of such investigation, after notice to the institution and opportunity for institutional response, ACPE finds an institution has engaged in unethical conduct or that its integrity has been seriously undermined, ACPE will either:

- a.** request that the institution show cause, within a stated time period, why adverse action should not be taken, or
- b.** in extreme cases, immediately discontinue its relationship with the institution by denying or withdrawing preaccreditation or accreditation status.

A complaint against a college or a College of pharmacy must be related to the standards or the policies and procedures of ACPE and must be submitted in writing to the Executive Director. Under existing practices, when a complaint is received, it is submitted to the college or College affected for response. If, thereafter, based upon the complaint and the response, the Executive Director determines that a complaint is not related to the standards or policies, the complainant is so advised in writing with a copy to the College or college, and the matter is treated as resolved.

Anonymous complaints pertaining to accreditation matters are retained and, depending on circumstances, may or may not be forwarded to the College or college involved, depending somewhat on the severity of the complaint. This decision is made by the Executive Director. Where a complainant has threatened or filed legal action against the institution involved, ACPE will hold complaints in abeyance pending resolution of the legal issues and the complainant is so advised.

If the Executive Director finds a complaint to be extremely serious in nature charging egregious conduct that may warrant adverse action by the Council, or involves an interpretation which the Executive Director believes should be made by the Council, the complaint will be submitted to the Council for determination at the next regular meeting. Extraordinary remedies available for complaints covering extreme cases are set forth in paragraphs (a) and (b) above.

ACPE has an obligation to respond to any complaints which may be lodged against it by any institution, student, faculty or third party in respect to the application of ACPE's standards, policies and procedures where the complaining

party is directly affected thereby. Any such complaint shall be submitted in writing. The Executive Director shall promptly determine the facts surrounding the issues and shall attempt to resolve the matter in consultation with the Public Interest Panel established pursuant to Article V of the ACPE By-Laws. Complaints which cannot be resolved by the Executive Director shall be considered and resolved at the next regular meeting of the Council. The time frame for resolution is generally within six months.

If you wish to file a complaint, please e-mail:

csinfo@acpe-accredit.org (regarding a professional degree program)

ceinfo@acpe-accredit.org (regarding a continuing education provider)

Honor Code

The College of Pharmacy holds students to the highest academic and professional standards. Therefore, we put this section at the beginning of the Student Handbook. We take this seriously and expect that you will as well.

Statement of Philosophy

The University of Findlay College of Pharmacy recognizes that honesty, truth, and integrity are values central to the College's mission as an institution of higher education. Therefore, the College of Pharmacy has assembled current policies and procedures involving academic integrity into its Honor Code. The code described in this document articulates the responsibilities of Doctor of Pharmacy students, faculty, and administration in upholding academic integrity, while at the same time respecting the rights of individuals to the due process offered by administrative hearings and appeals. All persons enrolled in any course or program offered by The University of Findlay College of Pharmacy, and all persons supervising the learning of any student are responsible for acting in accordance with the provisions of this policy.

Students are responsible for:

1. Understanding the types of conduct that are deemed unacceptable, and hence, are prohibited by this policy.
2. Refraining from committing any act of cheating, plagiarizing, facilitating academic dishonesty, abusing academic materials, stealing, or lying.
3. Reporting every instance in which the student has a suspicion or knowledge that academic conduct which violates this policy or its spirit has taken place to the faculty member responsible for instruction, or to a member of the College's Student Affairs Committee

Faculty members are responsible for:

1. Understanding the procedures of this policy relative to how faculty is to handle suspected instances of academic dishonesty.
2. Developing an instructional environment that reflects a commitment to maintaining and enforcing academic integrity.
3. Handling every suspected or admitted instance of the violation of the provisions of this policy in accordance with current College and University procedures.

Academic Integrity

In attempt to maintain academic integrity, the College of Pharmacy has outlined a code of conduct (an Honor Code), which describes acceptable behavior for students in all its academic settings. This code has been developed using University and College standards. The Honor Code says:

“I will not knowingly engage in any dishonorable behavior, cheat, steal, lie, or commit any act of plagiarism during my academic work, courses, or endeavors. If I observe an act which I believe violates the University’s Honor Code, I will, with discretion, report it to the appropriate personnel.”

Elements of this code can be categorized into six broad areas.

Cheating

Definition: Using or attempting to use unauthorized materials, information, notes, study aids or other devices, or obtaining unauthorized assistance from any source for work submitted as one's own individual efforts in any class, clinic, assignment, or examination. Examples of cheating include, but are not limited to, the following actions:

- a. Copying from another student's paper or test, or receiving assistance from another person during an exam or other assignment in a manner not authorized by the instructor.
- b. Possessing, buying, selling, removing, receiving, or using at any time or in any manner not previously authorized by the instructor a copy or copies of any exam or other materials (in whole or in part) intended to be used as an instrument of evaluation in advance of its administration.
- c. Using material or equipment not authorized by the instructor during a test or other academic evaluation, such as crib notes, a calculator, or recordings.
- d. Working with another or others on any exam, take home exam, computer or laboratory work, or any other assignment when the instructor has required independent and unaided effort.

e. Attempting to influence or change an academic evaluation, grade, or record by deceit or unfair means, such as: (1) damaging the academic work of another student to gain an unfair advantage in an academic evaluation, or (2) marking or submitting an exam or other assignment in a manner designed to deceive the grading system.

f. Submitting, without prior permission the same academic work that has been submitted in identical or similar form in another class or in fulfillment of any other academic requirement at the University.

g. Permitting another to substitute for one's self during an exam or any other type of academic evaluation.

h. Gaining an unfair advantage in an academic evaluation by receiving specific information about a test, exam, or other assignment.

Plagiarism

Definition: Representing orally or in writing, in any academic assignment or exercise, the words, ideas, or works of another as one's own without customary and proper acknowledgment of the source. Examples:

a. Submitting material or work for evaluation, in whole or in part, which has been prepared by another individual(s) or commercial service.

b. Directly quoting from a source without the customary or proper citation. Note that quoting is rarely needed in professional writing. In addition, extensive quotations, even when placed in quotation marks and properly cited may be considered to be plagiarism.

c. Paraphrasing or summarizing another's work without acknowledging the source.

d. Using material from web sites without appropriate documentation.

Facilitating Academic Dishonesty

Definition: Helping or attempting to help another person commit an act of academic dishonesty. Examples:

a. Providing assistance to another during an exam or other assignment in a manner not authorized by the instructor. This can include, but is not limited to, providing answers to exams or even copies of the exams, including photos taken by cell phone cameras.

b. Acting as a substitute for another in any exam or any other type of academic evaluation.

- c. Providing specific information about a recently given test, exam or other assignment to another student who thereby gains an unfair advantage in an academic evaluation.
- d. Permitting one's academic work to be represented as the work of another.
- e. Preparing for sale, barter, or loan to another such items as unauthorized papers, notes, or abstracts of lectures and readings.

Abuse of Academic Materials

Definition: Destroying or making inaccessible academic resource materials. Examples:

- a. Destroying, hiding, or otherwise making unavailable for common use library, computer, or other academic reference materials.
- b. Destroying, hiding, or otherwise making unavailable another's notes, experiments, computer programs, or other academic work.

Stealing

Definition: Taking, attempting to take, or withholding the property of another thereby permanently or temporarily depriving the owner of its use or possession. Examples:

- a. Unauthorized removal of library materials, examinations, computer programs, or any other academic materials, including obtaining advance access to an examination through collusion with a University employee or any other means.
- b. The taking of another's academic work, such as papers, computer programs or files, equipment, laboratory experiments, or research results for any purpose.

Lying

Definition: Making any oral or written statement that the individual knows to be untrue. Examples:

- a. Making a false statement to any instructor or other University employee in an attempt to gain advantage or exception.
- b. Falsifying evidence or testifying falsely, such as in a Student Affairs Committee hearing.
- c. Inventing or counterfeiting data, research results, research procedures, internship or practicum experiences, or other information.
- d. Citing a false source for referenced material or data.

Honor Pledge

In order to address the first two areas, cheating and plagiarism, the College has developed an honor pledge statement that has been used by many faculties to reinforce the importance of academic integrity. This pledge statement will be used in the following manner: Work assigned for classes, clinics, internships, and all other types of instruction offered at the College of Pharmacy may be accomplished in either of two ways: (1) as "individual" work for which the student will sign a pledge statement indicating that the work was completed independently, without giving or receiving assistance from another; or (2) as "collaborative" work, which may be completed in collaboration with others as directed by the instructor and for which no pledge statement is required. All work is individual work unless the instructor specifies otherwise.

For all "individual" work, instructors may require students to sign the following pledge statement:

"I acknowledge that I have fully complied or will comply with all aspects of the University's Honor Code in submitting this work."

Student's signature: _____ Date: _____

Thus, students will state that the work that was submitted is their own and will be held accountable if evidence appears that is contrary to this statement. Students are reminded that neither the presence nor the absence of a signed pledge statement will allow students to violate established codes of conduct as described above.

Disciplinary Procedures

The College of Pharmacy's Student Affairs Committee will be responsible for implementing and monitoring aspects of this code for Doctor of Pharmacy students. The penalties and procedures will be used from The University of Findlay Faculty Handbook.

Implementation

The Dean's office will be responsible for presenting the Honor Code to each class. Each incoming student as well as students presently attending the College of Pharmacy will do the following:

1. Receive a copy of the Honor Code.
2. Sign a document indicating that they have received, understand, and will abide by the Honor Code.
3. Keep a copy of the signed document in each student's file.

In all course syllabus a link to the academic integrity section of the student handbook should be incorporated to make student aware of its importance and the serious consequences of breaking this policy.

Students must also follow university requirements as found here:

- Undergraduate Catalog: <http://catalog.findlay.edu/en/current/Undergraduate-Catalog/Student-Rights-and-Responsibilities-Statement/VIII-Academic-Integrity>
- Graduate Catalog: <http://catalog.findlay.edu/current/Graduate-Catalog/Student-Rights-and-Responsibilities-Statement/VIII-Academic-Integrity>

The student can choose a faculty advocate to be present with them at any meetings. Once identified, misconduct information should be shared with that advocate faculty member.

Please be aware that faculty witnessing a misconduct are encouraged to communicate to all other faculty members by email details of what happened (without specifying name or other details of the perpetrator) within a week, and/ or to share their experience at the faculty meeting, so other faculty members become aware of the “current trends in cheating” and take appropriate action to prevent that action from happening in future.

Admission Criteria, Policies, and Procedures

Admissions decisions for The University of Findlay are in accordance with criteria and policies developed by the University. Admission to the College of Pharmacy, however, is a separate process after a student has been accepted by the University. The application and admissions policies and decisions are made by the College of Pharmacy's Student Affairs Committee; however, all admission recommendations must be affirmed by the Dean of the College of Pharmacy. In cases where the Dean disagrees with an admission recommendation made by the Committee, the Dean is required to formally notify the Student Affairs Committee in person or in writing to provide the reason(s) for not accepting the recommendation. However, the Dean makes the ultimate decision regarding the admission of any student.

Any person that wishes to apply to the College of Pharmacy must first be accepted to The University of Findlay. Potential applicants then are screened to insure that they meet the College's minimum application requirements:

General Entry Requirements for High School Students

The majority of students who are admitted to the College of Pharmacy from high school based on strong academic performance. If academic, professional, experiential, progression, and technical standards are met, the student should expect to continue in pharmacy until graduation. Recommended minimum qualifications to receive an application for the College of Pharmacy include:

Four years of English, mathematics, and science.

A combination of six years of social sciences and foreign language.

ACT composite score of 23 or new SAT composite score of 1150.

High school GPA of 3.0 on a 4.0 scale (with strength in math, science, honors, AP, and college courses).

General Entry Requirements for Transfer Students and Degree Holders

Transfer students and students who already have a college degree may be admitted to fill vacancies in the first year, second year, and the beginning of the third year. If academic, professional, experiential, progression, and technical standards are met, the student should expect to continue in pharmacy until graduation. Recommended minimum standards to receive an application to the College of Pharmacy include being in good academic standing at former institution(s) and a minimum cumulative GPA of 3.0/4.0. If the applicant has attended more than one institution, an overall GPA will be calculated using quality points and quality hours from each institution. The student must maintain the minimum of 3.0/4.0 cumulative GPA or the cumulative GPA at the time of the admission offer at other institutions until actually enrolled at The University of Findlay in the pharmacy program.

For International Students

Either the Test of English as a Foreign Language (TOEFL) Internet-based test (iBT), International English Language Testing System (IELTS) or Pearson Test of English (academic) is a pharmacy school admission requirement for all international applicants and green card holders whose native language is not English and who have not graduated from an English speaking university from the United States, United Kingdom, New Zealand, Ireland, Australia, or Canada.

Applicants must have taken and have a verified minimum total score on one of the following exams - 90 on the TOEFL iBT, a minimum overall score of 7.0 on the IELTS, with a minimum score of 7.0 on each of IELTS subtests, or a minimum Pearson Test of English (academic) score of 65.

Students who are not American citizens or permanent residents must provide an affidavit of financial support (original).

Students who meet the above listed admission criteria are forwarded an application that, upon completion, is reviewed under the direction of the Student Affairs Committee. In addition, these students are encouraged to schedule a site visit to the College and University in order to introduce themselves and their family to the facilities and faculty. At that time, an informational presentation is provided by the College of Pharmacy. The meeting at which this presentation takes place has no bearing on the actual admission decision. Based upon all application material submitted, the Committee decides which students will be interviewed for available openings. No student will be admitted without an official "blinded" interview. A "blinded" interview, as well as grading of a required essay is performed by the faculty. "Blinded" means that the faculty are unaware of the

applicant's academic record prior to the interview and grading of the essay. This is done so as not to bias the interviewer. A standard interview format and scoring rubric is used. The combination of the student's personal history, academic record, performance on the essay, and the interview are all taken into account when the Committee makes admissions recommendations. The policy of the College of Pharmacy is to limit each incoming class to seventy students.

All applicants who have at least 12 semester hours from a college or university obtained after high school graduation (see section #2 above), must maintain a 3.0/4.0 GPA to the point of actual entrance to The University of Findlay. If an applicant is accepted for admission, but then allows his or her GPA to fall below 3.0 before actual entrance to the University, the student will not be allowed to enter the pharmacy program. In such situations, the applicant will be encouraged to continue at The University of Findlay and will receive guidance on course selection to improve his or her GPA. Students in this situation must reapply to the College of Pharmacy and their reapplications will be considered through the regular application process by the Student Affairs Committee.

Finally, qualified applicants must meet administrative application deadlines, which are updated and published annually.

Principles and Technical Standards

Principles

The University of Findlay (UF) Doctor of Pharmacy program and subsequent eligibility for pharmacist licensure requires a certain level of cognitive, behavioral, and technical skills and abilities inherent to a professional education. It is to these principles and standards that Doctor of Pharmacy students are held accountable in order for admittance, progression, retention, and completion of the program to take place.

All students are expected to fulfill successfully the same core educational requirements. The College will make reasonable efforts to enable students with disabilities to complete the Doctor of Pharmacy program, where possible, appropriate and within the University of Findlay guidelines.

Students who graduate from the program will be eligible to take a general licensure exam, which presumes the capability to perform competently the required duties in any pharmacy practice setting; therefore, in our curriculum, students must be able to complete successfully the entire program without exception. In addition to meeting the following technical standards, pharmacy students are expected to 1) be able to acquire their Ohio intern license by the end of their first professional semester 2) maintain their Ohio intern license until graduation and pharmacy licensure examination and 3) complete the academic program within a reasonable amount of time (see Curricular Explanation). Finally, pharmacy students must, at all times conduct themselves in a manner that will contribute to, and never detract from, safe, instructional classroom and patient care environments.

The UF College of Pharmacy has the responsibility to protect the patients with whom our students will interact, directly or indirectly. In addition, the safety of the student in each of the potential practice environments in which they train must also be considered.

It is with both the patients' and the students' safety in mind that our technical standards are specified in this document. Students admitted to the UF College of Pharmacy are expected to successfully fulfill the College's technical standards, and will be required to attest that they are able to accomplish these technical standards. To this end, students will be required to sign and submit a disclosure statement that they have been informed of the technical standards prior to matriculation into the professional years. Students qualifying for academic accommodations will be provided reasonable accommodations in accordance with University guidelines and applicable law. In the event that a student cannot fulfill these standards with or without reasonable accommodations, the student will be ineligible for continued enrollment in the program.

Technical Standards

While many of the skills required by these standards are expected to develop and/or improve during the course of training, the following criteria are considered essential for successful completion of the program.

Observation: Students must have the ability to independently observe and acquire information in the Pharm.D. curriculum including that obtained from lectures, demonstrations, physical assessments, experiments, and experiential education activities. From this, students must be able to accurately assess a patient's prescription, health information or health status and use appropriate clinical and professional judgment.

Communication Skills: Students must demonstrate effective verbal and written communication with patients, family members/caregivers, and other stakeholders. They must demonstrate appropriate communication with people of different ages, genders and with diverse physical, cognitive, literacy and emotional abilities, and from different cultural, ethnic, racial, socioeconomic, and religious background and lifestyles. Students must demonstrate the ability to use communication with a patient-centered approach. They must demonstrate adequate English language skills in written and oral communication. Students must be adept at utilizing and appropriately responding to non-verbal communication (e.g. appropriate appearance, eye contact, proxemics, facial expressions and gestures). Communications must be performed in a timely manner so as not to negatively impact patient outcomes or the ability to work in health-care teams.

Motor and Sensory Abilities: Student pharmacists must have the functional use of both gross and fine muscular movement as well as tactile abilities with reasonable accommodation in order to participate in pharmacy-related activities including, but not limited to use of a computer, compounding medications, use of diagnostic equipment for basic patient assessment, and delivery and administration of drug therapies and vaccines, as permissible by state and federal laws.

Intellectual, Conceptual, Integrative, and Quantitative Abilities: Student pharmacists must demonstrate a fundamental and progressive ability to use problem solving, critical reasoning, and technology appropriate for their level of training in the profession of pharmacy. Such skills are expected to be used personally and in collaboration with peers and other healthcare professionals. Students must demonstrate that they can use these skills to incorporate new information learned in practice with information obtained during didactic training. Information must be obtained, measured, analyzed, and integrated in an efficient and timely manner. They must then demonstrate the ability to apply such information to provide optimal and timely patient care.

Behavioral and Social Attributes: Student pharmacists must demonstrate appropriate self-awareness to allow them to practice and function in a variety of situations requiring good judgment and ethical decision-making. Student pharmacists must demonstrate integrity, compassion, courtesy, and respect for the patients, families and other healthcare professionals with whom they interact. Students must accept constructive criticism with maturity and modify future actions and behavior accordingly. Students must be engaged and attentive in all instructional and patient care environments.

Professionalism: Students must successfully pass any required drug screens and criminal background checks. Students in the professional years must maintain a current Ohio intern license, in good standing. The student pharmacist must demonstrate both the ability and the willingness to adopt the recognized professional and academic standards of the College and University.

Evaluation/Assessment of Standard:

Students will be notified of technical standards prior to starting their first semester enrolled in the program. All students will be held accountable to these technical standards throughout the pharmacy curriculum. Individuals with questions or concerns about their ability to meet these standards are encouraged to contact the Assistant/Associate Dean for Internal Affairs.

It is recognized that these skills develop as the student progresses through the professional program, and that some skills are not able to be objectively assessed in the classroom setting. Therefore, evaluation of performance in the application based environments will be utilized to assess student's performance as it relates to behavioral and social attributes in the health care environment, as well as ability to perform in the expected time frame.

Any activities within experiential and other courses that require hands-on, "real-time" application-based learning and competencies as these relate to the ability to provide timely patient care may not qualify for accommodations given in the didactic portion of the program, as those accommodations may not be reasonable in this different context, or may weaken the academic standard or integrity of the course.

It should be noted that while a student may pass a didactic course, if concerns regarding technical skills are identified by a faculty member, preceptor or direct

supervisor within that course, these concerns may be brought separately to the Associate Dean of Internal Affairs. ***In fact, a student may pass all courses and still have a problem meeting the technical standards that would preclude them from progression or graduation.***

The Associate Dean for Internal Affairs should be notified when a student has been identified as not being able to meet a technical standard. The Associate Dean will bring the case to the Student Affairs committee to investigate and determine an appropriate course of action. Students will be given an opportunity to correct any concerns based upon the Student Affairs committees course of action. Failure to meet technical standards may result in a variety of corrective actions but may ultimately result in dismissal from the College of Pharmacy, in which case the student may appeal to the full faculty of the College.

Accommodations for Experiential Program

Requests for special accommodations that impact a student's ability to complete experiential education requirements must be made one year in advance of student course registration. Special requests that prevent the placement of students in appropriate courses as well as in required experiential settings must be submitted to the Office of Experiential Education in the College of Pharmacy. Final decisions on requests for special accommodations will be based on policies adopted by The University of Findlay, the College of Pharmacy, the Americans with Disabilities Act, the Accreditation Council for Pharmacy Education (ACPE) and experiential teaching sites.

Policy on Chemically-Dependent Pharmacy Students

The University of Findlay College of Pharmacy ("Findlay") recognizes chemical dependency, defined as physical or psychological dependency to alcohol, prescription drugs, or illicit drugs, as a disease that can affect anyone, including pharmacy students. Findlay also recognizes that students suffering from a chemical dependency are reluctant to seek treatment due to fear of losing their professional standing in the Findlay academic program. To address these concerns, this policy is being implemented to protect students and the public by providing a confidential means for chemically-dependent pharmacy students to obtain treatment while continuing their Findlay education.

When evidence is found that a chemical dependency may exist (as defined below), students may seek assistance themselves or be confidentially referred by a peer, administrator, or an agent of law enforcement for a chemical dependency evaluation. Findlay pharmacy students that display the following behaviors may be referred for a chemical dependency evaluation: Continued or repeated:

- Behavior conflicts with their own personal values
- Declining study or work performance
- Poor interpersonal relations
- Marked changes in study patterns

- Diminishing lifestyle
- Defensive behavior such as withdrawal, blame, denial, hostility, aggression, grandiosity, etc.
- Legal difficulties concerning substance abuse
- Absenteeism
- Excessive absences for “illness”
- Monday and Friday absences
- Excessive tardiness
- Leaving classes early
- Peculiar and increasing improbable excuses for absences
- Higher absenteeism rate than for other students
- Frequent unscheduled short-term absences
- Frequent trips to water fountain or restroom
- Physical illness

The Assistant/Associate Dean for Internal Affairs or a designated faculty member will confidentially review the referral for Student Services and then will meet with the student and determine whether an evaluation by a chemical dependency health care provider is necessary. Denial and refusal of the evaluation or treatment when chemical dependency has been determined may result in expulsion from The University of Findlay.

A chemically-dependent student who agrees to comply fully with recommended treatment will be referred to the Ohio Pharmacist Recovery Network, Inc. (PRN) for assistance and oversight of the student’s treatment. During treatment, The University of Findlay will make reasonable efforts to assist in maintaining the student’s academic responsibilities, provided the student fully complies with all requirements of the treatment program. During treatment, the student may be required to sign a contract with PRN that would be effective for the remainder of the student’s education and after graduation as determined by PRN. Random urine, serum, hair, sputum, or other samples may be required as part of the PRN recovery agreement. Compliance with PRNs requirements, along with maintaining Findlay’s academic and ethical standards, will entitle the student to proceed in The University of Findlay’s professional pharmacy program.

This policy is intended to provide chemically-dependent pharmacy students the opportunity to complete The University of Findlay’s professional pharmacy program without penalty, provided the student satisfies the requirements stated herein.

Academic Rules for the College of Pharmacy

Students are selected for admission to the Pharm. D. program because they have shown academic potential and readiness to handle the curriculum in a satisfactory manner, and because they are motivated to pursue that goal. Once admitted, students who experience persistent academic difficulties are encouraged to determine the nature

and extent of the underlying problem(s) so that appropriate remedial steps can be taken as early as possible.

Progression to the Next Year of Study

The College of Pharmacy advances students in rank according to the part of the curriculum they have completed. It is necessary for a student to have completed all of the courses for the P1 and P2 years to proceed to the P3 year, except in the case of the rare special exemption granted by the Student Affairs Committee for situations beyond the student's control. In order to proceed into the Advanced Pharmacy Practice Experiences (APPE) year, every student must pass all required didactic and other requirements, including the Capstone course and the comprehensive examination given as part of that course. A complete inventory of a student's academic performance will be undertaken before progressing to the P3 and P6 years in order to verify eligibility to progress.

An academic progress review conducted at the end of each semester will identify and assist students whose grade records reveal a pattern of academic problems. Directed counseling involving academic advisors and/or the Assistant/Associate Dean for Internal Affairs assures that these particular students take steps to evaluate their problems and formulate plans for remedial action. Students are encouraged to evaluate academic progress, seek out help for any developing problems, and develop self-discipline.

Grade Point Averages

The College of Pharmacy identifies a 2.0 on a 4.0 scale (2.0/4.0) or grade of "C" as the minimal acceptable grade in any course used to fulfill the requirements of the PharmD degree. Subsequently, any course used to fulfill the requirements of the PharmD degree in which the student receives a grade below 2.0 must be retaken.

Any course in which a grade less than 2.0 is received must be repeated in order to achieve an acceptable grade, but only a maximum of two additional times. If the student is unsuccessful after the second retake, the student is subject to suspension from the College of Pharmacy. In the case of CORE+ requirements, the student may substitute another course that satisfies a requirement rather than repeat a course; however, the grade of the original course remains in the calculation of the GPA. For the purposes of the College of Pharmacy, the student's GPA is recalculated upon receipt of documentation of successful completion (e.g. an official transcript) of an equivalent course at another institution used to satisfy the requirements of the PharmD degree.

Successful completion (grade of 2.0/4.0 or better) of a course approved for transfer credit from another university only results in transfer of the credit hours, but the grade is not calculated in The University of Findlay GPA. Likewise, successful completion of a course approved for transfer credit from another university results in removal of any previous lower grade for an equivalent course on the student's The University of Findlay record, and therefore is not calculated in the GPA. During the P5 and P6 years, each student will be required to maintain the standards set forth for Graduate GPA in the

Academic Warning, Probation, Suspension, Dismissal - Effective starting Fall 2020

NOTE: This section of the handbook, “Academic Warning, Probation, Suspension, Dismissal” is effective Fall 2020 Semester. Note: during the transition phase to a new policy, previous PHAR course grades below a C- will be identified as failures. Going forward the nomenclature below will apply. If a student is put on Warning or Suspension in the Fall of 2020, the student’s academic record will be evaluated using both the old and new standard. The rules which favor the student will be applied.

Academic Warning is an official notice to a P1 through P6 student that they have earned course grades that are unacceptable for the College of Pharmacy. The specific course scores needed for this are outlined in the Academic Progression Policy Table.

Reasons for academic warning in the P1 through P6 years include:

- College: Course Grades as outlined in the Academic Progression Policy Table

Stipulations for students on Academic Warning from the College of Pharmacy

1. Students will receive a letter from the Associate Dean of Internal Affairs of the College of Pharmacy notifying them that they need to improve their academic performance.
2. Students must submit a formal plan for improvement that provides details on what changes the student will make to improve their academic performance to their advisor and SAC. Submissions are made to Assistant/Associate Dean for Internal Affairs on behalf of SAC. This academic success plan is to be included in the student’s academic file, and may be used by the Student Affairs Committee when evaluating academic progress and determining student status within the College of Pharmacy.
3. Students must update their advisor at least every two weeks on academic progress.
4. Failure to comply with any of these stipulations will result in suspension.

Table 1 - Academic Progression Policy

Grade (P1 – P6 Courses)	Academic Standing
1 – 2 Course Failures	Academic Warning
≥3 Course Failures	Academic Suspension
This table is based on cumulative courses taken . Once a failure has been successfully retaken it no longer counts as a course failure . Examples may include:	

- One failure in Fall and one failure in Spring without retaking the first course counts as two failures in the table
- A failure of a course followed by a successful retake, followed by one failure in another course counts only as one course failure.

Course Failure = any final grade of <73% in ANY COURSE

Probation is an official notice to a student that they have failed to meet the standards set forth by the College or University.

Probation may be of two types:

- **Academic** – failure to meet the academic standards as set forth by the College of Pharmacy or the University.
- **Professional** – failure to meet the professional standards as set forth by the College of Pharmacy.

Reasons for academic probation in the P1 through P4 years include:

- Failing to meet University Undergraduate standards:
<http://catalog.findlay.edu/current/Undergraduate-Catalog/Academic-Standards-Progress-and-Appeals/Minimum-Progress>
- College: Students for whom academic suspension or dismissal was issued as a sanction but was subsequently overturned as part of a successful appeal process.

Reasons for academic probation in the P5 and P6 years include:

- Failing to meet University Graduate standards:
<http://catalog.findlay.edu/current/Graduate-Catalog/Graduate-Policies/Academic-Program-Policies/Graduate-Minimum-Progress>
- College: Students for whom academic suspension or dismissal was issued as a sanction but was subsequently overturned as part of a successful appeal process.

Stipulations for students on probation from the College of Pharmacy:

1. Students will receive a letter from the Associate Dean of Internal Affairs notifying them that they need to improve their academic performance.
2. Students must submit a formal plan for improvement that provides details on what changes the student will make to improve their academic performance to their advisor and SAC. Submissions are made to Assistant/Associate Dean for Internal Affairs who will present to SAC. This academic success plan is to be included in the student's academic file, and may be used by the Student Affairs

Committee when evaluating academic progress and determining student status within the College of Pharmacy.

3. Students must update their advisor at least every two weeks on academic progress.
4. Students who are members of faculty committees will no longer be a member.
5. Students must comply with any additional stipulations recommended by the Student Affairs Committee or suspension will result.
6. Students who fail an additional course (<73% - see grade scales for letter) during their time on probation will be suspended with opportunity to appeal the suspension to SAC.
7. Students must complete all required academic and non-academic progression standards by the College of Pharmacy and University of Findlay.
8. Failure to comply with any of these terms will result in suspension.

A student may return to good academic standing from probation if they 1) successfully complete (>73% - see grade scales for letter) all courses that they previously failed that resulted in suspension and 2) successfully complete all courses in an additional full semester (grades ≥73% - see grade scales for letter). For example, a student who is on probation after being granted an appeal by SAC after failing 3 courses must repeat successfully the 3 courses they failed AND after all courses are repeated successfully must demonstrate improvement by having an additional full semester's worth of courses that are successfully completed. See table example below.

Table 2 – Example of returning to good academic standing from probation

Semester	Fall Semester 1	Spring Semester 1	Summer Semester 1	Fall Semester 2
Course Grades	F	D, F	B, B, B for the three courses failed	No Course Failures
Status at the end of the semester	Academic Warning	Academic Suspension – If appeal is granted result is Academic Probation	Academic Probation	Good Standing

Please note: The University of Findlay treats graduate and undergraduate courses and programs separately. In these scenarios where a student is taking courses at both the undergraduate and graduate levels, the more stringent status will be applied with regards to standing.

Suspension is herein defined as when a student is no longer recognized as a Pharmacy major. The student then is subject to University policies regarding changing majors. The student may reapply for admission through the usual admission process of the College, (provided that he or she is not suspended or dismissed by the University and is not afforded any special consideration for readmission).

Suspension may be of two types:

- **Academic** – failure to meet the academic standards as set forth by the College of Pharmacy or the University.
- **Professional** – failure to meet the professional standards as set forth by the College of Pharmacy.

Reasons for academic suspension in the P1 through P4 years include:

- Failing to meet University Undergraduate standards:
<http://catalog.findlay.edu/current/Undergraduate-Catalog/Academic-Standards-Progress-and-Appeals/Minimum-Progress>
- College: Course Grades as outlined in the [Academic Progression Policy Table](#)
- Failure to successfully complete a course after two attempts in any given required course in the PharmD curriculum;
- Suspension or dismissal from The University, regardless of academic status in the College of Pharmacy;
- Failure to satisfy prescribed terms of probation in appeal of a previous suspension;
- Failure to register as or remain a full-time student (minimum of 12 credit hours per semester, excluding summer semesters) **without the permission of the Student Affairs Committee.**

For students in the P5 and P6 years, the Criteria for Probation and Suspension include University based Academic Performance at a Graduate Level (please see the policy link for a quick reference – Graduate Minimum Progress - <http://catalog.findlay.edu/en/current/Graduate-Catalog/Graduate-Policies>) and also include the following College-specific reasons listed below:

- Suspension from The University, regardless of academic status in the College of Pharmacy;
- Course Grades as outlined in the Academic Progression Policy Table
- Failure to satisfy prescribed terms of probation in appeal of a previous suspension;

- Failure to successfully complete a course after two attempts in any given required course in the PharmD curriculum;
- Failure to register as or remain a full-time student (minimum of 12 credit hours per semester, excluding summer semesters) ***without the permission of the Student Affairs Committee.***

Dismissal is herein defined as when a student is disqualified from the College or University and is not eligible to be readmitted nor reapply in the future to the College. Dismissal is a terminal action.

NOTE: Failure to fulfill other non-academic requirements set forth by the University may also be grounds for suspension and/or dismissal.

P1-P6 Course Grading Scale

The following grading scales are to be applied to Non-PHAR and PHAR courses as it relates to this policy:

GRADE	GRADING SCALE	POINTS
A	93.0-100.0%	4.00
A–	90.0-92.9%	3.67
B+	87.0-89.9%	3.33
B	83.0-86.9%	3.00
B–	80.0-82.9%	2.67
C+	77.0-79.9%	2.33
C	73.0-76.9%	2.00
C–	70.0-72.9%	1.67
D+	67.0-69.9%	1.33
D	63.0-66.9%	1.00
D–	60.0-62.9%	0.67
F	Below 60.0	0.00

This table is based on cumulative courses taken. Once a failure has been successfully retaken it no longer counts as a This table is based on cumulative courses taken. Once

a failure has been successfully retaken, it no longer counts as a course failure. Examples may include:

- One failure in Fall and one failure in Spring without retaking the first course counts as two failures in the table
- A failure of a course followed by a successful retake, followed by one failure in another course counts only as one course failure.

***Repeat Attempt of a Course**

- Academic Warning may be removed if a student successfully retakes ALL courses with a passing grade and has no other current course failures (grades of <73%).
- Students are only allowed to take a course twice. Failure on the second attempt of a course will lead to suspension from the College of Pharmacy (with opportunity to appeal to SAC).
- In the event of a required course number change, the equivalent course will be accepted for the repeated attempt. Note: this applies to numbering changes of the same course only. This does not allow substitutions of CORE+ courses based on classification (i.e. substituting an R1 course for another R1 course).

Determining Academic Status

The College of Pharmacy identifies a “C” as the minimal acceptable grade in any course used to fulfill the requirements of the PharmD degree. Any course used to fulfill the Non-PHAR requirements of the PharmD degree in which the student receives a grade below “C” must be retaken to obtain a grade of C or better.

Any PHAR course in which a grade less than “C” is received must be repeated in order to achieve an acceptable grade, but only a maximum of one additional time. If the student is unsuccessful after the first retake of the course, the student is suspended from the College of Pharmacy with opportunity to appeal to SAC.

Successful completion of a course approved for transfer credit from another university only transfers in with the course credit hours, not the grade for the transferred course. Likewise, successful completion of a course approved for transfer credit from another university results in removal of any previous lower grade for an equivalent course in the calculation of academic status using the Academic Progression Policy Table, and therefore the old course grade is not used in determining academic status.

Please note that it is necessary to separately meet University undergraduate (<http://catalog.findlay.edu/current/Undergraduate-Catalog/Academic-Standards-Progress-and-Appeals/Minimum-Progress>) and graduate (<http://catalog.findlay.edu/current/Graduate-Catalog/Graduate-Policies/Academic-Program-Policies/Graduate-Minimum-Progress>) standards to remain in good standing within the University.

Graduation

Students must meet the minimum University Progression standards to be certified for graduation from the University of Findlay and College of Pharmacy.

Notification

Students placed on probation or subject to suspension or dismissal in accordance with these policies will be notified promptly in writing from the Dean's Office with copies sent to the appropriate academic advisors. These students are encouraged to utilize advising and counseling services from the College and The University of Findlay.

Please note that this section is only retained during the transition to the new policy found on page 29, when student performance is reviewed based on both policies and the policy best benefiting the student will be applied. This will be removed from the Student Handbook on 1/1/2021 as being no longer applicable.

Academic Warning, Probation, Suspension, Dismissal - Effective through Summer 2020

Note: Effective through Summer 2020 – in Fall 2020, this will be effective concurrently with new policy listed after it and the student will be assigned the academic standing which will best for them

Definitions

Probation and suspension may be of two types:

Academic – failure to meet the academic standards as set forth by the College of Pharmacy.

Professional – failure to meet the professional standards as set forth by the College of Pharmacy.

Academic Warning is an official notice to a P1 through P4 student that they have earned a cumulative GPA of less than 3.0 but of at least 2.75. Students will NOT be allowed to remain in academic warning status for consecutive semesters. Failure to raise the student's cumulative GPA above 3.0 after a semester in academic warning will result in the student being placed in academic probation status. Please note that this status is not applicable to the P5 or P6 years.

This notification requires the student to meet with his or her academic advisor to craft a formal academic success plan, which is to be included in the student's academic file. This academic success plan may be used by the Student Affairs Committee when evaluating academic progress and determining student status in the College of Pharmacy. As part of this academic success plan, each student will be expected to meet with his or her academic advisor at least once every two weeks to report graded events and discuss overall academic progress.

Probation is an official notice to a student that they have failed to meet the standards set forth by the College or University.

Reasons for academic probation in the P1 through P4 years include:

- A semester GPA below a 2.0/4.0
- A cumulative GPA below 2.75/4.0 at the end of any semester in the P1-P4 years
- A student is not allowed to remain in academic warning status for 2 consecutive semesters and is therefore placed on probation after the second semester on academic warning.

Please note that this section is only retained during the transition to the new policy found on page 29, when student performance is reviewed based on both policies and the policy best benefiting the student will be applied. This will be removed from the Student Handbook on 1/1/2021 as being no longer applicable.

P1 through P4 students who are on probation due to a cumulative GPA of <2.75 , who successfully raise their cumulative GPA ≥ 2.75 are to be moved from probation status to academic warning status.

P1 through P4 students who are on probation due to consecutive semesters on academic warning will stay on probation, if their successive semester GPAs are >3.0 , even if their cumulative GPA remains <3.0 , but ≥ 2.75 .

Reasons for academic probation in the P5 and P6 years include:

- A cumulative GPA below 3.0/4.0 at the end of any semester

Please note: The University of Findlay treats graduate and undergraduate courses and programs separately. Therefore, the College also separately evaluates the above for graduate and undergraduate classes. For example, a student may have a cumulative GPA of 3.5 in undergraduate courses, but a graduate course GPA of 2.70 in the first semester of the P5 year. In these scenarios where a student is taking courses at both the undergraduate and graduate levels, the more stringent status will be applied with regards to standing.

Suspension herein is defined as when a student is no longer recognized as a Pharmacy major. The student then is subject to University policies regarding changing majors. The student may reapply for admission through the usual admission process of the College, provided that he or she is not suspended or dismissed by the University, but is not afforded any special consideration for readmission.

Reasons for academic suspension in the P1 through P4 years include:

- Two consecutive full-time (12 semester hours) semesters of coursework taken at The University of Findlay with a cumulative GPA below 2.75/4.0;
- Failure to maintain two consecutive semester GPAs at or above a 2.0/4.0;
- Failure to receive a 2.0/4.0 after three attempts in any given required course in the PharmD curriculum;
- Suspension or dismissal from The University, regardless of academic status in the College of Pharmacy;
- Failure to satisfy prescribed terms of probation in appeal of a previous suspension;
- Failure to register as or remain a full-time student (minimum of 12 credit hours per semester, excluding summer semesters) ***without the permission of the Student Affairs Committee.***

Please note that this section is only retained during the transition to the new policy found on page 29, when student performance is reviewed based on both policies and the policy best benefiting the student will be applied. This will be removed from the Student Handbook on 1/1/2021 as being no longer applicable.

For students in the P5 and P6 years, the Criteria for Probation and Suspension for the College of Pharmacy are the same as those for the entire University based on Academic Performance at a Graduate Level (please see the policy link for a quick reference – Graduate Minimum Progress – <http://catalog.findlay.edu/en/current/Graduate-Catalog/Graduate-Policies>) and also include the following College-specific reasons listed below:

1. Suspension from The University, regardless of academic status in the College of Pharmacy;
2. Failure to satisfy prescribed terms of probation in appeal of a previous suspension;
3. Failure to register as or remain a full-time student (minimum of 12 credit hours per semester, excluding summer semesters) ***without the permission of the Student Affairs Committee.***

In addition, failure to fulfill other requirements set forth by the University may be grounds for suspension and/or dismissal.

Dismissal herein is defined as when a student is disqualified from the College or University and is not eligible to be readmitted nor reapply in the future to the College. Dismissal is a terminal action.

Appeals

Any student who is suspended ***from the College (Note: Consult the University Undergraduate and/or Graduate Catalogs for information regarding University suspension)*** may immediately appeal their suspension **in writing** (typed hard copy or e-mail) to the Assistant/Associate Dean for Internal Affairs. The appeal and supporting documents must be received no later than the close of business – 4:00 PM Eastern Time– on the seventh calendar day after the first notification to the student of the suspension [by either registered mail or official University e-mail account (_@findlay.edu)]. It is solely the student's responsibility to ensure that the request for appeal and any supporting materials are received on time. Failure to comply within this period is considered a waiving of appeal.

Students who wish to appeal should contact their advisor (or the person who may be fulfilling that function during a time the student's advisor is unavailable) for information and advice prior to submitting an appeal. The request for appeal **must** include a rational defense as to why the appeal should be granted, a self-assessment as to why the student did not meet the prescribed standards of the College of Pharmacy (including the likelihood that those standards will be met by the student in the future), any supporting evidence, documentation, or relevant information to the appeal, and a suggested plan by the student to remediate the student's standing in the College.

Please note that this section is only retained during the transition to the new policy found on page 29, when student performance is reviewed based on both policies and the policy best benefiting the student will be applied. This will be removed from the Student Handbook on 1/1/2021 as being no longer applicable.

The written appeal and supporting documentation will be provided to the College of Pharmacy Student Affairs Committee (SAC), which will reach a decision regarding the suspension and any prescribed terms of probation (if applicable) within 21 calendar days after the first notification of suspension is issued to the student. Students who have submitted an appeal may contact the College of Pharmacy office for the determination after that time, however, the student will be officially notified of the Committee's determination by mail and e-mail.

In appeal, the student may only request reconsideration of the suspension and to be placed on probation for the following *relevant* semester **subject to terms defined by the SAC**. Any determination requires a simple majority vote of those voting members present.

The student will be subject to and must complete additional corrective action (i.e. remediation) determined by SAC in order to prevent suspension from the program. Students on probation that successfully comply with the prescribed plan of remediation may be removed from probation status without further penalty, but continue to be subject to the policies of the College or University. Failure to comply successfully with the plan of remediation is grounds for suspension from the College of Pharmacy. In addition, other requirements set forth by the University may be grounds for suspension and/or dismissal. Remediation is the plan of corrective action to be followed by the student in order to meet again the academic and professional standards of the College. This plan is initially developed by the student, but subject to revision and approval by the student's academic advisor.

If the appeal is granted, the student will be able to continue in the pharmacy program without interruption for that semester, but will be considered to be on probation and will remain subject to the terms of the probation as outlined by SAC, as well as all other policies and procedures of the University and College of Pharmacy. The student would be provided with the terms of the probation. The student will be asked to sign a document regarding these terms; however, failure to sign the document for whatever reason does not absolve the student, wholly or in part, from the responsibility and consequences pursuant to the terms of the probation. The student could refuse the terms, in which case, the suspension would stand regardless of the Committee's determination. In addition, if the student fails to meet the criteria of probation, the suspension will be reinstated.

If the appeal is denied by the SAC, the student has 7 calendar days to request an appeal to the full faculty. The appeal will be heard as an agenda item at the next meeting of the faculty. The same materials provided to the SAC for appeal will be provided to a committee of the full faculty. No other materials may be offered, unless it relates to a breach of policy regarding the initial appeal decision. The student appeal will be heard by the Full Faculty using the following process (in order):

Please note that this section is only retained during the transition to the new policy found on page 29, when student performance is reviewed based on both policies and the policy best benefiting the student will be applied. This will be removed from the Student Handbook on 1/1/2021 as being no longer applicable.

- 1.) The Assistant/Associate Dean of Internal Affairs will provide an overview of the appeal process to the Full Faculty and will distribute any materials as described above.
- 2.) The SAC chair or representative will present evidence and rationale regarding the decision issued by SAC.
- 3.) The student will be afforded 10 minutes to provide an *oral* presentation. This will be followed by a question and answer period afforded to the faculty.
- 4.) The student will be excused for faculty deliberations and vote. After such deliberations, a vote regarding the reversal or upholding of the SAC decision shall be called by the Faculty President. This vote shall be conducted using a secret ballot distributed by the Faculty President and a result must be rendered.

Any determination requires a simple majority vote of those voting members present. The student will be notified of the full faculty's decision immediately after the conclusion of the meeting, but will receive official notification by mail and e-mail.

If the appeal is overturned, the student will be considered on probation and will remain subject to the terms of the probation. Any stipulations or terms of the probation will be determined by the SAC. If the student fails to meet the criteria of probation, the suspension will be reinstated.

If the suspension is upheld the student may petition SAC to be allowed to take any required PHAR courses. If the student is allowed by SAC to take required PHAR courses, that decision is final, however there is no guarantee that the student will be readmitted to the College of Pharmacy. Readmission to the College of Pharmacy will be decided by the Admissions Committee of the College of Pharmacy.

Students suspended from the College in accordance with these policies (and who remain in good academic standing per University's standards) may apply for transfer to another academic program. Students who are suspended may contact their pharmacy academic advisor for assistance with the procedure for changing majors within the University.

Readmission

Students who are suspended no more than one time may reapply for readmission through the usual admission process of the College, ***provided that they are not suspended or dismissed by the University.*** Suspended students may be required to be disenrolled from the College of Pharmacy for a designated period of time prior to readmission. Suspended students who do reapply will not be afforded any special consideration for readmission; however, in its readmission decision, the Admissions Committee and Deans may take into account any positive evidence of corrective measures completed and/or planned by the student.

Please note that this section is only retained during the transition to the new policy found on page 29, when student performance is reviewed based on both policies and the policy best benefiting the student will be applied. This will be removed from the Student Handbook on 1/1/2021 as being no longer applicable.

Students who reapply following suspension must submit a thoughtfully prepared pharmacy readmissions application, including a plan on how the student plans to address the deficiencies that lead to suspension. After reapplication, members of the Admissions Committee, faculty, or administration may request additional interviews with suspended students before readmission.

During the period of suspension, students planning to apply for readmission to the pharmacy program are advised to take courses at The University of Findlay or at another institution in order to remedy academic deficiencies to improve their status for readmission. Although suspended students cannot normally take courses taught within the College of Pharmacy, they may take equivalent courses (approved by the established College procedure) at other institutions and receive credit in the College of Pharmacy should they be readmitted.

Students who are suspended from the College and are readmitted may have stipulations placed upon their readmission. These stipulations may include a requirement that a student repeat courses previously taken, regardless of the grades earned in the course(s). Other stipulations may include, but are not limited to regular follow-up with an advisor or faculty member, specific medical or psychological care, or participation in specified study or support groups. If the student is not readmitted to the College of Pharmacy, but are allowed to take pharmacy courses, it is recommended they meet with the Director of Career Planning at least once a semester.

Notification

Students placed on probation or subject to suspension or dismissal in accordance with these policies will be notified promptly in writing from the Dean's Office with copies sent to the appropriate academic advisors. These students are encouraged to utilize counseling services from the College and The University of Findlay.

Appeals

In administering the Academic Standards Policies, student appeals relating to grades received in a required course will be handled in accordance with the University Grade Appeal System; student appeals relating to administration of the policies themselves will be referred to the Office of the Assistant/Associate Dean for Internal Affairs, who will be guided by The University of Findlay Faculty Handbook.

Change or Challenge of Final Grades

After a final grade has been submitted to the Office of the Registrar, it usually cannot be changed unless there is evidence of an error in computation, transcription, or ethical misconduct (unjust or unfair treatment by a faculty member). The College of Pharmacy follows the University's relevant undergraduate or graduate policies and procedures for changes and challenges of final grades as set forth by the University's published policies.

P-2 Interview Policy

One of the responsibilities of the faculty at the University of Findlay (UF) College of Pharmacy is to assure that students are fully prepared to enter the professional portion of the Doctor of Pharmacy curriculum (P3 – P6 years). To help accomplish this goal, each student will be interviewed during the spring semester of the P2 academic year to assess his/her readiness to enter the P3 (or first professional) year of the Doctor of Pharmacy program.

In addition to the interview process described below, each P2 student is required to take the Pharmacy Professional Development course (PHAR 250). Within this course, each student will be required to write a paper related to the practice or role of a pharmacist. Using a standardized rubric, this paper will be graded by the Course Coordinator for PHAR 250. This grading process must be completed by December 1st.

Each student will be interviewed by his/her adviser between February 15th and March 30th of the P2 year. Each adviser will be provided instruction and a rubric to be used during the interview to assure fairness and consistency during the process. During the interview, each student will provide answers to a series of pre-determined questions, which will be scored based on the standard rubric. All interview rubrics must be submitted to the Student Affairs Committee Administrative Liaison by the first Friday in April.

Each student who has a combined score of the written assignment and the interview that is within two standard deviations of the mean class score will continue in the pharmacy program without further action. Any student whose combined written assignment and interview score is more than two standard deviations below the mean class score will be required to meet with the Assistant/Associate Dean of Internal Affairs

(or designee), who will repeat the interview using the standardized rubric. This interview must be completed by April 15th. Following this interview, the Assistant/Associate Dean of Internal Affairs (or designee) and the student's advisor will discuss the potential for the student to progress in the Doctor of Pharmacy program and determine any remedial action that the student must complete prior to continuing to the P3 year. The case will then be presented to the Student Affairs Committee for review. If it is determined by the Student Affairs Committee that the student is not a candidate for the practice of pharmacy, that student will not be permitted to continue to the P3 year and will be referred to career counseling. Each student will be notified by the Assistant/Associate Dean of Internal Affairs (or designee) by May 15th as to whether he/she will be permitted to continue in the Doctor of Pharmacy program. Once the student can provide documentation that career counseling has been undertaken, he/she may appeal the decision to the full faculty of the College of Pharmacy. The decision of the full faculty will be final.

University of Findlay College of Pharmacy Standards of Professional Conduct

Philosophy

The mission of The University of Findlay is “to equip our students for meaningful lives and productive careers.” The College fulfills this mission by preparing ethical, entry-level practitioners who are competent within and sensitive to the ever-changing health care environment as it relates to the collaborative provision of pharmacy care.

Students of the College of Pharmacy will acquire knowledge, skills, and wisdom to responsibly deal with and contribute to contemporary society in constructive ways. The College of Pharmacy has established Standards of Professional Conduct deemed necessary to not only achieve the missions of the University and the College, but to produce pharmacists that possess the characteristics and skills that make pharmacy a profession, and not merely an occupation.

If an individual's conduct does not meet University and College standards, the possibility of disciplinary action arises. The Standards of Professional Conduct attempt to establish the expectations that empower students to become accountable for personal behavior; to establish a personal code of conduct; and if need be, to redirect behavior in order to meet these expectations.

In enforcing the Standards of Professional Conduct, the College follows administrative procedures consistent with the fundamental principles of justice. In this regard, great care is taken to consider each situation individually, and fair consideration is given to all relevant factors in each case before a decision is rendered. The ultimate objective is a just outcome for all involved while upholding the prescribed standards of the University, the College, and the pharmacy profession.

Background

Improper conduct, both personal and academic, is incompatible with a career in the healthcare field. Students in the College of Pharmacy are expected to adhere to The University of Findlay's policies and standards for academic honesty and integrity. It is the student's responsibility to become familiar with and abide by the University's policies and sanctions regarding academic and non-academic misconduct.

Furthermore, The University of Findlay College of Pharmacy is committed to promoting professionalism, compliance with legal standards, and a desire to uphold the high ethical principles of the pharmacy profession in all students. Students must adhere to the highest standards of professional conduct, avoiding not only impropriety, but even the appearance of impropriety. The College of Pharmacy has a responsibility to create an atmosphere in which professional attitudes can be cultivated; each student has a responsibility to adhere to the College of Pharmacy Standards of Professional Conduct.

Professional Conduct

In addition to the College of Pharmacy standards of academic and professional conduct, students enrolled in the College of Pharmacy, as all students at The University of Findlay, are subject to the rules and regulations set forth by the University and to state and federal laws.

Anyone who acts or observes an act contrary to the Standards of Professional Conduct will report it to the appropriate personnel. Examples of activities that may violate the College of Pharmacy Standards of Professional Conduct include, but are not limited to:

- 1) Falsifying applications, forms, time sheets, or records used for admission or other purposes by the College of Pharmacy.
- 2) Failing to be cooperative and honest in any investigation or hearing conducted by the College or its Student Affairs Committee.
- 3) Threatening to or committing acts of violence.
- 4) Stealing, damaging, defacing, or diverting to personal use (without permission) any property belonging to others, the University, or the College.
- 5) Possessing or trafficking in illegal drugs or other pharmacologically active substance(s) of abuse, or participating in drug diversion.
- 6) Failing to report knowledge of an alleged failure to adhere to the Student Professional Standards Policy to appropriate administrators, faculty, professional practice faculty, or staff of the College of Pharmacy.
- 7) Engaging in any activity that may endanger the health and/or well-being of patients or other health care professionals.
- 8) Failing to maintain the confidentiality of professional matters related to education and/or training programs, including University and College committee meetings, when applicable.
- 9) Failing to respect each patient's and each fellow student's privacy and dignity.

- 10) Failing to be truthful and honest in all dealings with patients, the public, and members of health professions, including fellow students.
- 11) Failing to observe the rules and regulations of the pharmacy practice facilities used by the College of Pharmacy for education and/or training.
- 12) Failing to maintain one's own health and/or lifestyle in order to ensure that performance is not impaired. Conditions that may adversely affect performance shall be reported to the Assistant/Associate Dean of Internal Affairs or his/her designee.
- 13) Failing to observe and abide by the applicable dress code and conduct in professional practice settings. Students are expected to conduct themselves in a professional and responsible manner which reflects favorably upon themselves, the profession, and the College of Pharmacy.
- 14) Failing to respect the right of patients, other students, faculty, professional practice faculty, and staff to be free from illegal harassment and/or discrimination.
- 15) Engaging in the use of any psychoactive substance, legal or illegal, unless under the direction of a physician. For further information, refer to the Policy on Chemically-Dependent Pharmacy Students.

Failure to Adhere to the College of Pharmacy Standards of Professional Conduct

The Standards of Professional Conduct apply to all students enrolled in or accepted for admission to the College of Pharmacy. The College's response to a failure to adhere to the Standards of Professional Conduct will be commensurate with the determination by the Student Affairs Committee of what the failure indicates about the student's ability to develop appropriately in the College of Pharmacy.

Failure to adhere to the Standards of Professional Conduct raises a serious concern about the student. This concern affects the College as a whole, rather than just the course or particular academic experience in which the failure arose. Therefore, these matters will be addressed in accordance with the policies set forth by the College.

- 1) Students, faculty, professional practice faculty, or staff who have reason to believe that a student has failed to adhere to the Standards of Professional Conduct should contact the Assistant/Associate Dean of Internal Affairs or his/her designee (herein known as "Associate Dean") as soon as is practically possible upon learning of the alleged failure. The Associate Dean will advise the alleging party of the appropriate University and College of Pharmacy procedure that may apply to the situation. The alleging party should prepare a written statement describing the alleged failure to adhere to the Standards of Professional Conduct. This statement should be prepared as soon as is practically possible following notification by the Associate Dean.
- 2) Should the Associate Dean find the allegation sufficiently credible, he or she will notify the student (either in person, by letter, or by e-mail) of the alleged misconduct. The student will have five days following this notification to respond in writing and to provide any supporting materials to the Associate Dean. The Associate Dean may

choose to meet with the student as part of the deliberative process. All information will then be turned over to the Student Affairs Committee for deliberation. If the Associate Dean believes the allegation to be of such a serious nature that the well-being of patients, other health care professionals, or the student may be threatened, the student may be suspended from classes or an experiential site at any time during the deliberative process.

- 3) The Student Affairs Committee will hold a meeting about the alleged failure to adhere to the Standards of Professional Conduct. Each party may make a presentation of no more than 10 minutes, and may present any supporting or corroborating documents, or materials, to the Committee. Each party must speak for him- or herself, even if counsel has been retained. The Committee will have access to all relevant College records.
- 4) Following this meeting, the Student Affairs Committee will determine whether the student failed to adhere to the Standards of Professional Conduct, and, if so, determine the response of the College of Pharmacy. Possible responses include, but are not limited to:
 - a) Modification of the grade for the course in which the failure to adhere to the Standards of Professional Conduct took place. Such action will be taken with the concurrence of the course instructor.
 - b) Placement of the student on Professional Probation. A student on Professional Probation who, in the future, is again found to have failed to adhere to the Standards of Professional Conduct may be suspended or dismissed from the College of Pharmacy.
 - c) Establishment of conditions for continued enrollment in the College of Pharmacy.
 - d) Suspension from the College of Pharmacy for up to one year, during which time remedial activities may be prescribed as a condition of later readmission. Students who meet these readmission conditions must apply for readmission to the College of Pharmacy Student Affairs Committee; such students will be admitted on a space-available basis.
 - e) Dismissal from the College of Pharmacy.
 - f) Withdrawal of an offer of admission.
- 5) A written report of the findings of the Student Affairs Committee will be provided to the student, the alleging party, and the Dean of the College of Pharmacy. For a student in the professional years of the program, a written statement describing the basis for the committee's decision and instructions for correcting the behavior may be provided to:
 - a) The Ohio State Board of Pharmacy;
 - b) The Board of Pharmacy of the state to which the student will apply for licensure;
 - c) The student's future internship and advanced practice experience preceptor(s);
or,
 - d) Any other authority required by law.

Appeal Rights of a Student Found to have Failed to Adhere to the Student Professional Standards

A student found by the Student Affairs Committee (SAC) to have failed to meet the Standards for Professional Conduct may appeal to the full faculty of the College of Pharmacy consistent with the procedure outlined below.

The appeal will be heard as an agenda item at the next meeting of the faculty. The same materials provided to the SAC for appeal will be provided to a committee of the full faculty. No other materials may be offered, unless it relates to a breach of policy regarding the initial appeal decision. The student appeal will be heard by the Full Faculty using the following process (in order):

- 1.) The Assistant/Associate Dean of Internal Affairs will provide an overview of the appeal process to the Full Faculty and will distribute any materials as described above.
- 2.) The SAC chair or representative will present evidence and rationale regarding the decision issued by SAC.
- 3.) The student will be afforded 10 minutes to provide an *oral* presentation. This will be followed by a question and answer period afforded to the faculty.
- 4.) The student will be excused for faculty deliberations and vote. After such deliberations, a vote regarding the reversal or upholding of the SAC decision shall be called by the Faculty President. This vote shall be conducted using a secret ballot distributed by the Faculty President and a result must be rendered.

Any determination requires a simple majority vote of those voting members present. The student will be notified of the full faculty's decision immediately after the conclusion of the meeting, but will receive official notification by mail and e-mail.

If the appeal is overturned, the student will be considered on probation and will remain subject to the terms of the probation. Any stipulations or terms of the probation will be determined by the SAC. If the student fails to meet the criteria of probation, the suspension will be reinstated.

If the suspension is upheld the student may petition SAC to be allowed to take any required PHAR courses. If the student is allowed by SAC to take required PHAR courses, that decision is final, however there is no guarantee that the student will be readmitted to the College of Pharmacy. Readmission to the College of Pharmacy will be decided by the Admissions Committee of the College of Pharmacy.

Students suspended from the College in accordance with these policies (and who remain in good academic standing per University's standards) may apply for transfer to another academic program. Students who are suspended may contact their pharmacy academic advisor for assistance with the procedure for changing majors within the University.

Oath of a Pharmacist

I promise to devote myself to a lifetime of service to others through the profession of pharmacy. In fulfilling this vow:

- ***I will consider the welfare of humanity and relief of suffering my primary concerns.***
- ***I will apply my knowledge, experience, and skills to the best of my ability to assure optimal outcomes for my patients.***
- ***I will respect and protect all personal and health information entrusted to me.***
- ***I will accept the lifelong obligation to improve my professional knowledge and competence.***
- ***I will hold myself and my colleagues to the highest principles of our profession's moral, ethical and legal conduct.***
- ***I will embrace and advocate changes that improve patient care.***
- ***I will utilize my knowledge, skills, experiences, and values to prepare the next generation of pharmacists.***

I take these vows voluntarily with the full realization of the responsibility with which I am entrusted by the public.

The revised Oath was adopted by the AACP House of Delegates in July 2007 and has been approved by the American Pharmacists Association.

Diversity

The University of Findlay's College of Pharmacy supports an environment wherein individuals (students, staff, and faculty) can work as partners in achieving common goals. While in College for didactic learning or on experiential rotations, it is expected that students will act in a manner that is guided by a respect for other students, faculty, patients, and health care practitioners who may have differences that include (but are not limited to) the following:

- Religious beliefs and practices
- Socioeconomic status
- Ethnicity/Language
- Racial background
- Nontraditional medical beliefs and practices
- Sexual orientation
- Physical/emotional disabilities
- Intellectual capabilities

Respect is demonstrated by being considerate, courteous, and professional, and by maintaining confidentiality of patient information.

The Faculty and Staff

During your program in the College of Pharmacy, you will come into contact with most of our faculty but you may not have the opportunity to meet everyone on the staff. Photos of the present faculty and staff are available on the web, through the directory. You are encouraged to get to know your instructors and take the initiative to meet with them if problems arise or to seek advice regarding various aspects of the professional program and your future career as a pharmacist.

Administrative and Professional Staff

See <https://www.findlay.edu/pharmacy/meet-our-faculty-and-staff>

Mission of the College of Pharmacy

The mission of the College of Pharmacy is to prepare ethical, entry-level practitioners who are competent within and sensitive to the ever-changing health care environment as it relates to the collaborative provision of pharmacy care. Furthermore, the College of Pharmacy endeavors to provide entry-level pharmacy education to traditional students within a diverse, supportive, student-centered environment. The curriculum emphasizes

lifelong learning, critical thinking, evidence based medicine, collaborative interdisciplinary practice, and service to the community.

In support of this mission, our faculty and students pursue scholarly activity to advance the professional care of patients and provide teaching and learning environments for our students to develop critical thinking skills. Our faculty also participates in various service activities as part of their professional responsibilities and to provide role models for our students

By successfully completing the program's accredited curriculum, graduates become eligible to take the National Association of Boards of Pharmacy licensure examination and seek licensure in the state of their choice. This, in turn, allows them to embark on a productive career in pharmacy. In addition, students' general education course work and the program's emphasis on pharmacy's roles and service to the community assist in preparing graduates to meet the institution's mission in that they construct meaningful lives. As an example of student and alumni productivity and leadership, the College of Pharmacy expects students to present their research findings at national conferences. Some examples are the Midyear Clinical Meeting of the American Society of Health-Systems Pharmacists and the American Pharmaceutical Association Annual Meeting.

Curriculum

Basic Science and Liberal Arts Foundation:

A foundation in the basic sciences and liberal arts is an essential component of pharmacy education. Basic sciences are needed to provide the background necessary for many of the pharmacy foundational courses. A broad base in the liberal arts is necessary to develop an understanding of the implications of citizenship in the world, United States, local community, and professional community. It also provides the basis for examining and restructuring one's beliefs, for developing reflective thinking, and for realizing the intrinsic value of learning and self-development. In support of this, students will be required to complete a number of prerequisites before entering the third year at the College of Pharmacy at The University of Findlay. These prerequisites include credits in the fine arts, humanities, social sciences, foreign language, reading, writing, speech, computer science, mathematics, zoology, genetics, anatomy and physiology, medical terminology, chemistry, and physics.

Content Areas of Pharmacy

There are five content areas of pharmacy. These are biomedical sciences, pharmaceutical sciences, behavioral, social and administrative pharmacy sciences, pharmacy practice and professional experience.

Biomedical Sciences:

The foundation provided by the basic science prerequisites is further strengthened through courses in biomedical sciences that are closely linked to the practice of

pharmacy. The courses include Cell Biology, Anatomy, Biostatistics, Biochemistry, Microbiology, and Immunology. Pathophysiology fits this category as well but it will be covered in an integrated fashion under the Pharmacy Practice heading.

Pharmaceutical Sciences:

These courses build on the biomedical sciences and focus on drugs and drug action, dosage forms and drug delivery systems. Course titles include pharmaceutics, biopharmaceutics, and pharmacokinetics. All of these are covered in Introduction to Pharmacy 1 and 2 and Pharmaceutics. Medicinal chemistry and pharmacognosy, pharmacology, and toxicology fit this category as well but will be covered in an integrated fashion under the Pharmacy Practice heading.

Behavioral, Social and Administrative Pharmacy Sciences

Topics in this heading include health care economics, pharmacoeconomics, practice management, communications applicable to pharmacy, the history of pharmacy, ethical foundations to practice, and social and behavioral applications and laws pertaining to practice. Courses under this topic include Introduction to Pharmacy 1 and 2, Pharmacy Administration and Pharmacoeconomics.

Pharmacy Practice

These are courses with content area directly related to patient care. Patient care in pharmacy begins with a plan of care. This includes screening, examination, evaluation, prognosis, designing and implementing a plan of care and re-evaluation and adjustment of the plan of care. Maintenance of health and prevention of illness and injury would be expansions of this principle.

Carrying out the plan of care is practice application. Practice applications are defined as those areas of pharmacy care used to accomplish patient care goals. Pharmacy students will take integrated courses in the fourth and fifth years that will combine all pharmacy principles into a patient care whole. Therefore, the fourth and fifth years of the curriculum will consist of courses that incorporate all of the principles listed above as applied to the care of patients with diseases of a particular organ system. Also incorporated are opportunities to collaborate and learn with students from other health care disciplines in order to develop skills needed to effectively work in interprofessional teams and to develop the capacity to provide shared therapeutics decision-making for direct-patient care. The last course before clerkship rotations will be a capstone course representing an integration of all these pharmacy practice principles. Course topics include prescription processing, compounding and preparation of dosage forms, including parenteral products, drug distribution and drug administration, epidemiology, pediatrics, geriatrics, gerontology, nutrition, health promotion and disease prevention, physical assessment, emergency first-care, clinical laboratory medicine, clinical pharmacokinetics, patient evaluation and ordering medications, pharmacotherapeutics, disease-state management, outcomes documentation, self-care/non-prescription drugs, and drug information and literature evaluation.

Professional Experience

Clinical education is an integral component of the College of Pharmacy curriculum. There is clinical experience to be completed by the end of each of the professional years to introduce students to practicing health care professionals, but the bulk of the clinical experience will be in the senior year. It will include a series of nine months of clinical experiences, either two or four weeks in length all in the sixth year of the program. The practicum sequence will be designed to provide the student with a supervised, concentrated course of study in which he/she is given opportunities to apply theory and practice learned skills in the clinic setting. It will also be designed to give students experience in a variety of clinical settings, with each student completing at least one experience in an outpatient and one in an inpatient setting.

Pharmacist Roles

As stated in the program's philosophy statement, pharmacists may be called on to function in a variety of roles. The curriculum must prepare students to be administrators, advocates, consultants, scholars, and educators in addition to clinical practitioners. Classes such as Pharmacy Administration 1, the required research project in the sixth year, and Introduction to Pharmacy 1 and 2 are designed to prepare the student to assume any of these additional roles.

It should be noted that the College of Pharmacy intends that all the material necessary to a particular patient problem will be taught in an integrated manner. The Pathophysiology, Pharmacology and Therapeutics sequences will include material from all of the traditional disciplines of pharmacy. This will include pharmacokinetics from pharmacy, drug activity from pharmacology, disease state description from pathophysiology and the application of these disciplines to patient care from therapeutics.

Cornerstones

The four cornerstones of the program's conceptual framework are lifelong learning, pharmaceutical care, a supportive environment, and service to the community. These cornerstones exemplify the unique features of the pharmacy program at The University of Findlay.

Lifelong Learning

The faculty believe that in a society with rapid technological and knowledge expansion, lifelong learning skills are essential for all future practitioners. In support of this belief, the curriculum is designed to assist in the progressive development of self-directed

lifelong learning skills. Merriam (1991)¹ discusses Grow's four stages to becoming a self-directed learner:

- learners of low self-direction who need an authority figure (teacher) to tell them what to do
- learners of moderate self-direction who are motivated and confident but largely ignorant of the subject matter to be learned
- learners of intermediate self-direction who have both the skill and the basic knowledge and view themselves as being both ready and able to explore a specific subject area with a good guide
- learners of high self-direction who are both willing and able to plan, execute, and evaluate their own learning with or without the help of an expert.

Assignments that incorporate activities such as literature searches, self-evaluation, independent projects, learning contract development, and self-reflection are used to support the development of these skills.

Pharmaceutical Care Model

Heppler and Strand² described a model of pharmacy practice that provides an ideal framework for defining the domain of pharmacy practice and a focus for pharmacy education. Therefore, it will be an integral part of the program's mission and philosophy. The steps include:

- collecting patient information
- identifying drug-related problems
- describing therapeutic goals and alternatives
- tailoring individual patient treatment plans
- implementing decisions about drug use
- sketching out a plan to achieve the desired therapeutic goals.

A key element of success in this model is for health care workers to cooperate with each other while striving to preserve some autonomy. Students will be introduced to this model early in the curriculum in Introduction to Pharmacy 1 and 2. Following introduction to the model, students will utilize the concepts of pharmacy care to organize material and approach patient problems in the Pharmacology, Pathophysiology and Therapeutics sequence.

1 Merriam SB, Caffarella RS. *Learning in Adulthood*. San Francisco, CA: Jossey-Bass Publishers, 1991.

2 Heppler D, Strand L. *Am J. Hosp Pharm* 1990;47:533-43

Supportive Environment

The University of Findlay takes pride in providing a supportive environment for the student. As such, a faculty member in the College of Pharmacy advises all students on a regular basis. The program also endeavors to treat students with respect and there is an attempt to create a “family” or “community” atmosphere on campus. The small size of the campus and friendly atmosphere provide for the student an environment conducive to learning.

Service to Community

Because pharmacists practice within the context of their community and society as a whole, it is important that students and graduates understand their roles within that context and that they value a commitment to the overall health and welfare of the community. Therefore, all courses, but especially Introduction to Pharmacy will facilitate the development of these attributes. In addition, all students will demonstrate their achievement of objectives related to social responsibility through a portfolio process.

Cross Curricular Content

The areas of critical analysis and problem solving, professionalism, and a lifespan approach to patient management will be emphasized across the curriculum.

Critical Analysis and Problem Solving

The Health Professions faculty at The University of Findlay developed a definition of critical thinking for use throughout the curriculum. This definition states that the graduate is able to use a purposeful, self-regulatory process that includes interpretation, analysis, evaluation, and inference, and can explain the evidential, conceptual, methodological, criteriological, or contextual considerations on which judgments are based.

There will be a unit on critical thinking in the Introduction to Pharmacy course in the first semester of the first professional year. This initial content will be reinforced and built upon throughout the curriculum through teaching and evaluation techniques such as literature critiques, problem-based case studies, analysis of guest lecturers and instructors, and evaluation of pharmacy literature. The process of critical analysis will be continued through the sixth-year research. In addition, critical thinking is a component of the lab practical examinations.

Professionalism

Professionalism will be formally introduced in the course Introduction to Pharmacy 1. Professional behaviors will be expected and evaluated throughout the curriculum through professional behavior check sheets and a portfolio process, lab practical examinations, written papers, oral presentations, and clinical education.

Lifespan

Finally, all courses, which focus on any aspect of pharmacy practice, will emphasize a lifespan approach. Each course will include pediatric to geriatric considerations in drug regimen design issues.

Outcome

The final outcome of the conceptual framework for the Pharmacy curriculum is a generalist practitioner who is able to effectively practice in a changing health care environment.

P3 Requirements Tracking Policy

Students wishing to proceed into the P3 year must successfully complete all academic and non-academic requirements to do so. The only exceptions to this are situations where the Student Affairs or Admissions Committee have allowed specific exemptions or delays. To facilitate this process, each Spring the College of Pharmacy will run audits of requirements and inform students of what appears to still need to be completed. Students will be required to sign the form stating this information to indicate that they understand they are responsible for completing these requirements in order to proceed to the P3 year. The deadline for completing requirements and getting appropriate documentation to the College of Pharmacy is the ten calendar days prior to when classes start for the Fall semester – this date is specific and will not be changed for any individual other than for circumstances out of their control, as described below.

It is expected that all students taking classes during the summer will arrange to take classes that are approved by The University of Findlay Registrar's Office for transfer as the appropriate required course here in the Doctor of Pharmacy program and that the class will be completed in time that the College can receive appropriate notification of successful completion by the above deadline. If the student's class does not end in time to meet the above deadline, the student must inform the Assistant/Associate Dean of Internal Affairs. Students in this situation must report the circumstances no later than the ten calendar days before classes, which will be reviewed by the College of Pharmacy Student Affairs Committee for possible exception to the deadline in cases where it is not possible to meet that deadline for reasons beyond the student's control (e.g., the course completion was unexpectedly delayed by the university where it was being taken, severe illness of the student delayed course completion).

In cases where the student does not meet the above deadline or get an approved exception, the student will be reclassified as a P2 student for the next academic year.

Program Objectives

Following completion of the pharmacy program curriculum, the graduate pharmacist will be able to:

1. Evaluate drug orders or prescriptions, accurately and safely compound drugs in appropriate dosage forms, and package and dispense dosage forms;
2. Manage systems for storage, preparation, and dispensing of medicines, and supervise technical personnel who may be involved in such processes;
3. Manage and administer a pharmacy and pharmacy practice;
4. Apply computer skills and technological advancements to practice;
5. Communicate with health care professionals and patients regarding rational drug therapy, wellness, and health promotion;
6. Monitor and counsel patients regarding the purposes, uses, and effects of their medications and related therapy;
7. Design, implement, monitor, evaluate, and modify or recommend modifications in drug therapy to insure effective, safe, and economical patient care;
8. Identify, assess, and solve medication-related problems, and provide a clinical judgment as to the continuing effectiveness of individualized therapeutic plans and intended therapeutic outcomes;
9. Evaluate patients and order medications and/or laboratory tests in accordance with established standards of practice;
10. Evaluate patient problems and triage patients to other health professionals as appropriate;
11. Understand relevant diet, nutrition, and non-drug therapies;
12. Recommend, counsel, and monitor patient use of nonprescription drugs;
13. Use clinical data to optimize therapeutic drug regimens;
14. Administer medications;
15. Provide emergency first care;
16. Retrieve, evaluate, and manage professional information and literature;
17. Collaborate with other health professionals; and
18. Evaluate and document interventions and pharmaceutical care outcomes;

19. Identify, assess and promote the health needs of individuals, groups and communities, including screening, prevention and wellness programs that are appropriate to pharmacy;
20. Provide and manage care in a variety of care delivery systems by providing primary, secondary and tertiary care based on patient or client goals and expected outcomes and on knowledge of one's own and other's capabilities;
21. Demonstrate respect, empathy and understanding, personal responsibility and trustworthiness in interactions with others;
22. Display professional behaviors as evidenced by the use of time and effort to meet patient or client needs or by providing pro bono services;
23. Adhere to the standards of practice, state and federal laws;
24. Practice pharmacy in a manner congruent with the professional code of ethics;
25. Participate in peer assessment activities;
26. Participate in clinical education activities;
27. Critically evaluate and apply literature related to pharmacy practice, research, administration, consultation or education;
28. Formulate and implement a plan for personal and professional career development;
29. Demonstrate a basic understanding of the history, current status and future projections for health care delivery in the United States;
30. Participate in scholarly activities to contribute to the body of pharmacy knowledge;
31. Complete projects requiring selection of a topic and independent integration of information from a number of sources;
32. Understand the dynamic nature of the knowledge base of pharmacy and the need to stay current through practice, professional literature, and education;
33. Seek out new information regarding the practice of pharmacy;
34. Become involved in professional organizations and activities through membership and service;
35. Display good citizenship and advocacy, including participation in community and human service organizations and activities;

36. Effectively and humanely deal with errors caused by the pharmacist and others.

Pharmacy Curriculum Sheet for up to Class of 2020

Fall	Hours	Spring	Hours
Pharmacy First Year			
BIOL 152 Intro to Cell & Molecular Biology	3	BIOL 310 Human Genetics & Lab	3
BIOL 152L Intro to Cell & Molecular Biology Lab	1	BIOL 310L Human Genetics Lab	1
*CHEM 130 Advanced General Chemistry I	3	CHEM 131 Advanced General Chemistry II	3
*CHEM 130L Adv General Chemistry I Lab	1	CHEM 131L Adv General Chemistry II Lab	1
*ENGL 106 College Writing 2	3	ENGL 272 Intro to Technical Communication	3
*MATH 141 Calculus I	4	MATH 142 Calculus II	4
HPE 100 Wellness	2	CSCI 150/190 or COMM 110/211 Course or	
PHAR 150 Oiler Pharmacy	1	Competency	3
Total	18	Total	18
Pharmacy Second Year			
BIOL 322 Human Anatomy & Physiology I	3	BIOL 323 Human Anatomy & Physiology II	3
BIOL 322L Human Anatomy & Physiology I Lab	1	BIOL 323L Human Anatomy & Physiology II Lab	1
CHEM 310 Adv Organic Chemistry I	3	CHEM 311 Adv Organic Chemistry II	3
CHEM 310L Adv Organic Chemistry I Lab	1	CHEM 311L Organic Chemistry II Lab	1
MATH 223 Applied Statistics and Data Analysis	3	PHIL 221 Health Care Ethics	3
PHYS 260 Physics for Health Sciences	4	General Education	3
or PHYS 250/PHYS 250L combination		General Education	3
General Education	3	Total	17
Total	18		
Pharmacy Third Year			
BIOL 300 Immunology	3	BIOL 302 Cell Biology	3
CHEM 400 Biochemistry	4	BIOL 412 Microbiology	3
NSCI 323 Epidemiology	3	BIOL 412L Microbiology laboratory	1
PHAR 350 Intro to Pharmacy Practice 1	3	PHAR 351 Intro to Pharmacy Practice 2	3
PHAR 361 Pharmaceutics	4	PHAR 362 Intro to Pharmacokinetics and	
PHAR 391 Intro to Pharmacy Pract Exp I	1	Pharmacodynamics	4
Total	18	PHAR 363 Pharmacy Practice Skills I	1
		PHAR 370 Physical Assessment for Pharmacy	2
		PHAR 392 Intro to Pharmacy Pract Exp II	1
		Total	18
Pharmacy Fourth Year			
PHAR 463 PP&T Respiratory Diseases	4 or	PHAR 460 PP&T Immunol & Connective Tissue	4
**PHAR 463 PP&T Respiratory Diseases	2 and	PHAR 469 PP&T Infectious Diseases	4
**PHAR 482 Pharmacy Practice Skills II	1	PHAR 473 PP&T Endocrinology & Metabolism	5
PHAR 466 PP&T Cardiovascular Diseases	5	**PHAR 483 Pharmacy Practice Skills III	1
PHAR 476 PP&T Renal Diseases	4	PHAR 492 Intro to Pharm Pract Experience IV	1
PHAR 491 Intro to Pharm Pract Experience III	1	Pharmacy Electives	3** or 4
Pharmacy Electives	4 or 5**	Total	18
Total	18		
Pharmacy Fifth Year			
PHAR 553 Pharmacoeconomics	3	PHAR 551 Pharmacy Law	2
PHAR 560 PP&T Neurologic Diseases	4	PHAR 552 Pharmacy Administration	3
PHAR 563 PP&T Hematology/Oncology	4	PHAR 590 Pharmacy Research	2
PHAR 569 PP&T Gastrointestinal Diseases	4 or	PHAR 592 Intro to Pharm Pract Experience VI	1
** PHAR 569 PP&T Gastrointestinal Diseases	3 and	PHAR 599 Application of Pharmacy Practice	5
** PHAR 584 Pharmacy Practice Skills IV	1	Pharmacy Electives	4
PHAR 591 Intro to Pharm Pract Experience V	1	Total	17

Pharmacy Electives	2		
Total	18		
Pharmacy Sixth Year			
*** Summer Advanced Experience Rotations	8	***Advanced Experience Rotations	16
*** Fall Advanced Experience Rotations	12		

* Based on placement test. Should a student not place into this course, additional courses will be required.

** The changes to include Pharmacy Practice Skills II, III and IV are implement in Fall 2018; if a student has completed a therapeutics course that was changed in length prior to that time, they do not have to take the new skills laboratories. If they complete the course during or after Fall 2018, they are required to take the associated skills laboratory in that semester along with any change in elective time noted.

*** During the sixth year, pharmacy students will NOT follow The University of Findlay academic calendar. All Advanced Experience Rotations must be completed by May 1. Rotations could start as early as July 1, depending on sites and availability. No additional fees will be charged.

Pharmacy Curriculum Sheet only for the Class of 2021

Fall	Hours	Spring	Hours
Pharmacy First Year			
*CHEM 130 Advanced General Chemistry I	3	CHEM 131 Advanced General Chemistry II	3
*CHEM 130L Adv General Chemistry I Lab	1	CHEM 131L Adv General Chemistry II Lab	1
*MATH 141 Calculus I	4	BIOL 310 Human Genetics	3
BIOL 152 Intro to Cell & Molecular Biology	3	BIOL 310L Human Genetics Lab	1
BIOL 152L Intro to Cell & Molecular Biology Lab	1	ENGL 272 Intro to Technical Communication	3
*ENGL 106 College Writing 2	3	PHIL 221 Health Care Ethics	3
HPE 100 Wellness	2	PHAR 151 Oiler Pharmacy II	1
PHAR 150 Oiler Pharmacy I	1	CSCI 150/190 or COMM 110/211 Course or Competency	3
Total	18	Total	18
Pharmacy Second Year			
CHEM 210 Adv Organic Chemistry I	3	CHEM 211 Adv Organic Chemistry II	3
CHEM 210L Adv Organic Chemistry I Lab	1	CHEM 211L Organic Chemistry II Lab	1
PHYS 260 Physics for Health Sciences or PHYS 250/PHYS 250L combination	4	General Education	3
BIOL 302 Cell Biology	3	MATH 223 Applied Statistics and Data Analysis	3
General Education	3	PHAR 251 Professional Practice Development	1
General Education	3	BIOL 412 Microbiology	3
PHAR 250 Professional Practice Development	1	BIOL 412L Microbiology Lab	1
Total	18	BIOL 300 Immunology	3
		Total	18
Pharmacy Third Year			
BIOL 322 Human Anatomy & Physiology I	3	BIOL 323 Human Anatomy & Physiology II	3
BIOL 322L Human Anatomy & Physiology I Lab	1	BIOL 323L Human Anatomy & Physiology II Lab	1
CHEM 400 Biochemistry	4	PHAR 351 Intro to Pharmacy Practice 2	3
PHAR 350 Intro to Pharmacy Practice 1	3	PHAR 362 Intro to Pharmacokinetics and Pharmacodynamics	4
PHAR 361 Pharmaceutics	4	PHAR 363 Pharmacy Practice Skills I	1
PHAR 391 Intro to Pharmacy Pract Exp I	1	PHAR 370 Physical Assessment for Pharmacy	2
PHAR 411 Advanced Self-Care 1	2	PHAR 380 Intro Pharmacology & Med Chem	3
Total	18	PHAR 392 Intro to Pharmacy Pract Exp II	1
		Total	18
Pharmacy Fourth Year			
PHAR 463 PP&T Respiratory Diseases	4 or	PHAR 460 PP&T Immunol & Connective Tissue	4
**PHAR 463 PP&T Respiratory Diseases	2 and	PHAR 469 PP&T Infectious Diseases	4
**PHAR 482 Pharmacy Practice Skills II	1	PHAR 473 PP&T Endocrinology & Metabolism	5
PHAR 466 PP&T Cardiovascular Diseases	5	**PHAR 483 Pharmacy Practice Skills III	1
PHAR 476 PP&T Renal Diseases	4	PHAR 492 Intro to Practice Experience IV	1
PHAR 491 Intro to Practice Experience III	1	Pharmacy Electives	3** or 4
Pharmacy Electives	4 or 5**	Total	18
Total	18		
Pharmacy Fifth Year			
PHAR 553 Pharmacoeconomics	3	PHAR 551 Pharmacy Law	2
PHAR 560 PP&T Neurologic Diseases	4	PHAR 552 Pharmacy Administration	3
PHAR 563 PP&T Hematology/Oncology	4	PHAR 590 Pharmacy Research	2
PHAR 569 PP&T Gastrointestinal Diseases	4 or	PHAR 592 Intro to Pharm Pract Experience VI	1
** PHAR 569 PP&T Gastrointestinal Diseases	3 and	PHAR 599 Application of Pharmacy Practice	5
** PHAR 584 Pharmacy Practice Skills IV	1	Pharmacy Electives	4
PHAR 591 Intro to Pharm Pract Experience V	1	Total	17
Pharmacy Electives	2		

Total	18		
Pharmacy Sixth Year			
*** Summer Advanced Experience Rotations	8	***Advanced Experience Rotations	16
*** Fall Advanced Experience Rotations	12		

*Based on placement test. Should a student not place into this course, additional courses/semesters will be required. For scheduling purposes - many courses can be moved around.

** The changes to include Pharmacy Practice Skills II, III and IV are implement in Fall 2018; if a student has completed a therapeutics course that was changed in length prior to that time, they do not have to take the new skills laboratories. If they complete the course during or after Fall 2018, they are required to take the associated skills laboratory in that semester along with any change in elective time noted.

*** During the sixth year, pharmacy students will NOT follow The University of Findlay academic calendar. All Advanced Experience Rotations must be completed by May 1. Rotations could start as early as July 1, depending on sites and availability. No additional fees will be charged.

Pharmacy Curriculum Sheet Starting with Students Entering the Program During or After Fall 2017 Semester

Fall	Hours	Spring	Hours
Pharmacy First Year			
*CHEM 130 Advanced General Chemistry I (C1)	3	CHEM 131 Advanced General Chemistry II	3
*CHEM 130L Adv General Chemistry I Lab	1	CHEM 131L Adv General Chemistry II Lab	1
*MATH 141 Calculus I (C2)	4	BIOL 310 Human Genetics	3
BIOL 152 Intro to Cell & Molecular Biology	3	BIOL 310L Human Genetics Lab	1
BIOL 152L Intro to Cell & Molecular Biology Lab	1	ENGL 272 Intro to Tech Communication (O2)	3
*ENGL 106 College Writing 2	3	PHIL 221 Health Care Ethics (C3)	3
HPE 100 Wellness (U2)	2	PHAR 151 Oiler Pharmacy II	1
PHAR 150 Oiler Pharmacy I	1	CORE+ GE Outcome (O1)	3
Total	18	Total	18
Pharmacy Second Year			
CHEM 210 Adv Organic Chemistry I	3	CHEM 211 Adv Organic Chemistry II	3
CHEM 210L Adv Organic Chemistry I Lab	1	CHEM 211L Organic Chemistry II Lab	1
PHYS 260 Physics for Health Sciences or PHYS 250/PHYS 250L combination	4	CORE+ GE Outcome (R1 or R2 or R3 or E1 or E2)	3
BIOL 302 Cell Biology	3	MATH 223 Applied Statistics and Data Analysis	3
CORE+ GE Outcome (O3)	3	PHAR 251 Professional Practice Development	1
CORE+ GE Outcome (R1 or R2 or R3 or E1 or E2)	3	BIOL 412 Microbiology	3
PHAR 250 Professional Practice Development	1	BIOL 412L Microbiology Lab	1
Total	18	BIOL 300 Immunology	3
		Total	18
Pharmacy Third Year			
BIOL 322 Human Anatomy & Physiology I	3	BIOL 323 Human Anatomy & Physiology II	3
BIOL 322L Human Anatomy & Physiology I Lab	1	BIOL 323L Human Anatomy & Physiology II Lab	1
CHEM 400 Biochemistry	4	PHAR 351 Intro to Pharmacy Practice 2	3
PHAR 350 Intro to Pharmacy Practice 1	3	PHAR 362 Intro to Pharmacokinetics and Pharmacodynamics	4
PHAR 361 Pharmaceutics	4	PHAR 363 Pharmacy Practice Skills I	1
PHAR 391 Intro to Pharmacy Pract Exp I (U1)	1	PHAR 370 Physical Assessment for Pharmacy	2
PHAR 411 Advanced Self-Care 1	2	PHAR 380 Intro Pharmacology & Med Chem	3
Total	18	PHAR 392 Intro to Pharmacy Pract Exp II (U1)	1
		Total	18
Pharmacy Fourth Year			
PHAR 463 PP&T Respiratory Diseases	2	PHAR 460 PP&T Immunol & Connective Tissue	4
PHAR 466 PP&T Cardiovascular Diseases	5	PHAR 469 PP&T Infectious Diseases	4
PHAR 476 PP&T Renal Diseases	3 or 4	PHAR 473 PP&T Endocrinology & Metabolism	5
PHAR 482 Pharmacy Practice Skills II	1	PHAR 483 Pharmacy Practice Skills III	1
PHAR 491 Intro to Practice Experience III (U1)	1	PHAR 492 Intro to Practice Experience IV (U1)	1
Pharmacy Electives	5	Pharmacy Electives	3
Total	17 or 18	Total	18
Pharmacy Fifth Year			
PHAR 553 Pharmacoeconomics	3	PHAR 551 Pharmacy Law	2
PHAR 560 PP&T Neurologic Diseases	4	PHAR 552 Pharmacy Administration	3
PHAR 563 PP&T Hematology/Oncology	4	PHAR 590 Pharmacy Research	2
PHAR 569 PP&T Gastrointestinal Diseases	3	PHAR 592 Intro to Pharm Pract Experience VI	1
PHAR 584 Pharmacy Practice Skills IV	1	PHAR 599 Application of Pharmacy Practice	5
PHAR 591 Intro to Pharm Pract Experience V	1	Pharmacy Electives	4
Pharmacy Electives	2	Total	17
Total	18		

Pharmacy Sixth Year			
*** Summer Advanced Experience Rotations	8	***Advanced Experience Rotations	16
*** Fall Advanced Experience Rotations	12		

*Based on placement test. Should a student not place into this course, additional courses/semesters will be required. For scheduling purposes - many courses can be moved around.

** During the sixth year, pharmacy students will NOT follow The University of Findlay academic calendar. All Advanced Experience Rotations must be completed by May 1. Rotations could start as early as July 1, depending on sites and availability. No additional fees will be charged.

Curricular Explanation

During the first two years of pharmacy education, the student will study basic sciences in depth and pursue a significant list of foundational education courses. The purpose of the science part of the curriculum is to provide the foundation for the pharmaceutical sciences to come in the upper years. The remaining education portion will prepare the student for the human and ethical challenges of the profession and provide a foundation for the student to live a meaningful life.

The third year is devoted to beginning courses in pharmacy. Once a student enters the first professional year (P3), he or she must complete all requirements for graduation with a Pharm.D. degree by the end of the sixth consecutive academic year; otherwise, the degree will not be conferred without these remediation as determined by the College of Pharmacy Student Affairs Committee. These will prepare the student to understand the language of pharmacy as well as the thought processes involved in pharmacy practice. The general science material in addition to medicinal chemistry and pharmacokinetics in the third year bridges the basic science of the first two years and the applied pharmaceutical science of the fourth and fifth years. Before the student enters the fourth year, 100 Intermediate Pharmacy Professional Experience (IPPE) hours of shadowing a health professional are required.

The courses in the fourth and fifth years are the core of preparation for professional practice in pharmacy. For three semesters, the student will learn material from Pharmacy, Pharmacology, Pathophysiology, Therapeutics, Medicinal Chemistry, Kinetics, Herbal/Alternative Therapy and Over-the-Counter Therapies. Professors will cooperate to present the material to the student in an integrated way, organized around organ systems. During these years, the student will also begin the process of developing a specialty area in pharmacy by selecting an elective track from subjects such as geriatrics, Medication Therapy Management, diabetes management, advanced compounding, herbal medicines, and others. Before the student enters the fifth year, 100 additional hours of IPPE are required.

By the end of the fifth year, each student must complete a research project. Although the student formally enrolls in this course during the spring of the fifth year, work on the project will be carried out prior to that time. The student and professor may present the results of each project at an on campus symposium during the Spring of the fifth year, or at another acceptable venue as provided in the course description and syllabus. Those judged to be of high quality may be submitted for possible presentation at the American Society of Health-Systems Pharmacists Midyear Clinical Meeting or similar venues at a national level.

At the end of the fifth year, the student takes a course called Application of Pharmacy Practice. It is a review course of the entire curriculum up to the pharmacy practice experience rotations, and requires hands-on application of this material. This course assesses the readiness of the student for the rotations in the sixth year. Before the student enters the sixth year, an additional 100 hours of IPPE are required.

The sixth year is the pharmacy practice year. Rotations for the Advanced Pharmacy Practice Experience (APPE) include required two month rotations for Advanced Institutional/General

Medicine, Ambulatory/Advanced Community Pharmacy, and Special Populations rotations (e.g. geriatrics, pediatrics, critical care). In addition three, one month rotations are chosen from a list of electives. Some possibilities for the one-month elective rotations include nuclear pharmacy, toxicology, neonatology, cardiology, drug information, compounding and infectious disease.

For financial aid purposes the first four years of our program are considered undergraduate level courses. Years five and six are considered graduate. For the College of Pharmacy, year three is considered the first professional year. However, that will not change financial aid eligibility for years three and four.

General Education Requirements - note: this is only applicable to students starting at UF prior to Fall 2017 semester

Fine Arts	3 hours
Social Science	3 hours
Foreign Language	3 hours
Natural Science	3 hours (Met from the required curriculum)
Mathematics	3 hours (Met from the required curriculum)
English	3 hours (Met with English 272)
Philosophy or Religion	3 hours (Met with PHIL 221 Health Care Ethics)

Other requirements that all UF students must complete in addition to the above general education courses include:

1. ENGLISH 106 or 107 or 206
2. HPE 100
3. Computer Science or Communications Competency – This is a competency that is required by the University for Graduation. A student can choose to take a proficiency examination or take the course.

There is the possibility of a student needing to attend summer College should a student choose to take the computer science or communications course **OR** not place into English 106, Chemistry 130, or Math 141 upon their arrival at The University of Findlay.

Should a pharmacy student wish to take a course away from the University, the student must first gain approval through the College of Pharmacy and the Registrar's Office to ensure the transferability of that course. It is recommended that all science courses be taken at Findlay to ensure content for upper level pharmacy courses.

Advance Placement information is listed on our website (<https://www.findlay.edu/offices/academic/registrar/ap-clep-proficiency-examinations-international-baccalaureate>). This will tell a score in a given course equates to UF courses.

CORE+ Curriculum for General Education Courses – note: this is applicable to students starting at UF on or after Fall 2017

The CORE+ Curriculum for General Education courses designated with "C1," "C2," "C3," "O1," "O2," "O3," "R1," "R2," "R3," "E1," "E2," "U1," or "U2" in the course descriptions fulfill general education requirements for all undergraduate degrees and some are required for the PharmD degree. Please refer to the Pharmacy Curriculum Sheet Starting with Students Entering the Program During or After Fall 2017 Semester (see page 63) to see the requirements for pharmacy students (see <https://www.findlay.edu/intranet/core-approved-courses> for approved courses).

Requirements for Progression

In order to assure a current and in-depth knowledge base for each graduate, the professional program must be completed within a six-year period. All students are required to complete specific requirements prior to starting each year. It is important to make sure that all requirements are completed by the assigned due date. Exceptions may be made under certain circumstances (e.g. Transfer students getting their Hepatitis B vaccine series). These exceptions would be considered by the Assistant/Associate Dean of Internal Affairs or the Student Affairs Committee.

To begin each professional year students must:

- Hold adequate health and liability insurance
- Hold a current Ohio Pharmacy Intern license
- Hold a current BLS for Health-Care Provider certification from an approved provider
- Have documentation of annual influenza immunization or provide documentation for allergy or medical contraindication
- Have documentation of annual tuberculosis check (Due April 15th each year)
- Fulfill the Essential Characteristics of Student Pharmacists identified by the College (see Principles and Technical Standards on page 23)
- ****Note:** students may progress to the 2nd, 3rd and 4th professional years (P4-P6) if on probation

In addition to the list above, to begin the first professional (P3) year and obtain P3 status students must:

- Complete all pre-professional courses with a grade of C or better
 - Student transfers who meet all requirements for P3 status except completion of PHAR 250 and PHAR 251 may take PHAR 250 and PHAR

251 in the fall and spring of their first full academic year at UF to satisfy this requirement, if the course is not being offered by the College of Pharmacy at the time of their admission.

- Have a cumulative ≥ 2.75 GPA
- Complete the approved interview process
- Have documentation of completion of a 30-hour service project (Due 4/15 P2 year)
- Have documentation of completion of required immunizations (Due 4/15 P2 year)
- Be BLS certified for Health-Care Provider (by May 15th P2 year)
- Score a 90% or better on the math competency (Due prior to beginning classes P3 year)
- Attend the first year professional orientation program, and verify an understanding and acceptance of College of Pharmacy policies and procedures

In addition to the list above for all professional years, to begin the second professional (P4) year and obtain P4 status students must:

- Successfully complete the APhA Immunization Training (offered in PHAR350)• Successfully complete all courses that are included in the curriculum of the first professional year (P3) and minimum of a C in all required courses and professional electives.
- Score competently on any College designated required OSCE(s) or successfully remediate

In addition to the list above for all professional years, to begin the third professional (P5) year and obtain P5 status students must:

- Successfully complete all courses that are included in the curriculum of the first two professional years with a cumulative GPA of ≥ 2.75 with a minimum of C or better on all required courses and professional electives
- Score competently on any College designated required OSCE(s) or successfully remediate

In addition to the list above for all professional years, to begin the fourth professional (P6) year and obtain P6 status students must:

- Successfully complete all courses that are included in the curriculum of the first three professional years with a cumulative graduate GPA of ≥ 2.75 with a minimum of C or better on all required courses and professional electives
- Score competently on any College designated required OSCE(s) or successfully remediate
- Have certification in ACLS from an approved provider (valid for at least one year or until graduation)
- Meet site specific requirements for all assigned experiential APPE rotations
- Verify an understanding and acceptance of College of Pharmacy policies and procedures as they pertain to advanced experiential learning

- Have all the documentation required to start APPEs by April 15th of the P5 year before starting APPEs
- Successfully complete a background check following guidelines established by the College

To graduate with the Pharm.D. degree, students must:

- Have met all requirements defined requirements for progression through the first, second, third, and fourth professional years.
- Successful completion of all the required courses in the APPE year
- Have a cumulative GPA of 2.75 or better for the undergraduate program (P1-P4)
- Have a cumulative GPA of 3.0 or better for the graduate program (P5-P6)

Supporting information

BLS: Basic Life Support for Healthcare Providers certification – This requirement must be fulfilled in the first two weeks of May following the end of the P2 academic year and be submitted no later than May 15th of that year. Students will be scheduled for the course offered through the College of Pharmacy during the week after final exams (exact dates to be announced separately). You will have already paid for this via fees. While you can take it elsewhere, please be aware that you will need to schedule that yourself, probably pay separately and will not receive any refund from the College of Pharmacy for the fee already paid.

Essential Characteristics of Student Pharmacists identified by the College (technical standards): See here information earlier in this document

Immunizations Required – Must be completed with a form approved as being completed by the Cosiano Health Center being submitted to the College no later than 4/15 of the P2 year. Please note – the Hepatitis B series takes a minimum of 8 months to complete, so it needs to be started prior to the beginning of September in the P2 year.

Intern License. Students are not allowed to apply for a Pharmacy Intern License in Ohio until they are qualified to proceed to the P3 year. Therefore, the Verification of Enrollment form that needs to be submitted with a Pharmacy Intern License application will not be given to students unless they meet the requirements aforementioned requirements.

Interview: Required interview process will be explained by advisor and in PHAR251. This must take place before becoming a P3.

Orientation –You are required to attend a **P3 orientation** in the Fall. You cannot be excused for any reason other than medical problems or death in the immediate family.

OSCE (Observed Structured Clinical Examination) -a multipurpose evaluation tool used to assess health care professionals in a simulated clinical setting. It is testing

based upon direct observation. It is often used to evaluate areas most critical to performance of health care professionals such as communication skills and ability to help patients.

Service project (30 hours) – Must be approved by October 1 of the P2 year and finished with signed documentation submitted by April 15 of the P2 year.

Tuberculosis check – You must have a valid tuberculosis check at least once a year starting prior to your P3 year. If you plan to use the Cosiano Health Center (CHC), you must receive a two-step PPD test from them between 3/1 and 4/15 of the P2 year. Please note, this test requires four visits to the CHC over an approximately 2-3 week period of time. In all cases, a valid tuberculosis test must be documented by the CHC (if you did it elsewhere, give the CHC your proof) and submitted to the College prior to 4/15 of the P2 year. You will then need to have an update during March/April. Please don't wait to do this.

Elective Requirements Effective Through Summer 2020

Students admitted to The University of Findlay College of Pharmacy are required to take a minimum of 14 hours of pharmacy electives within the Pharmacy Curriculum. Generally, students will only be able to complete these electives during the P4 and P5 years. All pre-approved elective courses completed at The University of Findlay will be accepted regardless of year completed. All elective courses transferred from another college or university must be approved by the student's advisor and Assistant/Associate Dean for Internal Affairs. The following are pre-approved electives (excluding those courses used for General Education Requirements for the College of Pharmacy):

Pharmacy:

- "PHAR" Electives Courses (all pharmacy specific electives)

Business:

- "ACCT" Courses (Accounting)
- "BSAD" Courses (Degree Completion)
- "BUAD" Courses (Business Administration)
- "ECON" Courses (Economics)
- "FNCE" Courses (Finance)
- "MRKT" Courses (Marketing)
- "MBA" Courses (Masters of Business Administration)

Communication and Languages:

- "BLMC" Courses (Bilingual Multicultural Courses)
- "SPAN" Courses (Spanish)
- "FREN" Courses (French)
- "GERM" Courses (German)

- “JAPN” Courses (Japanese)
- Any other foreign language
- “COMM” Courses (Communication)
 - Excluding COMM 110 or COMM 211
- “ENGL” Courses (English)
 - Excluding ENGL 039, 048, 104, 105, 106, 107, 145, 272

Science:

- “BIOL” Courses (Biology)
- “CHEM” Courses (Chemistry)
- “NSCI” Courses (Natural Sciences)

Health Care:

- “GERN” Courses (Gerontology)
- “HEPR” Courses (Health Profession)
- “HINF” Courses (Health Informatics)
- “NMED” Courses (Nuclear Medicine)
- “PHAS” Courses (Physician Assistant)

Computer Science:

- “CSCI” Courses (Computer Science)
 - Excluding CSCI 150 and CSCI 190

Other Courses

- “ANSC” Courses (Animal Science).
- EQST102 (Equine Selection/Judging-Western)
- EQST104 (Equine Selection/Judging-English)
- EQST201 (Principles of Equine Nutrition)
- EQST202 (Physiology of Equine Reproduction)
- “HNRS” Courses (Honors) - for those in Honors program
- “PSYC” Courses (Psychology)

Students pursuing a dual major or certificate program may petition the Dean or Assistant/Associate Dean for Internal Affairs through the support of his or her academic advisor, for approval of dual major coursework completed as elective hours. Students may also petition for specific courses, in a similar manner, should the student believe that his or her elective course interests will foster direct pharmacy career enhancement.

Elective Requirements Effective as of Fall 2020

Students admitted to The University of Findlay College of Pharmacy are required to take a minimum of 14 hours of pharmacy electives within the Pharmacy Curriculum.

Generally, students will only be able to complete these electives during the P4 and P5 years. All pre-approved elective courses completed at The University of Findlay will be accepted regardless of year completed. All elective courses transferred from another college or university must be approved by the student's advisor and Assistant/Associate Dean for Internal Affairs. The following are pre-approved electives (excluding those courses used for General Education Requirements for the College of Pharmacy):

Pharmacy:

- "PHAR" Electives Courses (all pharmacy specific electives)

Business:

- "ACCT" Courses (Accounting)
- "BSAD" Courses (Degree Completion)
- "BUAD" Courses (Business Administration)
- "ECON" Courses (Economics)
- "FNCE" Courses (Finance)
- "MRKT" Courses (Marketing)
- "MBA" Courses (Masters of Business Administration)

Communication and Languages:

- "BLMC" Courses (Bilingual Multicultural Courses)
- "SPAN" Courses (Spanish)
- "FREN" Courses (French)
- "GERM" Courses (German)
- "JAPN" Courses (Japanese)
- Any other foreign language
- "COMM" Courses (Communication)
 - Excluding COMM 110 or COMM 211
- "ENGL" Courses (English)
 - Excluding ENGL 039, 048, 104, 105, 106, 107, 145, 272

Science:

- "BIOL" Courses (Biology)
 - Excluding BIOL 100, 102, 110, 201, 201L
- "CHEM" Courses (Chemistry)
 - Excluding CHEM111, CHEM225, CHEM225L

Health Care:

- "GERN" Courses (Gerontology)
- "HEPR" Courses (Health Profession)
- "HINF" Courses (Health Informatics)

- “NMED” Courses (Nuclear Medicine)
- “PHAS” Courses (Physician Assistant)
- “ADDC” Courses (Substance Use Disorder)
- “SOWK” Courses (Social Work)

Computer Science:

- “CSCI” Courses (Computer Science)
 - Excluding CSCI 150 and CSCI 190

Other Courses

- “ANSC” Courses (Animal Science).
- EQST102 (Equine Selection/Judging-Western)
- EQST104 (Equine Selection/Judging-English)
- EQST201 (Principles of Equine Nutrition)
- EQST202 (Physiology of Equine Reproduction)
- "HNRS" Courses (Honors) - for those in Honors program
- "PSYC" Courses (Psychology)

Students pursuing a dual major or certificate program may petition the Dean or Assistant/Associate Dean for Internal Affairs through the support of his or her academic advisor, for approval of dual major coursework completed as elective hours. Students may also petition for specific courses, in a similar manner, should the student believe that his or her elective course interests will foster direct pharmacy career enhancement.

Course Descriptions

PHAR 150 Oiler Pharmacy I

This course is an introduction to campus life for P1 pharmacy students. This course will provide a venue for the student mentorship program in the College of Pharmacy, as well as introduce the student to concepts regarding the profession of pharmacy. Topics include, but are not limited to, study skills, time management, health and wellness, pharmacy careers, service learning and professional communication.

PHAR 151 Oiler Pharmacy II

This course is the second of two courses for Oiler Pharmacy. This course will provide a venue for the continuance of the mentorship for pharmacy students in the College of Pharmacy as well as cover several basic pharmacy concepts. Topics include, but are not limited to: assessments and reflection, basics of self-care medication, professional assessment, communication, and overview of various practice types of pharmacy.

PHAR 250 Professional Practice Development I

This course is the first of two courses for pharmacy professional development. This course is designed to introduce pre-professional pharmacy students to social behavioral aspects and selected topics related to pharmacy professional development, professionalism, standards of practice, and to prepare students for experiential pharmacy practice experiences.

PHAR 251 Professional Practice Development II

This course is designed to introduce pre-professional pharmacy students to selected topics related to professionalism and to prepare them for introductory pharmacy practiced experiences. This course focuses on professional communication and the social and behavioral aspects of pharmacy practice.

PHAR 350 Introduction to Pharmacy 1.

This course will introduce the student to modern pharmacy practice. Topics covered include pharmacy calculations, the role of the pharmacist in the American health care system, communication, and an introduction to over-the counter medications. The course will also help the student to develop a plan of study to guide the selection of electives and rotations in pharmacy. Students will be required to obtain 100 hours of pharmacy experience with a pharmacist health care provider to expand their knowledge of the existing health care system during their first professional year (50 hours during PHAR 350 and 50 hours during PHAR 351).

PHAR 351 Introduction to Pharmacy 2.

This is a continuation of PHAR 350, an introduction to modern pharmacy practice. Topics covered include pharmacy calculations, drug information, patient communication, ethics, drug abuse, and the top 200 drugs. Students will be expected to obtain 50 hours of experience with a pharmacist in a setting other than a community or hospital pharmacy to begin expanding the students' understanding of the breadth of pharmacy practice. The course will also help the student to develop a plan of study to guide the selection of electives and rotations in pharmacy.

PHAR 361 Pharmaceutics and Pharmacokinetics I

This course introduces the student to the basic principles of dosage form design and preparation. The course integrates pharmaceutic and biopharmaceutic principles as well as product design and preparation, and begins the study of the scientific portion of pharmacokinetics.

PHAR 362 Introduction to Pharmacokinetics and Pharmacodynamics

This course continues the study of the basic principles of dosage form design and preparation. The course integrates pharmaceutical and biopharmaceutical principles, product design and preparation, along with the scientific portion of pharmacokinetics.

PHAR 363 Pharmacy Practice Skills I

This course prepares the student for prescription compounding skills required in the general practice of pharmacy. It also prepares the pharmacy student to take the elective course in advanced compounding.

PHAR 370 Physical Assessment for Pharmacy.

This course prepares the first professional year student pharmacist to prepare and dispense compounded prescriptions. Students learn basic prescription compounding, dispensing and counseling skills required in the general practice of pharmacy including nonsterile and sterile techniques.

PHAR 380 Introductory Pharmacology and Medicinal Chemistry.

This course introduces the student to the basic principles of pharmacology and medicinal chemistry. The course integrates concepts of cell biology, genetics, organic chemistry and basic biochemistry principles as well as product design and preparation, and provides a scientific foundation for the more advanced topics of pharmacokinetics and pharmacodynamics.

PHAR 391 and PHAR 392 Introduction to Pharmacy Practice Experience I & II

Students involved in experiential education are engaged in structured, practice-related activities where knowledge gained from didactic education is coupled with a professional attitude and skills training resulting in the development of an entry-level pharmacist. PHAR 391 and PHAR 392 are designed to provide students with introductory experiences in community pharmacy settings. Students will be expected to observe and participate in the dispensing aspects of pharmacy. Students will be required to obtain 100 hours of pharmacy practice experience during their first professional year (50 hours during PHAR 391 and 50 hours during PHAR 392).

PHAR 400 & 500 Chemical Dependency and the Health Care Professional

This course is a study in chemical dependency as a disease. It integrates fundamental concepts from chemistry, biology, sociology, and medicine. The course will be used to increase awareness of the risk of chemical dependency in health care professionals, its consequences, and the process of recovery. The student is also expected to be able to describe ways to avoid the disease and help colleagues who may be in recovery.

PHAR 401 and 501 Medicinal Herbs

This course prepares the student to understand and recognize the popular herbs used by the general population. Student will learn the most common herbs, their pharmacological uses and the various formulations that are available. Specific emphasis will be placed on herbal-drug interactions. The course will involve lectures, both in class and online, and virtual or real visits to drug stores and botanical gardens.

PHAR 402 and 502 History of Pharmacy

This course introduces the student to the history of pharmacy. It describes the roots of the profession but focuses on American pharmacy in the last century. It is especially concerned with the roots of the patient care initiative in pharmacy and the implications those ideas have for the future of the profession.

PHAR 403 and 503 Introduction to Hospital Pharmacy Practice

This course introduces pharmacy students to hospital pharmacy practice. It specifically reviews the many roles that a hospital pharmacist may assume and is intended to prepare students for their required hospital-based clinical rotations, hospital-based clinical residencies, as well as potential careers in hospital pharmacy practice.

PHAR 406 and 506 Directed Research in Pharmacy

This course allows faculty and students to explore topics in the field of pharmacy. Students will work independently with faculty guidance to achieve specific goals. The methods may include laboratory, survey, or clinical experiments.

PHAR 409 and 509 Substance Abuse Disorders: Awareness, Prevention, and Education

With respect to substance abuse disorders, pharmacists are often the health care providers with the best knowledge of and insight into prevention and treatment. This course will provide pharmacy students with the necessary background information, knowledge and skills necessary to fulfill this role, while providing opportunities for students to share this knowledge by addressing schools and other public organizations.

PHAR 410 and 510 Anticoagulation Management

This course is intended to provide future practitioners with added exposure and practice in the realm of anticoagulation therapy management. It will provide a review of the most up to date medications and guidelines, as well as up-to-date, real-life and mock-application scenarios for further development of patient management of these useful but dangerous medications with an emphasis on patient monitoring and education.

PHAR 411 and 511 Advanced Self-Care Pharmacy 1

This course is the first in a series of two that will prepare students to manage self-care therapies in patients including nonprescription medications, complementary and alternative therapies, nonpharmacologic treatments, diagnostic tests and medical devices. Through instruction, self-study, case studies and hands-on patient interview and assessment practice sessions, students will learn how to assess a patient's health status, determine whether self-care is appropriate, recommend appropriate self-care measures and counsel on the proper use of the therapy or device.

PHAR 412 and 512 Selected Topics in Self-Care

This course will prepare students to manage self-care therapies in patients in the community setting. This will include non-prescription medications, complementary and alternative therapies, non-pharmacologic treatments, diagnostic tests and medical devices. Through various teaching methods and activities, students will learn how to assess a patient's health status, determine whether self-care is appropriate and recommend appropriate self-care measures to the patient. Students will also counsel on the proper use of the therapy or device. Topics will vary and may be a continuation of material covered in PHAR 411 or may be new.

PHAR 414 and 514 Tropical Medicine

This course is an introduction to tropical medicine. In this course students will discuss tropical diseases commonly seen in large parts of the world, but not commonly seen in the United States.

PHAR 416 and 516 Introduction to Applied Toxicology

This course is an elective for the 4th or 5th year student interested in developing an introductory knowledge in selected topics involving the acute or chronic toxicity of drugs and chemicals in humans and their clinical treatment. This course enhances student skills in patient assessment, laboratory interpretation, literature evaluation and pharmacotherapy. When properly mastered, the student will be able to integrate and utilize their knowledge of biochemistry, physiology, pathophysiology, and anatomy to design a patient centered care plan to treat the toxicities of the agents covered.

PHAR 417 and 517 Introduction to Pediatric Pharmacy Practice

This course is an elective for the 4th or 5th year student interested in developing an introductory knowledge in selected topics in health maintenance, assessment, and specialized drug therapy in the pediatric patient. This course will enhance student skills in patient assessment, laboratory interpretation, literature evaluation and pharmacotherapy of the child. A focus will be on the role of multiple professional disciplines in the treatment and support of the child and applying the pharmacy patient-centered care plan to pediatric patients.

PHAR 419 and 519 Community Presentations on Chemical Dependency

This course will give pharmacy students the opportunity to apply the knowledge, skills and background information they have obtained in PHAR 409 by developing community focused educational programs designed to increase public awareness of substance abuse disorders with emphasis on prescription medication abuse. In addition, students will be required to share their knowledge with fellow students by assisting in the teaching of PHAR 409.

PHAR 420 and 520 Comprehensive Diabetes Management for the Pharmacist

This course provides an advanced understanding of the principles of diabetes management, moving beyond basic pharmacotherapy of this disease state to include management information from the disciplines of nursing, medicine, behavioral psychology, medical nutrition therapy, and exercise physiology.

PHAR 440 and 540 Pharma Industry

This is a highly interactive course designed to build a foundation and knowledge base about the pharmaceutical industry and to review issues that are pertinent to the pharmaceutical industry today. It is the intent of this course that the student will also gain insights into how the pharmaceutical industry is structured, how it operates, what issues the industry faces now and into the future, and what opportunities exist for career development for pharmacists within the pharmaceutical industry.

PHAR 460 Pharmacology, Pathophysiology and Therapeutics of Immunology and Connective Tissue Disease

This course prepares the student to manage the drug therapy of diseases covered under immunology and connective tissue disease. The course is taught in an interactive style and integrates pharmacology, medicinal chemistry, pharmacokinetics, pathophysiology, and therapeutics. Over the counter and herbal therapies are specifically included.

PHAR 463 Pharmacology, Pathophysiology and Therapeutics of Respiratory Disease

This course prepares the student to assess and manage the drug therapy of diseases of the respiratory system. The course is taught in an interactive style and integrates pharmacology, medicinal chemistry, pharmacokinetics, pathophysiology, and therapeutics. Over-the-counter and herbal therapies are specifically included.

PHAR 466 Pharmacology, Pathophysiology and Therapeutics of Cardiovascular Disease.

This course prepares the student to assess and manage the drug therapy of diseases of the cardiovascular system. The course is taught in an interactive style and integrates pharmacology, medicinal chemistry, pharmacokinetics, pathophysiology, and therapeutics. Over-the-counter and herbal therapies are specifically included.

PHAR 469 Pharmacology, Pathophysiology and Therapeutics of Infectious Diseases

This course prepares the student to manage the drug therapy of diseases of infectious origin. The course is taught in an interactive style and integrates pharmacology, medicinal chemistry, pharmacokinetics, pathophysiology and therapeutics. Over the counter and herbal therapies are specifically included.

PHAR 473 Pharmacology, Pathophysiology and Therapeutics of Endocrinology and Metabolism

This course prepares the student to manage the drug therapy of diseases covered under endocrinology and metabolism. The course is taught in an interactive style and integrates pharmacology, medicinal chemistry, pharmacokinetics, and therapeutics. Over the counter and herbal therapies are specifically included.

PHAR 476 Pharmacology, Pathophysiology and Therapeutics of Renal Disease

This course prepares the student to assess and manage the drug therapy of diseases of the renal system and to optimize drug therapy in patients with pre-existing renal dysfunctions. The course is taught in an interactive style and integrates pharmacology, medicinal chemistry, pharmacokinetics, pathophysiology, and therapeutics. Over-the-counter and herbal therapies are specifically included.

PHAR 482 Pharmacy Practice Skills II

This laboratory course will reinforce the Pharmacists' Patient Care Process approach by preparing students to apply clinical assessment and therapeutic management skills in the treatment of one or more disease states, including the demonstration of medication administration and therapeutic monitoring techniques, assessment and management of comorbid conditions, effective sourcing, application and communication of drug information, and the development of the necessary soft skills for effective patient counseling and education. The course may also include case-based sessions, as well as the introduction of new material as appropriate to the learning session.

PHAR 483 Pharmacy Practice Skills III

This laboratory course will reinforce the Pharmacists' Patient Care Process approach by preparing students to apply clinical assessment and therapeutic management skills in the treatment of one or more disease states, including the demonstration of medication administration and therapeutic monitoring techniques, assessment and management of comorbid conditions, effective sourcing, application and communication of drug information, and the development of the necessary soft skills for effective patient counseling and education. The course may also include case-based sessions, as well as the introduction of new material as appropriate to the learning session.

PHAR 491 Early Practice Experience I

Students involved in experiential education are engaged in structured, practice-related activities where knowledge gained from didactic education is coupled with a professional attitude and skills training resulting in the development of an entry-level pharmacist. PHAR 491 and 492 are designed to provide students with introductory experiences in community and institutional settings. Students will be expected to observe and participate in the dispensing aspects of pharmacy. Students will be required to obtain 100 hours of pharmacy experience during their second professional year (50 hours during PHAR 491 and 50 hours during PHAR 492).

PHAR 492 Early Practice Experience II

Students involved in experiential education are engaged in structured, practice-related activities where knowledge gained from didactic education is coupled with a professional attitude and skills training resulting in the development of an entry-level pharmacist. PHAR 491 and 492 are designed to provide students with introductory experiences in community and institutional settings. Students will be expected to observe and participate in the dispensing aspects of pharmacy. Students will be required to obtain 100 hours of pharmacy experience during their second professional year (50 hours during PHAR 491 and 50 hours during PHAR 492).

PHAR 507 Geriatrics in Pharmacists

This course prepares the student to effectively manage the therapy of geriatric patients. Special attention is paid to the pharmacokinetics of the geriatric population and the drug delivery systems necessary to provide proper care to this population.

PHAR 510 Anticoagulation Management

This course is intended to provide future practitioners with added exposure and practice in the realm of anticoagulation therapy management. It will provide a review of the most up-to-date medications and guidelines, as well as real life and mock application scenarios for further development of patient management of these useful but dangerous medications with an emphasis on patient monitoring and education.

PHAR 515 Community Pharmacy Leadership Development

This course focuses on a semester-long experiential learning project designed to promote health improvement, wellness and disease prevention in cooperation with patients, communities, at-risk populations and other pharmacy students. Students will have the opportunity to develop leadership, communication, management, organization and presentation skills through the mentoring of younger pharmacy students and through the organization and implementation of a medication therapy management event for community members.

PHAR 521 Mental Health

This is a highly interactive course designed to review therapeutic issues and advances that are pertinent to psychiatric pharmacy practice today and to develop skills in the psychopharmacotherapeutic management of person afflicted with mental illness. Students will also gain a greater awareness and appreciation for the stigma associated with mental illness and develop the skills necessary to avoid contributing to that stigma in their professional practice.

PHAR 522 Medication Therapy Management Services & Advocacy

This is a highly interactive course designed to provide students with the skill set necessary to participate in medication therapy management services and complete a comprehensive medication review (CMR) according to the national standards. This course will review other practice models in which pharmacists can expand their role in developing consulting agreements for chronic disease state management. Students will gain a better idea of the importance of using clinical knowledge to maximize patient outcomes while balancing the feasibility of managing the cost associated with pharmacy services. Students will participate in a state-wide pharmacy advocacy forum to better understand how practice models can be accepted into laws.

PHAR 550 Pharmacy Administration

This course acquaints the student with the policies and programs encountered in the practice of pharmacy. Special attention is paid to Ohio and federal law as it relates to the practice of pharmacy. This course also is an introduction to the business aspects of pharmacy and the American health care system. Details of health care financing schemes and issues of the provision of public health are presented.

PHAR 553 Pharmacoeconomics

The course prepares the student for supporting the value of pharmaceutical therapies and services in the health care marketplace. Careful attention is paid to the evaluation of health care outcomes in the context of various cost-effectiveness analyses.

PHAR 560 Pharmacology, Pathophysiology and Therapeutics of Neurologic Disorders

This course prepares the student to manage the drug therapy of diseases covered under neurological disorders. The course is taught in an interactive style and integrates pharmacology, medicinal chemistry, pharmacokinetics, pathophysiology and therapeutics. Over-the-counter and herbal therapies are specifically included.

PHAR 563 Pharmacology, Pathophysiology and Therapeutics of Hematology/Oncology

This course prepares the student to manage the drug therapy of diseases covered under hematology and oncology. The course is taught in an interactive style and integrates pharmacology, medicinal chemistry, pharmacokinetics, pathophysiology and therapeutics. Over-the-counter and herbal therapies are specifically included.

PHAR 569 Pharmacology, Pathophysiology and Therapeutics of Gastrointestinal Disease

This course prepares the student to manage the drug therapy of diseases covered under Gastrointestinal Diseases. The course is taught in an interactive style and integrates pharmacology, medicinal chemistry, pharmacokinetics, pathophysiology and therapeutics. Over the counter and herbal therapies are specifically included.

PHAR 584 Pharmacy Practice Skills IV

This laboratory course will reinforce the Pharmacists' Patient Care Process approach by preparing students to apply clinical assessment and therapeutic management skills in the treatment of one or more disease states, including the demonstration of medication administration and therapeutic monitoring techniques, assessment and management of comorbid conditions, effective sourcing, application and communication of drug information, and the development of the necessary soft skills for effective patient counseling and education. The course may also include case-based sessions, as well as the introduction of new material as appropriate to the learning session.

PHAR 590 Pharmacy Research Course

This course requires the student to develop a research project in concert with a member of the College of Pharmacy faculty. The students will examine any valid pharmacy question. Each student will be required to submit his or her research project for poster presentation, podium presentation or written publication in a professional recognized venue.

PHAR 591 Intermediate Practice Experience I

Students involved in experiential education are engaged in structured, practice-related activities where knowledge gained from didactic education is coupled with a

professional attitude and skills training, which results in the development of an entry-level pharmacist. PHAR 591 is designed to build upon the early practice experiences in the community and/or institutional settings. Students will be expected to participate in the dispensing and clinical aspects of pharmacy practice with an integration of patient problem-solving and analysis.

PHAR 592 Intermediate Practice Experience II

Students involved in experiential education are engaged in structured, practice-related activities where knowledge gained from didactic education is coupled with a professional attitude and skills training, which results in the development of an entry-level pharmacist. PHAR 592 is designed to build upon the early practice experiences in the community and/or institutional settings. Students will be expected to participate in the dispensing and clinical aspects of pharmacy with an integration of patient problem-solving and analysis.

PHAR 599 Application of Pharmacy Practice

This course requires the student to apply the material from previous courses to describe, optimize and critique drug therapy. The student will present this information both in writing and verbally. Activities include case presentations, literature review, literature critiques and other formats. Students will also be required to demonstrate proficiency in taking medication history, patient counseling and communication skills. Students must demonstrate a good working knowledge of material required for completion of rotations and the NAPLEX exam. The final examination covers the entire curriculum. Passage is required for entry into the senior year.

PHAR 701 – 709 Advanced Pharmacy Practice Experience (APPE) Rotations

A student is required complete six (6) one-month core advanced practice rotations and 3 elective months of rotation as follows:

Advanced Community Pharmacy / Ambulatory Medicine 1
Advanced Community Pharmacy / Ambulatory Medicine 2
Advanced Institutional Pharmacy / General Medicine 1
Advanced Institutional Pharmacy / General Medicine 2
Special Populations 1 (e.g. Geriatrics, Pediatrics, Critical Care, Hospice)
Special Populations 2 (e.g. Wound Care, Palliative Care, Diabetes clinic,)
Elective 1 (e.g. any special population, mail order, PBM, or management)

Elective 2
Elective 3

Interprofessional Education (IPE) Vision Statement for the University of Findlay College of Pharmacy

The University of Findlay College of Pharmacy embraces Interprofessional Education (IPE) as an essential component in the education of competent, practice-ready health professionals, including pharmacists. Our goal is to develop pharmacy students in a holistic manner as it relates to IPE through activities and experiences woven into the didactic curriculum, co-curriculum, and experiential education.

The College of Pharmacy recognizes three main pillars in our approach to IPE.

1. The didactic curriculum

- a. IPE in the didactic curriculum may take many forms. At the foundational level, this refers to educating pharmacy students in a collaborative manner with or alongside other healthcare professionals through courses in the didactic curriculum. This could include enrolling students from multiple health professions in the same course for the entirety of the course or it may involve specific assignments from a given course that are completed in a face to face manner or remotely with other healthcare professions.

Examples may include:

- i. Researching and studying the training, credentialing, roles and responsibilities of various healthcare providers within our healthcare system.
- ii. Didactic courses in which pharmacy students learn from and with other healthcare providers such as healthcare ethics, anatomy and physiology, and skills lab courses.

2. The co-curriculum

- a. Interprofessional experiences and activities that are meant to complement, augment and/or advance what is learned in the didactic and experiential curriculum are included within the co-curriculum. Co-curricular activities should provide valuable, varied experiences which extend beyond the classroom that allow our students to learn about and with other disciplines. The learning objectives for co-curricular activities should complement didactic content and/or skills, align with the IPE vision statement and embody the values of the College of Pharmacy. Examples may include:

- i. Service-learning
- ii. On campus grand rounds

- iii. Simulation
 - iv. Collaborative online learning
 - v. Case discussions
3. Experiential education
- a. Within the experiential curriculum, IPE is intentional and integrated learning that occurs in person. As part of our college's hub site model, students are integrated into a health system that facilitates longitudinal IPE through participation in outpatient and inpatient health care teams. Student rotations are screened for their ability to meet the college's requirement of IPE and students must document a minimum number of quality interprofessional experiences. IPE participation in the didactic and co-curriculum should prepare students for meaningful interactions with other healthcare providers, including prescribers, and should ultimately improve patient care. Examples of experiential IPE include:
 - i. Team rounds
 - ii. Consults
 - iii. Educational sessions (lunch and learn, grand rounds, topic discussions, etc.)

College of Pharmacy Governance

Faculty within the College of Pharmacy will be responsible for the execution of programmatic policies and procedures, design and delivery of the curriculum, and assessment of curricular outcomes. The Dean of the College of Pharmacy will direct and guide the faculty in this area.

The College of Pharmacy will have the following standing faculty committees: Curriculum committee, Pharmacy Student Affairs Committee, Pharmacy Faculty Affairs committee, Admissions committee, Awards committee and Assessment committee. Each will have faculty members, one of whom will chair the committee. The Curriculum and Admissions committees will have an outside pharmacy practitioner. Each committee will have an administrative liaison person without voting privileges on the committee. The Curriculum committee and the Pharmacy Student Affairs Committee will have student membership.

One student per class (P3-P5) selected by their respective class in a manner of their choosing, will be represented on the Students Affairs and Curriculum Committees for a term of one academic year. Only the most senior student present will have a vote. Students will not be represented on the Faculty Affairs Committee (FAC) or at meetings of the Full Faculty. Students will have the ability to propose or redress issues at the SAC or CC through their respective representatives. The senior representatives (or another pharmacy student designee) will be afforded agenda time at the Full Faculty meetings when they request in order to propose or redress issues.

Should a student representative be not in good standing, suspended, dismissed, or otherwise unable to continue as a representative, an alternate from that student's class may be chosen by that class to complete the remainder of the term. A student on probation may continue as a representative.

The charge of the Curriculum committee will include all curricular matters. The Pharmacy Student Affairs Committee will consider all matters affecting pharmacy students including academic actions. During committee or faculty meetings involving individual academic or disciplinary matters, the student member will be excused. The Faculty Affairs committee will be charged to consider all faculty issues, including promotion and tenure, faculty development and research. Any item considered to be under the purview of any one of these committees must be considered by the committee before it can come to the entire faculty for decision. Faculty meetings are conducted by an elected president of the faculty.

Faculty meetings will be held at least monthly from September to July during the academic year. During monthly meetings there are standing committee reports provided by the committees in addition to discussion of ongoing University, College, Program, and Student issues. An annual retreat will be held in the spring of the academic year. The retreat focuses on a review of assessment materials, programmatic curricular issues, faculty research updates, and planning sessions for the upcoming academic year.

The College of Pharmacy Advisory Board is composed of prominent pharmacists, pharmacy educators and pharmacy organization persons; this group will continue to exist after approval of the proposed program.

Assessment

Ongoing assessment and evaluation of the program will occur through various means.

Faculty will be evaluated by students upon the completion of each academic term through a formal process consistent with other faculty on the campus.

A student representative, the respective faculty member, and the Dean of the Pharmacy College will assess the course evaluations and other areas of the recently completed course. That information will be used by the Dean and the faculty through the committee structure to determine if there is need for curricular change.

Students will complete a comprehensive examination in the spring term of their third year in the professional program. Information obtained from this measure will be compared to course evaluations and post-term meetings to determine if there is need for curricular change.

Students will also be evaluated on their clinical affiliations and the results of this information will be compiled and compared to the above mentioned measures.

Graduates from the program and their employers will be surveyed to determine if there is need to address areas in the curriculum formerly not assessed.

All of the information collected will be reviewed and discussed by the faculty and Pharmacy Dean to determine if there is need for curricular change. Should it be determined through this process that change is needed then the College curriculum committee will explore options and make recommendations to the faculty prior to initiating the university process for program/curricular changes.

Other methods of assessing specific aspects of the program may be designed and implemented when necessary, under the direction of any of the committees or the College administration.

Academic Advising and Counseling

An important factor in a pharmacy student's success in college is the help he or she has available from advising and counseling, and the degree to which such services are used. Every pharmacy student has an assigned academic advisor during the entire college program. The advisor must be a member of the faculty of the College of Pharmacy. This is different from other programs on campus. You are encouraged to get to know your advisor and to use that person's experience and advice in planning your college progress.

The Office of Student Services serves as a valuable resource for students. Printed and video materials are available on a wide variety of subjects, including pharmacy career options, post-graduate opportunities, other Colleges on campus, and student services available on campus.

Once a student is admitted to the College, he or she is assigned an individual academic advisor. Advisors help in planning schedules and must approve the courses that each student selects at registration. They advise on electives and assist in determining the best schedule for a student to take. The advisor is the first person to go to when a student is having academic or personal problems, and should be considered a personal friend. Remember, your advisor is interested in you, and has the experience and ability to give you help when you need it.

Other counseling resources include mature and qualified faculty and staff. Older undergraduate students who are employed on the men's and women's residence halls as resident assistant and counseling staffs can assist the students with their personal and scholastic problems. Staff members of the Office of the Dean of Students are available to advise you about matters of personal or general concern. They can, for example, offer assistance or refer you to specialized help in such areas as career options, study habits, housing, scholarships, financial aid, part-time employment, campus activities, and home and community relationships. Support services that may be called upon for specialized help include the Cosiano Health Center and staff psychiatrists, the Bucher Center/Counseling Services Center, and the Office of

Disability Services. Part of your growth process is recognizing when a problem exists and learning to seek and accept help when it is needed.

Procedures for Handling Problems Dealing with the Curriculum

Introduction

Curricular requirements approved by the faculty for the Doctor of Pharmacy specify the required courses, their sequencing and prerequisites, which in the faculty's judgment represent an optimal educational plan for students to develop the capabilities expected of our College's graduates. Individual aspects of the student's background, current academic progress and/or career plans may lead him/her to inquire if an individual exception or modification of this general curricular plan might provide an acceptable alternative means of achieving the College's educational intent for that particular student. The Dean of the College, or his/her designee, with advisory input from the faculty, is responsible for administering the College's professional programs and thus, ultimately, approving or disapproving individual student requests for exceptions to the curricular requirements. For such decisions to be made consistently, with the student's educational and personal circumstance interests in mind, guidelines and procedures for students, academic advisors and administration to follow in dealing with student requests have been developed. Procedures established by the Faculty for handling student problems and/or requests for exceptions to the curricular requirements:

Prerequisites for required courses

- 1) Monitoring student satisfactory completion of prerequisite courses. As a routine matter, at the time grades are submitted to the Registrar, instructors of required courses should also submit to the Assistant/Associate Dean for Internal Affairs a list of those students failing that course. Prior to the beginning of the next semester, the Oiler Success Center will work with those students who have not passed courses that are stated prerequisites of a required course to ensure the students are enrolled in the appropriate course work.
- 2) Student request for waiver of prerequisite to a required PHAR course. Requests to obtain a waiver of prerequisite(s) for a required course must first be submitted by the student to his/her advisor. If that individual approves, the request is forwarded for approval to the Student Affairs Committee. If this committee approves, the request is forwarded for approval to the course instructor, and then to the Assistant/Associate Dean for Internal Affairs. No waivers may be granted unless each of these approvals are obtained and a document testifying to this fact has been deposited in the student's permanent file.
- 3) Student request for waiver of prerequisite to a non-required PHAR course. Requests to obtain a waiver of prerequisite(s) for a required course must first be submitted by the student to his/her advisor. If that individual approves, the request is forwarded for approval to the course instructor, and then to the Assistant/Associate Dean for Internal Affairs. No waivers may be granted unless each of these approvals is obtained and a document testifying to this fact has been deposited in the student's permanent file.

Substitution of an "equivalent" or higher-level course for a required course.

A student desiring to substitute for a required course in the curriculum another "equivalent" or higher-level course (taught on this campus or another campus) should receive prior approval from the Assistant/Associate Dean for Internal Affairs that the course will be accepted in lieu of the College-taught courses. In reaching this decision, the Assistant/Associate Dean for Internal Affairs will consult with the instructors of the required course, or if a required, non-major course is involved, the faculty liaison for that course, to determine the "equivalency" of the proposed course substitution. The course instructor should sign a suitable note to be placed in the student's permanent file. The Registrar's office must be notified.

Please note: A student enrolled in pharmacy at The University of Findlay who elects to take a required course elsewhere and transfer it to The University of Findlay must meet the B average requirements of The University of Findlay College of Pharmacy.

Establishing credit by examination.

- 1) To establish credit in a pharmacy required course, the student should petition the instructor of the course who will present this petition with his recommendation to the Dean for consideration and action.
- 2) To establish credit in a non-required course, the student should petition the instructor of the course. Upon approval, the petition will be forwarded to the Dean of the College for approval. The instructor will develop and administer the examination.

Academic difficulty in a required course

- 1) A student in academic difficulty in a given required course should take responsibility to discuss the difficulty with the course instructor and, identify approaches to improve performance.
- 2) The student should then confer with the advisor to assess underlying reasons as the student understands them and determine a suitable course of action.

Dropping a course

In the event of a voluntary or required decision to drop a course, the student should see his/her advisor to discuss the reason for dropping.

Out-of-phase

A student who becomes out-of-phase with the required curriculum should meet with the advisor as soon as possible to develop an alternate plan of study which, in the absence of course scheduling conflicts, indicates the most efficient sequence of courses to complete the curriculum. This alternate plan of study agreed upon by the student and advisor should be signed by both with a copy sent to the Assistant/Associate Dean for Internal Affairs for placing in the student's file.

Remediation Policies

Intra-Semester Remediation Policy

It is the expectation that midterm examinations will have follow-up remediation opportunities. Additionally, instructors of record for required PHAR courses will identify in the course syllabus which other assessments will have follow-up remediation opportunities and when the remediation(s) will be offered. Following each examination or assessment identified as having follow-up remediation (but NOT the final examination), any student who scores less than 73% will be required to remediate that examination or assessment. Those with scores greater than or equal to a 73% will be offered the opportunity to remediate, but will not be required to do so. A required teaching/learning session will be held for each examination to better prepare students taking the remediation examination. This session is required for all students scoring less than 73% on an exam. The session will not just review missed questions, but will re-teach the missed concepts. If students miss this teaching/learning session, they cannot take the remediation and will receive a 0% on the midterm examination. The same rules for attendance at a teaching/learning session will apply to examination attendance. For any student remediating, the final score recorded for the examination or assessment will be the average of the first attempt **and** the remediation attempt. The remediation examination or assessment will be of similar to the initial examination or assessment in both scope and number of points. The method(s) of remediation will be left to the discretion of the respective instructor-of-record, but identical intended course outcomes must be assessed, albeit perhaps by different methods. This policy does not preclude a course from imposing higher competency standards on other assessments as outlined in the syllabus.

Policy for P3 Cohort only, starting in 2020 – 2021 academic year

Instructors of record for required PHAR courses in the P3 Cohort will provide one intra-semester remediation exam for midterm examinations. The intra-semester remediation will be optional, and the student chooses which midterm examination to re-take. The remediation exam will be offered after all midterm examinations have been completed and before the final exam. For any student choosing to remediate, the remediation exam score will replace the midterm examination score. No penalty will occur if the remediation exam score is lower than the midterm examination score. A required teaching/learning session will be held for each examination to better prepare students taking the remediation examination. This session is required for all students scoring less than 73% on an exam. The session will not just review missed questions, but will re-teach the missed concepts. If students miss this teaching/learning session, they cannot take the remediation and will receive a 0% on the midterm examination. The same rules for attendance at a teaching/learning session will apply to examination attendance.

Course Remediation Policy

This policy applies only to certain required PHAR courses, including PHAR350, PHAR351, PHAR361, PHAR362, PHAR380, PHAR411, PHAR460, PHAR463,

PHAR466, PHAR469, PHAR473, PHAR476, PHAR551, PHAR552, PHAR553, PHAR560, PHAR563, and PHAR569. Due to the substantial laboratory nature of Pharmacy Practice Skills (PHAR363, PHAR482, PHAR483, PHAR584) and Physical Assessment for Pharmacy (PHAR370), these courses would not be eligible for course remediation, nor would Application of Pharmacy Practice (PHAR599) nor other courses with significant professional experience assignments (PHAR391, PHAR392, PHAR491, PHAR492, PHAR590, PHAR591, PHAR592, and all PHAR700-level courses).

Students who have earned not more than two deficient course grades (C– or lower) in any required PHAR courses for that academic year are permitted to enroll in an independent study remediation course during the summer, provided the student has fully completed the course and the student is not suspended by the College of Pharmacy and/or the University. These summer remediation opportunities are offered to enable the student to specifically address his/her academic deficiencies without the need to repeat the course(s) in the following academic year and potentially delaying graduation.

Remediating students would register for independent study during a summer session using the same course number and credit hours, securing permission of the instructor and other required individuals, and appropriately executing the required University Independent Study Application form (https://www.findlay.edu/offices/academic/registrar/shared%20documents/independents_tudyapplication.pdf#search=independent%20study%20application). The instructor coordinating the summer session remediation course would typically be the instructor-of-record from the student's previous course attempt. However, faculty whose material was particularly challenging to the student, should be consulted to tailor the summer learning assignments. Whatever grade the student earns in this summer session course becomes the recorded grade for the course (in accordance with University policy), and the student must understand that it is possible to earn a LOWER grade than the one earned previously and failure of a remediation course also counts as one attempt towards the 3 attempt limit for a given required course as outlined in the College of Pharmacy Student Handbook.

The method(s) of remediation will be left to the discretion of the respective instructor-of-record, but identical intended course outcomes must be assessed, albeit perhaps by different methods. In certain cases, it may be appropriate for the student to concentrate on specific areas of weakness, but it is expected that the student will be required to demonstrate sufficient mastery of all aspects of the course (i.e. successful completion of a cumulative final examination or other comprehensive assessments).

Guidelines for Resolving Student Professor Conflicts

At times during the course of a semester, problems, conflicts, and crises may develop between students and instructors. These issues range from questions about course material and problems with grading to suggestions for possible course improvements. The following information presents the guidelines in use by the College of Pharmacy.

SUMMARY - Student-instructor crisis can take several forms.

1. Problems with grading.
2. Questions about course material.
3. Suggestions for course improvements.
4. Problems with instructional format.
5. Personal/Family problems.
6. Personality conflicts between student and instructor.

Guidelines for students to follow when confronted with one of these situations.

DO

1. Seek help as soon as possible.
2. Seek help on an individual basis.
3. Speak with the instructor about the problem, questions, or crisis.
4. Be open to the instructor's point of view.
5. Meet with the course coordinator if you feel that your crisis was not resolved by the instructor.
6. Ask questions in class.
7. Give constructive criticism that will aid instructors in their efforts to help students understand.

DON'T

1. Ignore the situation.
2. Form a lynch mob.
3. Go over the instructor's head until you have sought the help of the instructor without avail.
4. Be hypercritical of the instructor.
5. Expect the instructor to change his/her personality.
6. Wait until the last minute.
7. Rely on others to take care of your problems.

Instructor Evaluation

At the University of Findlay, instructors are evaluated for promotion based on their performance in three areas, teaching, research, and service. Assessment of teaching is conducted in a variety of ways, including:

Student evaluation of lectures for the teaching process (organization of the course or instructor for class), learning outcomes (whether or not students learned or interest was stimulated through the course), and the ability of the instructor to facilitate learning for a

diverse student population Some examples of the type material asked on these evaluations include

- Instructor seems well prepared for lecture,
- Displays a clear understanding of the material
- Has an effective teaching style
- Stresses practical application of the material
- Handout materials are valuable and complement lecture material

Small group discussions are conducted by the Dean of the College of Pharmacy through semester-end discussions with students and professors. Peer assessment is done by a senior faculty member including observation and feedback on classroom performance as well as a review of handout (objectives, clarity, content, and references) and examination material. Honest evaluation of teaching by students is very important to the individual instructor for his/her own development. When you are given a teaching evaluation for an instructor, please assess every characteristic fairly based upon the instructor's performance. When you give written feedback, please include specific suggestions for improvement, not just criticism. This will both aid in instructor improvement and will assure that those deserving recognition receive it.

Career Days

Career Days bring us directly into the intentional job search season. Below are some reminders and tips to students who are seeking either full-time professional positions or part-time, summer, or seasonal opportunities. Keep in mind some basic etiquette and professional standards.

A. **Communication** – coherent, meaningful communication whether written or verbal – from letters to applications to interviews, all tell “on” you or about you. Have someone else proofread written work and practice interviewing with friends or colleagues. Know what you want to learn from the interview and the message you want to share.

B. **Appearance and manners** – create that very lasting, first impression. After that, you can validate the positive, but it is very difficult to overcome the negative. The appearance of correspondence and applications is as important as matching socks and professional dress. Practice your handshake to make it comfortable and sincere as a professional greeting.

C. **Courtesy** – be timely and responsive in all interactions: individualized follow-up letters and thank-you notes. Request any offer to be made as a written offer, even though it may originally be made verbally. Acknowledge, in writing, all offers and conditions of those offers, as you understand them. Meet the employer's deadline or ask early for an extension.

D. Responsibility – accepting a position should come with full consideration of the ethical and professional obligations and responsibilities concomitant with agreeing to an offer of employment or opportunity. If you are feeling pressure from an employer for a decision or if you are uncomfortable with some uncertainty, talk with your advisor or a faculty member BEFORE you accept. After you accept, the employer expects you to come to work! This is a critical decision on your professional career path. In the grand scheme of personal and professional development, those capabilities reflected above are continuing validation of the “outcome abilities” identified by the College of Pharmacy: critical thinking and decision-making, communication, and responsible use of values and ethical principles. From the classroom to the workplace, all factors facilitate your successful pursuit of your professional goals.

Experiential Program Requirements

In order to safeguard the student and patients, and to comply with the demands of institutions and other healthcare practice sites where the student may participate in experiential activities, it is necessary for students to meet a variety of requirements. These can be divided into various areas, including:

- Cardiopulmonary Resuscitation (CPR)
- Criminal Background Checks
- Drug Testing
- Health Insurance
- Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy Compliance Training
- Immunizations
- Intern Permit(s)
- Insurance
- Physical Examination
- Tuberculosis Testing
- Universal Precautions (OSHA Requirements)
- Immunization Certification

Except where otherwise indicated, students must provide official documentation that they meet these requirements prior to the beginning of the semester in which they begin their first professional classes (i.e., the P3 year). For CPR, immunizations and tuberculosis testing it will be necessary to provide official evidence that the materials are

up-to-date no later than May 15th of the P2 year, with the exception of students who transferred in too late to complete the requirement or students required to get a second hepatitis B series. Students in those two situations will have an appropriate due date set to complete the requirements and will work with experiential personnel to minimize their possible exposure to hepatitis B until completion of the immunization series. If students do not do so, they will normally find that their registration in didactic and experiential components of the curriculum will be cancelled (i.e., they will be withdrawn from any courses with an experiential requirement) and they will not be able to participate in any training whatsoever. Failure to comply may delay and/or prevent a student's planned graduation date.

Each of the requirements will be dealt with separately below. Please note, most of these will have an associated cost that will be paid by the student, although some are covered by University fees.

Cardiopulmonary Resuscitation (CPR)

Students are required to have continuous certification as having completed a Healthcare Providers Basic Life Support Course by the American Heart Association. More advanced certification by that organization is also acceptable. Such certification is only good for up to a two-year period. Therefore, students are required to take the course during the first two weeks of May prior to the P3 year and be recertified during the first two weeks of May prior to the P5 year. Transfer students admitted after May 1 of the P2 year will have to take the CPR course within one month of admission and will not be able to participate in experiential until that requirement is completed. In cases where students are delayed in completing the curriculum, they will have to change their recertification schedule to remain current and will likely be required to take one or more additional recertification courses. This requirement cannot be met by completing courses offered by other organizations, such as the American Red Cross or National Safety Council CPR.

P5 students are required to obtain an American Heart Association Advanced Cardiac Life Support certification during the P5 year and are required to keep that certification current throughout the P6 year.

The College of Pharmacy will arrange for these courses to be offered, although students can take them elsewhere.

Criminal Background Checks

The University of Findlay College of Pharmacy requires students to have a background check between March 15 and May 15 before beginning P6 professional year. Failure to submit to this check will prevent entry into that year. This check is necessary because of requirements by experiential sites and accrediting agencies. You may be required to do additional criminal background checks by either the College of Pharmacy or experiential site(s).

You will be required to provide identifying information, and a payment for this service (payment is your responsibility and not of the University of Findlay or College of Pharmacy). The results will be provided to The University of Findlay College of Pharmacy, with a copy remaining in your permanent record. You will also receive your own copy of the report.

A criminal background check must be obtained from Verified Credentials (<http://www.myvci.com/findlay>) during March 15 to May 15 of the P5 year in preparation for advanced experiential rotations. This is different from that required by the State of Ohio for initial licensure. This is done online (<http://www.myvci.com/findlay>), and requires a credit card. The current cost is \$55, which may change without notice. There is an additional charge for non-U.S. citizens.

Drug Testing

It is important to note that individual experiential sites may require testing for students to participate in activities at their location. Student may be required to pay for drug testing; the college will not pay for the cost associated with drug testing. Students are required to comply with these requirements. Experiential assignments will not be changed in order to avoid such requirements.

Health Insurance

Students are required to obtain and maintain health insurance while actively enrolled in the P3-P6 years of the pharmacy program and while completing experiential rotations, patient screenings, and/or service-learning through the College of Pharmacy.

The University of Findlay automatically provides health insurance to undergraduate students. Students in the College of Pharmacy may choose to opt out of this insurance only if they are covered through an outside provider. Health insurance is *not* automatically provided to graduate students (P5 and P6 students), but it is available to them. Graduate students must opt-in to this health care coverage. To opt-in, students must contact the Business Office during open enrollment. Please refer to the Business Office webpage for details regarding student health insurance: (<https://www.findlay.edu/offices/business-affairs/student-accounts/student-forms>).

Students are not required to purchase health insurance through The University. However, all students, including those covered by an outside insurance provider, must be able to provide documentation of coverage.

Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy Compliance Training

HIPAA mandated regulations to protect the privacy of information that is in electronic form. Students are required to satisfactorily complete requirements for this training. The College will provide this training prior to the beginning of obtaining experiential training.

Immunizations

Students are required to have successfully completed immunizations or immunization series, as recommended by the Centers for Disease Control and Prevention, prior to the matriculation in the College of Pharmacy. The following immunizations are required of all students, except in those with documented contraindications (e.g., allergy):

- Diphtheria, Pertussis and Tetanus (Tdap)– please note that the pertussis component was not approved for adults until 2005. Also, this immunization is good for a maximum of ten years. If it has been at least ten years since a previous booster (either Tdap or Diphtheria/Tetanus [Td]), a booster must be obtained. If a booster is due, the student must get a Tdap, unless Tdap has previously been administered. Also, if the student did not complete the primary series for children, they must have a three immunization series with the Tdap for one of the series and diphtheria-tetanus for the other two.
- Hepatitis B, recombinant series, followed 6-8 weeks later by a blood antibody titer. Please note, if the titer is negative, according to CDC recommendations, the entire series and titer must be repeated. This should start immediately and students will automatically receive the necessary extension of the deadline of this requirement, provided they continue to pursue it as scheduled. If this extension is beyond the beginning of the P3 year, it may be necessary to change experiential sites. Also, students who have a negative titer after a second series may have their experiential sites adjusted to help protect them, but students must be aware that if they have negative titers they may be susceptible to the disease and are responsible for taking personal safety precautions.
- Influenza – must receive seasonal influenza vaccine each year in Fall semester. Please note: documentation of this must be provided to Cosiano Health Center by November 15th of each year.
- Measles (except in those individuals born before 1957) – Must have two doses after their first birthday. The second dose must have been received after December 31, 1979.
- Mumps (except in those individuals born before 1957)
- Polio – The student will have received the normal four doses of poliovirus vaccine at 2 months, 4 months, 6-18 months, and 4-6 years, which is adequate, or unvaccinated individuals must receive a three dose series of inactivated poliovirus vaccine with the second dose administered 4-8 weeks after the first dose and the third dose administered 6-12 months after the second dose.
- Rubella (except in those individuals born before 1957) – Immunization must have occurred after the student was 15 months of age.
- Varicella – Requires documentation of two doses, at least 4 weeks apart

In the cases of each of these, exceptions are allowed for physician-diagnosed illness, with record including month and year (except rubella) or a report of an immune titer sufficient to provide immunity. Immunizations may be delayed due to pregnancy.

In some cases, additional immunizations may be required for specific experiential sites (e.g., hepatitis A, smallpox, anthrax, malaria, meningococcal).

It is necessary for you to obtain information regarding the immunizations you currently have received. If you do not already have some of this information, your parents/guardian may have some information that may be of help. However, you need to get the official information from a physician, hospital, medical clinic or other healthcare facility. Your health care provider (not you) should record the information on the form approved by the Cosiano Health Center (available through the College of Pharmacy) and submit it with the official documentation to the Cosiano Health Center. They will be collating the data and letting us know what students have not met the requirements.

Students not meeting immunization requirements are not eligible for progression to the P3 year without approval of the Student Affairs Committee. Deadlines are automatically extended by an appropriate length of time for transfer students admitted with insufficient time to complete these requirements prior to the P3 year, but this is overseen by the Assistant/Associate Dean of Internal Affairs, or his/her designee, who must be shown progress in this area. Also, it may be necessary to change experiential sites, depending on the site immunization requirements until immunizations are completed.

If you find that you need to have some immunizations, the Cosiano Health Center can provide them, which may result in substantial savings to the student. Also, please realize that you may be able to get immunizations for little or no cost through your physician (i.e., paid for by your insurance) or possibly health departments where you live. You certainly should investigate what will be best for you.

Intern License(s)/Permit(s)

Students are required to obtain pharmacy intern license as soon as possible in the State of Ohio (application must be within the first month of the P3 year) and any other states in which they may be active in a pharmacy practice situation. In the latter situation, some states may have other requirements for practice, such as having a technician certificate. Normally, this will be at the beginning of the first professional year, however, some states have other requirements, such as waiting until after the first professional year. Students will not be eligible to receive their Certificate of Enrollment for their Intern License until after they have completed all of the P2 requirements that must be fulfilled prior to the P3 year. It is important to complete these requirements by their assigned due dates at the end of the P2 semester, so that the Intern License may be obtained soon after the end of the semester. That will allow introductory experiences to be completed during the summer prior to the P3 year and avoid any delay in processing of the license during the P3 fall semester. The College of Pharmacy will provide information to the State of Ohio at appropriate times showing that you are a continuing student. The College will verify your Ohio permit via the Ohio State Board of Pharmacy website prior to you obtaining your experience. In addition, students obtaining experience outside of Ohio must submit to the College copies of intern license(s)/permit(s) from the appropriate government agencies. Please note, all

students must have a State of Ohio intern license, even if they do not ever plan to practice in the state. Failure to obtain an Intern License prior to or within the first few weeks of classes can result in failure of PHAR 391.

Malpractice Insurance

All students who will be enrolled in practical experience programs are required to have malpractice insurance. This coverage is provided by The University of Findlay for all full time pharmacy students. In addition, an individual student professional liability insurance policy is purchased through the College of Pharmacy. Students will have to fill out an enrollment form for this policy.

Physical Examinations

A physical examination is required during the period of March 1 to April 15 prior to the beginning of advanced clinical experiences. The record of this exam must be given to the Cosiano Health Center. Specific clinical sites may also require separate examinations. Students must comply with their requirements.

Tuberculosis Testing

Students are required to be tested at least annually for tuberculosis, starting during the spring prior to their first professional year. This must be done during the period of March 1 to April 15. This is normally accomplished using a two-step tuberculin skin test (not the Tine test), but may be satisfied by a test performed using the QuantiFERON-TB Gold Test. Students with a previous positive to either of these tests, including those who have received the BCG vaccine, will be required to have a chest x-ray or QuantiFERON-TB Gold Test, as recommended by the Centers for Disease Control and Prevention (<http://www.cdc.gov>). Students exposed to a known tuberculosis patient may be required to be tested more frequently. Also, individual practice sites may have more stringent requirements, which must be met.

Compliance with this requirement will be monitored by the Cosiano Health Center. Students can either get the test there during the scheduled timeframe or may submit medical documentation that they received such a test and the results during that timeframe.

Universal Precautions

Students are required to obtain College-approved training in Universal Precautions for prevention of infectious disease transmission. Students will receive this training during the P3 year and must satisfactorily complete the requirements for certification in that subject.

Immunization Certification

Students are required to obtain College of Pharmacy approved immunization training prior to giving any immunizations.

Withdrawal from Experiential Courses

A student who wishes to withdraw from an experiential course (i.e. PHAR 391, 392, 491, 492, 591, 592, 7XX) after the beginning of the course must appeal to the instructor of record. The student's appeal will be approved if the student has not met the course prerequisites, is encountering abuse or harassment at the experiential-learning site, has had or has adopted a child, has to care for an ill family member and/or has developed a serious health condition. In any of these confirmed cases, the student's appeal will be approved and he/she will receive a non-punitive "W" on his/her official transcript. A student whose appeal has been denied will receive the grade he/she earns for the course. If a student discontinues his/her work in an experiential course without approval of the instructor of record, he/she will automatically receive a failing grade for the course.

Students wishing to withdraw from an experiential course should refer to the experiential handbook for detailed information on how to do so.

Student Complaints

Student complaints about any aspect of the College's programs should be discussed with the Assistant/Associate Dean for Internal Affairs. Any student complaint filed in writing will be promptly responded to by the College. Processes are in place through the College committee structure to review and act upon complaints.

There are standing committees that may be applicable, the Curriculum Committee, The Pharmacy Student Affairs Committee and the Pharmacy Faculty Affairs Committee. The Curriculum Committee and the Pharmacy Student Affairs Committee each have a student member. The Assistant/Associate Dean for Internal Affairs can advise students on the appropriate procedures to follow in resolving complaints related to the above committees or complaints that do not specifically fall under the responsibilities of the committees listed above. The Assistant/Associate Dean can also explain the appeal processes that are associated with decisions that are made with respect to student complaints.

Students having a complaint regarding College compliance with accreditation requirements should follow the procedure found in the Introduction.

Activities and Organizations

Whenever possible, students are encouraged to develop some outside interest or activity in addition to academic study. A well-balanced college career includes extracurricular involvement as well as classroom and laboratory work. Students have

opportunities to join social and honorary fraternities, sororities and clubs; participate in intercollegiate and recreational sports; the Findlay Bands and Musical Organizations; and a number of honorary societies. Both men and women students engage in the social activities centered in the Alumni Memorial Union, participate in broadcasting over Findlay Stations, take part in the University Theatre, do staff work and writing for student publications, and enter into all the various extracurricular affairs of the campus. Examples of organizations within the College of Pharmacy that are available or might be founded are:

- **American Pharmaceutical Association, Academy of Students of Pharmacy (ASP)** is the student branch of the American Pharmaceutical Association. It provides an opportunity for students to become involved with pharmacy on a national level.
- **Alpha Zeta Omega** is a pharmaceutical Fraternity composed of Pharmacists and Undergraduates in Pharmacy, selected on the basis of character, fellowship, and scholarship. The objectives of the Fraternity are to promote the profession of Pharmacy; to develop high standards of Scholarship; to inculcate a spirit of Fellowship amongst its members; to bring together a body of men and women who, by the diligent maintenance of ethical ideals and faithful service, have proven a credit to their chosen profession; to honor achievement in others; to commend all worthy deeds; to build within our Fraternity a triangle composed of three supporting sides which are peace, friendship, and brotherly love.
- **Kappa Epsilon** is a national professional fraternity. Members are chosen based on scholarship, character, and leadership. The object and purpose of this professional fraternity is to promote women in pharmacy and to foster professional consciousness. Membership provides opportunities for leadership development, community service, and fellowship.
- **National Community Pharmacists Association** is an organization for individuals interested in future practice in community pharmacy.
- **Pharmacy Student Leadership Council.** The Pharmacy Student Leadership Council (PSLC) serves as a communication resource between students and the faculty. It consists of one representative from the P1 and P2 class, as well as P3, P4 and P5 student representatives from each College of Pharmacy faculty committee, and one representative from each student organization within the College.
- **Phi Delta Chi** is America's first professional fraternity in pharmacy. It is a co-ed fraternity and annually pledges both men and women who either are 2nd year pre-pharmacy students or enrolled in the College of Pharmacy. Phi Delta Chi, a lifelong experience, promotes scholastic, professional, and social growth in its Brothers. We strive to provide quality service to our patients, thereby advancing public health and strengthening ourselves as health professionals. Phi Delta Chi encourages Brothers to develop as leaders, as excellent pharmacists, and as

well-rounded citizens. Excellent pharmacists are the most important product of Phi Delta Chi.

- **Rho Chi** is a national honorary pharmaceutical society. Eligibility for membership is limited to upper class professional and graduate students in pharmacy and is based on high attainment in scholarship, character, personality, and leadership - being limited to a maximum of 20% of each class. The initiation banquet for new members is held annually in the fall, while each spring Rho Chi sponsors an honors convocation to recognize scholastic achievement among all classes of pharmacy.
- **Student College of Clinical Pharmacy (SCCP)** – SCCP is a student chapter of the American College of Clinical Pharmacy (ACCP). The ACCP's purpose is to advance human health by extending the frontiers of clinical pharmacy. The mission of SCCP is to orient students to the practice of clinical pharmacy by: providing information to students about careers and opportunities within the field of clinical pharmacy, promoting dedication to excellence in patient care, research, and education, encouraging skill development necessary to function within an interdisciplinary team, advocating the role of clinical pharmacists within healthcare, and encouraging participation in the American College of Clinical Pharmacy at the national level and/or the local/regional chapters.
- **Student National Pharmaceutical Association (SNPhA)**. The Findlay student chapter of the National Pharmaceutical Association (SNPhA) extends membership to all undergraduate and graduate students enrolled in pharmacy programs. Its main objectives are to provide mechanisms by which minority pharmacy students may participate in shaping their professional curricula; to develop within minority communities, a positive image of black, Latino, and other minority health professionals; and, to inform pharmacy students of opportunities and obligations as future health care professionals. To attain its purposes and objectives, SNPhA develops, conducts, and coordinates programs that provide services, research, and training in areas directly affecting the health care or minority population.
- **Student Society of Health-System Pharmacists**. This organization provides an opportunity for students to become knowledgeable about providing pharmaceutical care in hospitals and other institutions. In addition, students have the opportunity to observe pharmacy practice in an organized health care setting. Membership and participation in the Ohio Society of Hospital Pharmacists and the American Society of Health-System Pharmacists is encouraged both as a student and upon graduation.

Financial Assistance

All financial aid for students at Findlay is processed through the Division of Financial Aid, located in Morey Hall. Most types of aid are based upon financial need and satisfactory academic progress.

Library

Opened in 1968, Shafer Library contains more than 130,000 volumes and more than 1,000 current periodical subscriptions. The library has been a selective depository for U. S. government documents since 1969.

An online catalog system allows quick access to books, videos and other materials in Shafer Library as well as those in more than 80 other academic institutions statewide through both the OPAL and OhioLINK consortiums. Students can request and renew items by computer from any location.

More than 7,000 journals and approximately 100 research databases are also available on the Web. These include periodical indexes (some with full text articles), dictionaries, encyclopedias, directories, statistical sources, selected literary texts, photos, e-books, newspaper articles and more.

Within Shafer Library, students may relax, study in groups or watch TV in Guyer Lounge. Food and beverages are permitted in this area.

All students at The University of Findlay use the library and pharmacy students will also. During the first two years of the program, training in the use of the library facilities will be the responsibility of the various science and general education courses taught on campus. At the beginning of the third year, pharmacy focused training will begin in the course, Introduction to Pharmacy I. Use of drug information sources will be required in all subsequent courses, most especially the organ system based courses of the fourth and fifth years. The use of technology is so ingrained in the experience of students at The University of Findlay that even after they leave campus for clerkships, they will be comfortable with accessing information sources over the web.

Safety Information

Emergency Numbers

Campus Security 419-434-4601

Emergency 419-434-4799 or 911

Harassment Hotline 419-434-6777

Personal Safety & Crime Prevention

Personal safety is increased by following common sense guidelines which limit or reduce the possibility of becoming a victim of crime. Ninety percent of campus crimes are crimes of opportunity.

In on-campus housing facilities:

1. Always lock the door to your room—day and night.
2. Don't let strangers, or someone with whom you are not well acquainted, into the building or your room.
3. Don't lend your keys to anyone.
4. Don't prop open the exterior doors of the residence halls. They are locked for your safety.
5. Engrave your valuable possessions with identifying information or leave things of great monetary or sentimental value at home.
6. Don't leave your books, backpack or purse unattended.
7. Know where to find residence life staff, phones or other safe areas.
8. Report any suspicious person or activity to residence life staff or campus Security.

If you are a victim of crime, call campus Security immediately. They can assist you.

On campus and other places:

1. At all times, be aware of your surroundings and of people approaching or following you.
2. Don't go out at night alone. Always go with a friend, a group or call for a campus escort (x4799).
3. Use well-lit, public walkways. Avoid shortcuts that take you through dark or secluded places.
4. Know the locations of campus and public telephones.
5. Always lock your bike to a secure object. A U-shaped lock is best.
6. Always lock your car and keep valuables out of sight.
7. Never leave your keys or your purse/wallet in your car while it is unattended, even for a few moments.
8. Never hitchhike, pick up hitchhikers or ride alone with someone you do not know well.
9. Never drink and drive or ride with someone who has been drinking.

10. Report suspicious or criminal activity to campus Security. If you are off campus, call the local police.
11. If you are a victim of a crime, call campus Security immediately, or if off campus, call the local police.

Tornado Warning

- Siren is sounding or tornado is visually observed:
 1. Go to an interior hallway on a lower floor, preferably a basement, and sit down.
 2. Please close residence hall doors on your way out of the room. Take your room key with you.
 3. Stay away from windows and doors.
 4. Avoid auditoriums with large, unsupported roof areas and high walls.
 5. Take cover under heavy furniture in the center of the building if there is no basement.
 6. Cover head with available cushioning or with arms.
 7. If caught out in the open far from a building, lie in a ditch or ravine.
 8. Remain in shelter or safe area until all clear sirens are sounded.

Medical Emergency

1. Check the scene. Do not place yourself in a life-threatening situation.
2. Call x4799 (campus Security). Give description and location of incident.
3. If you are trained in CPR and/or first aid, assess the need for assistance and act if needed.

Fire Safety Rules

- If fire or smoke is observed:
 1. Sound alarm by using the fire alarm pull station.
 2. Security will respond to the building once the alarm is sounding.
 3. Calmly and safely evacuate the building.
 4. Do not use elevators—use stairways only.

5. If you are trained to use a portable extinguisher on small fires, attempt to extinguish the fire.
 6. Never re-enter a burning building for any reason. Security and/or the Fire Department will announce when the building is safe to enter.
- If the fire alarm is activated:
 1. Calmly and safely evacuate the building.
 2. Take your room key with you, and close all doors between you and the fire.
 3. Know two ways out of the building.
 4. Do not use elevators—use stairways only.
 5. If you can't get out because of heat and/or smoke, stay in your room and wait for rescue. Hang a sheet or blanket out of the window to show the Fire Department you need help.
 6. Once outside, go to a pre-designated assembly point and stay there until instructed to enter the building.
 7. Security will respond and inspect the evacuated building for signs of smoke and/or fire.
 8. Do not re-enter the building until the alarm is silenced by Security.

Crime in Progress

- Make a report:
 1. Call 911 (local police).
 2. Give description and location of incident.

Hazardous Materials

- Leak or spill:
 1. Evacuate to a safe distance.
 2. Call x4799 (campus Security). Give description and location of material.
 3. Prevent access to area until response team arrives.
 4. Seek medical attention if necessary.

5. Do not return to area until given clearance by campus Security or response team supervisor.

Utility Emergencies

- Gas leak, flooding, power failure, elevator failure, etc.:
 1. Call x4799 (campus Security). Give description and location of incident.
 2. Security will inspect the problem, evacuate the area if needed and inform maintenance or emergency personnel if needed.

Other Policies and Procedures

Attendance Policy

Students in the P3, P4, and P5 year are required to attend all classes throughout the semester. As students in a professional program, regular attendance is expected at all times. Unexcused absences may impact a student's assessment grade and/or overall course grade.

Faculty should use Starfish to notify students, advisors and coaches, among others, of poor attendance. Attendance policies and expectations will also be clearly stipulated in the course syllabus.

Common Testing Conflicts

Students in the P3, P4, and P5 year should not schedule non-PHAR courses that conflict with the common testing time assigned to required PHAR courses for which they are registered. Exceptions may be considered for students who are pursuing a dual degree or who are on an alternate degree plan and for whom a required course in their alternate degree path is only offered during or overlaps with the common testing time. Students requesting an exception should submit a letter detailing the request, including rationale, along with a statement of support from their pharmacy advisor to the Assistant/Associate Dean of Internal Affairs at the time of registration when a conflict has been identified, but no later than the last day to add a course for that semester. The Assistant/Associate Dean of Internal Affairs will review the request with the student's advisor and the instructor(s) of record involved and will determine whether the exception will be granted or denied. If an exception is granted, the student will be permitted to register for a non-PHAR course that conflicts with the common testing time and will be required to make arrangements with the instructor(s) of record for PHAR courses to reschedule assessments. A schedule for planned assessments should be established during the first week of classes. Assessments should be rescheduled as soon as possible following the missed assessment, preferably in the University of Findlay's Testing Center.

Service Project

Students are required to perform a service project prior to starting their P3 (first professional) year. There are some rules that you must keep in mind when proposing the project. They are:

- You must do something to give to the community
- The project(s) should usually take approximately 30 hours to accomplish (more is fine).
- You must be an active participant. Just going to observe something is not acceptable (e.g., job shadowing).
- Working in a pharmacy (even for no money) or doing research does not count.
- Projects supported by the Office of Service & Community Engagement (<https://www.findlay.edu/offices/student-affairs/buford-center-diversity-service/service-community-engagement/efault.htm>) are acceptable and you are encouraged to work with them to accomplish a project.
- You must have a supervisor in this project to oversee the project and to verify your participation, including the number of hours. This supervisor cannot be a family member, friend, friend of the family or anyone else with a potential conflict of interest.

This project must be submitted on the appropriate approval form. Continued community service is expected in the P3, P4, and P5 years with related activities coordinated by the experiential program as service learning in PHAR 350, 351, 491, 492, 591 and 592, with a minimum of 24 hours completed by each student prior to the P6 year.

Computer Requirement

The UF College of Pharmacy Faculty requires students to have a PC or Mac notebook or tablet computer that has the current version of Microsoft Office (e.g., Word, Excel, PowerPoint, Access) installed on it. The computer/ tablet must be capable of running at least 2-3 hours on a battery charge and be able to access the wireless computer network on campus. It must have a functioning microphone and camera that allows you to see the person at the computer/ tablet. The College does not require any specific manufacturer's product but must meet the most up to date ExamSoft and University requirements. As found at:

- <https://examsoft.com/dotnet/documents/sitehelp/minspecs.aspx>
- <https://helpdesk.findlay.edu/support/solutions/articles/5000632793-student-computer-recommendations-and-requirements>

Leave of Absence

A leave of absence is defined as a pre-approved leave from the College of Pharmacy that interrupts a student's course of academic and/or clinical study for a defined period of time. The amount of leave time granted depends largely on the personal needs of the student and the timing of the withdrawal within the academic program. Leaves of

absence usually are for only one (1) semester and generally do not exceed one (1) academic year. Circumstances necessitating a leave of absence may include, but are not limited to, short or long-term personal illness, military training or obligations, jury duty, maternity/paternity and infant care, and serious illness or death of an immediate family member.

A student requesting a leave of absence for any reason during or at the end of an academic year must adhere to the following general procedure:

1. The student must meet personally with their advisor and the Assistant/Associate Dean for Internal Affairs or his/her designee to discuss the reason for the leave and its effects on his or her academic progress and any other considerations (e.g. tuition, readmission). A mutual decision is reached after careful consideration is given to personal and professional circumstances.
2. The student must then petition the College of Pharmacy Student Affairs Committee (SAC) in writing. The petition must include the time frame expected, the reason(s) and supporting documents, and that it has been discussed with the student's advisor and Assistant/Associate Dean for Internal Affairs or his/her designee.
3. The SAC's determination, along with any stipulations, will be made as a recommendation to the Dean of the College of Pharmacy who will make the final decision whether to endorse (approve) the Committee's decision.
4. The student will be sent an official letter to the student regarding the decision. If the leave of absence is approved, a copy of this letter will be sent to the affected administrative offices within the University.

Provided that the leave is approved, the official start and end dates of the leave of absence will be determined by the SAC. Any tuition adjustments will be in accordance with the University's withdrawal policy. Any requested changes in the terms of the leave of absence should be relayed to the Assistant/Associate Dean for Internal Affairs or his/her designee as soon as possible, but are subject to approval by the SAC and the Dean of the College of Pharmacy.

Students must contact the Assistant/Associate Dean for Internal Affairs or his/her designee at least 4 weeks prior to the expiration of a leave of absence to coordinate their reentry into the program. If a student does not return at the end of the approved leave or comply with any stipulations in the leave of absence, they will be considered to have withdrawn from the College of Pharmacy and must apply for readmission and comply with readmission rules.

Military Leave

The University of Findlay College of Pharmacy is committed to supporting students called to active military duty. Students called to such duty will be considered on military leave.

Students called to active duty should immediately notify the Assistant/Associate Dean for Internal Affairs or his/her designee and provide all their pertinent call-up papers. Depending on at what point in the curriculum the military leave affects, the course coordinators may offer to make special arrangements for the completion of coursework or the student may need to retake courses upon return.

Students returning to the University from active duty will be eligible for reinstatement as a full-time student once they have notified the Assistant/Associate Dean for Internal Affairs or his/her designee and have supplied any pertinent military papers requested. Every effort will be made to allow a student returning to the College to be reinstated as closely as possible to his/her previous point of progress. Any tuition or fee adjustments will be made in accordance with University policy.

Eating and Smoking in Buildings

In accordance with University regulations, drinking of beverages, eating of food, or smoking is not permitted at any time in the classrooms or laboratories.

Student Housing During the P6 Year

The University of Findlay College of Pharmacy does not provide housing for students during their P6 year.

Assistance for Non-native English Speakers

The College of Pharmacy has arranged assistance for students whose native language is not English. Advanced communication and comprehension skills are required in a rigorous science-based curriculum such as Pharmacy. Each student must meet in person with his or her faculty adviser at least two times during the first academic year. As part of this meeting, the faculty advisor will assess the student's communication and comprehension skills. If concern is expressed by the student's advisor, or any University or College faculty member, regarding a student's communication or comprehension skills, then the student will be required to set up an appointment for an assessment of communication skills, as outlined in the paragraph below. The student will be required to follow any remedial recommendations made by the Intensive English Language Program (IELP).

For assistance with your communication skills in English (speaking and/or listening), please contact **Erin Knoche Laverick**, Assistant Director of the Intensive English Language Program (IELP) at Ext. 4831 [(419)434-4831] or knoche@findlay.edu. You will need to set up an appointment, so she can assess your communication skills and decide whether you would benefit from taking English language classes. This assessment will consist of an interview and brief listening activity. It will only take 30 minutes of your time.

The IELP offers several classes that can help you improve your speaking and listening skills. These courses include:

American Culture and Conversation: This one credit course is designed to introduce students to American culture and conversation by matching them with American partners. Students practice their conversational skills and develop a greater understanding of American culture. Documented meetings with one's partner and a final project are required. This course may be repeated for a total of three semester hours and is graded S/U.

Pronunciation Workshop: This one credit course is designed for students who want to do more intensive work on their pronunciation of English. It provides in-depth practice with sounds, rhythms, and intonation patterns of the language. Class meets one hour weekly and is graded S/U.

Communication Skills for Non-native Speakers of English: This course offers general education credit (foreign language) and is designed for high-advanced students to develop communication skills for academic presentations and in-class discussions. Guidelines for organizing and developing various types of speeches are presented and practiced.

Advanced Listening for Specific Purposes: This course is designed for high-advanced students. Students are exposed to typical, field-specific lectures in order to learn appropriate note-taking strategies as well as questioning and summarizing techniques. Attending University-sponsored presentations and using a variety of authentic materials is also included.

Non-Pharmacy Students Registering for Pharmacy Classes

If non-pharmacy students, including former pharmacy students, wish to register for PHAR classes, they must have the approval of the Dean of the College of Pharmacy or his/her designee. If such permission is granted, the Dean or his/her designee will inform the UF Business Office and all pharmacy faculty. Those students who are registered for 12-18 credit hours of any courses at the University will have a tuition surcharge equal to 1 credit hour of pharmacy tuition. Those students who are taking less than 12 or greater than 18 credit hours of any courses at the University that semester will be charged the same as a part-time pharmacy student for the PHAR class.

Bloodborne Pathogens Exposure Procedure

Background:

Bloodborne pathogens are infectious microorganisms present in blood that can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV), hepatitis C virus (HCV), and human immunodeficiency virus (HIV), the virus that causes AIDS. Student and Health Care Providers (HCP) exposed to bloodborne pathogens are at risk for serious or life-threatening illnesses. All healthcare providers and students should use appropriate practices for handling and disposing of

contaminated sharps or specimens. In the event an exposure does occur, the following should be followed.

Purpose:

To establish a clear set of directives in the event a student or faculty/staff member is exposed to a possible bloodborne pathogen (BBP) and to provide the proper precautions and steps to be carried out if exposure to any BBP occurs to any student or faculty/staff member.

Procedure:

1. Treat Exposure Site
 - a. The student or faculty/staff member should take immediate action to clean the affected area following any needle stick, injury, or other incident that causes the student or faculty/staff member to be exposed to a source patient's blood or other body fluid.
 - i. Skin exposures
 1. The area should be washed thoroughly with soap and water
 2. Wounds or punctures may be cleaned with an antiseptic such as an alcohol-based hand hygiene agent
 - ii. Mucosal surfaces (mouth, nose and eye exposure)
 1. These areas should be flushed with large amounts of water or normal saline for at least 10 minutes
 - b. Follow the site's policy, if applicable, to obtain care as soon as possible
 - i. Employee or student to seek medical attention within the first hour of exposure to a potential BBP
2. Report and Document Exposure
 - a. Students should inform their clinic supervisor/preceptor of the incident immediately. The supervisor should then report to the department chair and to Cosiano Health Center. Faculty, staff, and students may seek care with their personal healthcare provider or with Cosiano Health Center on campus.
 - b. Source to complete the "Source Individual Consent Form"
 - i. This can be performed by clinic supervisor or another qualified HCP
 - c. Source to have testing at site (if hospital) or other medical facility agreed upon
 - d. The following information should be documented regarding the recipient and incident using the "Bloodborne Pathogen Exposure Documentation" form:
 - i. Date and time of exposure

- ii. Details of the procedure being performed, including where and how the procedure was performed
 - iii. Details of the exposure, including the type and amount of fluid or material and the severity of the exposure
 - iv. Details about the infection status of the source (i.e. HIV positive, hepatitis B, hepatitis C or unknown.
 - A note should also state if the source status is unknown
 - v. Details about the recipient's health including: hepatitis B vaccination response status, medical conditions, allergies, pregnancy or breastfeeding etc.
 - e. Faculty /Staff must provide documentation of any counseling, post-exposure management and follow-up to Cosiano Health Center.
3. Determine Need for Post exposure Prophylaxis (PEP)
- This will be determined by your medical provider as he or she will have the most up-to-date information regarding the following:
- a. The need for PEP is determined by the type of injury and the status of the recipient
 - i. Type of exposure
 - 1. Percutaneous injury
 - 2. Mucous membrane exposure
 - 3. Non-intact skin exposure
 - 4. Bites resulting in blood exposure to either person involved
 - ii. Type and amount of fluid/tissue
 - 1. Blood
 - 2. Fluids containing blood
 - 3. Potentially infectious fluid or tissue (semen; vaginal secretions; and cerebrospinal, synovial, pleural, peritoneal, pericardial, and amniotic fluids)
 - 4. Direct contact with concentrated virus
 - iii. Infectious status of source
 - 1. Presence of HBsAg
 - 2. Presence of HCV antibody
 - 3. Presence of HIV antibody
 - 4. In the instance of an unknown source, evaluate the likelihood of exposure to a source at high risk for infection. Collect information about where and under what circumstances the exposure occurred to be assessed epidemiologically for the likelihood of transmission of HBV, HCV, or HIV.
 - iv. Susceptibility of exposed person

1. Hepatitis B vaccine and vaccine response status
 2. HBV, HCV, and HIV immune status
- v. If any party is unsure whether to start PEP or not, they may call the PEpline for up-to –the-minute advice on managing occupational exposures to bloodborne pathogens at 888-448-4911 or visit <https://nccc.ucsf.edu/clinician-consultation/pep-post-exposure-prophylaxis/>.
- b. According to the CDC, HBIG, hepatitis B vaccine and HIV PEP are most likely to be effective if administered as soon after the exposure as possible.
- i. HBIG – within 24 hours
 - ii. HBV vaccine – within 24 hours
 1. Can be administered simultaneously with HBIG at different site
 - iii. HIV PEP
 1. Start PEP medication regimens as soon as possible after occupational exposure to HIV and continue them for a 4-week duration.
 2. Animal studies suggest that PEP is less effective when started more than 72 hours after exposure; however, the interval after which no benefit is gained from PEP in humans is undefined. Therefore, PEP should be started even if the interval since exposure exceeds 72 hours.
 3. Exact regimens and recommendations for disease- specific PEP management should be provided by the CDC and are available at <https://npin.cdc.gov/publication/updated-us-public-health-service-guidelines-management-occupational-exposures-human>
4. Financial Responsibility
- a. When a student is exposed to a potentially infectious agent during the course of regular educational activities for the University, the University will not be responsible for costs incurred by the student for treatment and follow-up of this exposure.
 - b. The “source” testing will be paid for by the college.
 - c. Any personal financial obligation incurred by an exposure is the student’s responsibility.

Please refer to the most current information located on the Center for Disease Control and Prevention website: <http://www.cdc.gov/niosh/topics/bbp/guidelines.html>.

Resources:

CDC. Updated U.S. Public Health Service Guidelines for the Management of Occupational Exposures to HBV, HCV, and HIV and Recommendations for Postexposure Prophylaxis. MMWR: Recommendations and Reports; June 29, 2001 / 50(RR11);1-42.

CDC. Updated U.S. Public Health Service Guidelines for the Management of Occupational Exposures to HIV and Recommendations for Postexposure Prophylaxis. 2013. Available from: <https://npin.cdc.gov/publication/updated-us-public-health-service-guidelines-management-occupational-exposures-human>.

Source Individual's Consent Form
HIV, HBV, and HCV Testing
The University of Findlay – College of Pharmacy

The "Source Individual" is the person whose blood or body fluids were exposed to the healthcare provider/student.

Source Individual's Information

Name (please print): _____

Address: _____

Telephone Number: _____

Exposure Date: _____

Source Individual's Statement of Understanding

I understand that employers/sites are required by law to attempt to obtain consent for HIV, HBV, and HCV testing each time an employee or student is exposed to the blood or bodily fluids of any individual. I understand that a University of Findlay employee or student has been accidentally exposed to my blood or bodily fluids and that testing for HIV, HBV, and HCV is requested. I am not required to give my consent, but in doing so I am allowing the healthcare provider to receive proper preventative care. I recognize my blood will be tested for these viruses at no expense to me.

I understand that the results of these tests will be kept confidential and will only be released to medical personnel directly responsible for my care and treatment, to the exposed healthcare provider for his or her medical benefit only, and to others only as required by law.

Please INITIAL next to the appropriate line:

I hereby consent to:

HIV Testing _____

HBV Testing _____

HCV Testing _____

I hereby refuse consent to:

HIV Testing _____

HBV Testing _____

HCV Testing _____

Source Individual's signature: _____

Legal guardian name (please print): _____

If source is under 18 years of age

Legal guardian signature: _____

If source is under 18 years of age

Date: _____

Name of Medical Facility/ER where the source individual will receive testing:

Contact information of testing site: _____

Bloodborne Pathogen Exposure Documentation
The University of Findlay – College of Pharmacy

The recipient is the employee or student exposed to a potential bloodborne pathogen. The source is the person whose blood or body fluids were exposed to the healthcare provider/student.

Recipient Information

Name: _____

UF Department or Program: _____

Recipient Health Information

Hepatitis B vaccination response status: _____

Current medical conditions: _____

Allergies: _____

Incident Information

Date of Exposure: _____

Time of Exposure _____

Detail of procedure being performed at the time of exposure (including where and how the procedure was performed) _____

Type (blood, plasma, etc) and amount (in mL) of fluid or material exposed: _____

Area exposed (skin, eyes, mucosal, etc.): _____

Severity of exposure: _____

Provide a brief description what occurred: _____

Treatment Information

• For Skin Exposure:

Was the site thoroughly washed with soap and water? Circle one: Yes / No

Were wounds and punctures cleaned with an antiseptic agent? Circle one: Yes / No

• For Mucosal Exposure:

Was the site flushed with water for at least 10 minutes? Circle one: Yes / No

• Did the recipient receive medical attention within the first hour of exposure?

Circle one: Yes / No

If no, please describe why not and when medical attention was obtained and where it was obtained

Testing

Did the source know details of their infection status (HIV, HCV, HBV)? Circle one: Yes / No

If yes, what was the status? _____

Was the source asked for testing? Circle one: Yes / No

If so, did they consent to testing? Circle one: Yes / No

If not, why was the source not asked for testing? _____

Where did the source individual seek medical attention? _____

Exposed/injured Individual's signature: _____ Date: _____

UF Supervisor's signature: _____ Date: _____

Social Media Policy for The University of Findlay College of Pharmacy Students

The following are guidelines for The University of Findlay College of Pharmacy students who participate in social media. Social media includes personal blogs and other websites, including Facebook, LinkedIn, Twitter, YouTube, Google+, Yik Yak or others. These guidelines apply whether students are posting to their own sites or commenting on other sites:

1. Follow all applicable University policies. For example, you must not share confidential or proprietary information about the University or experiential sites and you must maintain patient privacy.
2. Where your connection to The University of Findlay or an experiential site is apparent, make it clear that you are speaking for yourself and not on behalf of the University or experiential site. In those circumstances, you should include this disclaimer: "The views expressed on this [blog; website] are my own and do not reflect the views of _____." Consider adding this language in an "About me" section of your blog or social media profile.
3. If you identify your affiliation to The University of Findlay, your social media activities should be consistent with The University's high standards of professional conduct.
4. If you communicate in the public internet about The University of Findlay or University-related matters, you must disclose your connection with The University and your role as a student.
5. Be professional, use good judgment and be accurate and honest in your communications; errors, omissions, unprofessional language or behavior, or unlawful acts reflect poorly on you and The University, and may result in liability for you or The University. Be respectful and professional to fellow employees, business partners, competitors and patients.
6. Ensure that your social media activity does not interfere with your commitments as a student.
7. The University of Findlay strongly discourages associating with patients on social media websites. Students in patient care roles generally should not initiate or accept friend requests of patients except in unusual circumstances such as the situation where an in-person friendship pre-dates the treatment relationship.
8. In the event that an IPPE or APPE site or the IPPE or APPE manual has a social media policy that is more strict than this policy then that policy must also be followed without exception.
9. Failure to abide by this policy can and likely will result in further disciplinary action by The College or The University as outlined in the Standards of Professional Conduct.

What You Should Do

10. Be smart. Be respectful. Be human.

11. Be authentic. When you post or comment in social media always state your name.
12. Be transparent. State that it is your opinion.
13. Be careful. Protect what personal information you share online.
14. Be responsible and act ethically. When you are at an experiential site your primary responsibility is the work of the experiential site.

What You Should Never Disclose:

15. Confidential information: If you find yourself wondering whether you can talk about something you learned -- don't.
16. Patient information: Do not talk about patients or release patient information.
17. Personnel Information: Do not refer to your co-workers in an abusive or harassing manner.
18. Legal Information: Do not disclose anything to do with a legal issue, legal case, or attorneys.

Tuition Refund Policy

Students who are suspended and/or dismissed from the College of Pharmacy or University, or students who withdraw from courses prior to the end of the semester may be eligible for a tuition refund depending on the timing of the status change. The standard institutional Tuition Refund Policy applies as of the date of the suspension, dismissal, or withdrawal.

Common Testing Environment Policy

This policy applies to large summative assessments, midterms and finals in all required PHAR courses.

Environment/Student Requirements

- Students should be evenly spaced throughout the room with as many empty seats as possible between them if seats are not pre-assigned. If seats are assigned, students must abide by seating/spacing requests.
- Personal items, including bags and purses, should be placed at the front or sides of the room.
- All electronic information devices are prohibited and should be turned off and stored in a bag at the front or sides of the room. These include, but are not limited to: phones, tablets and smart devices, wearable technology/ watches/glasses and calculators.
 - The only exclusion to this rule is the laptop used by each student to take the exam.

- Students must place a privacy screen filter on their laptop or tablet during the exam. Students are responsible for providing their own privacy screen and for bringing it to each exam.
- Students will be permitted to use college-approved, erasable whiteboards or equivalent.
- ExamSoft will provide a clock for timekeeping during exams.
- For exams requiring a calculator, students will be permitted to use the red TI-30X IISR scientific calculator only (the “red” scientific calculators required by CHEM130, which may be purchased in the university’s bookstore). Other personal calculators will not be permitted.
 - In addition, the ExamSoft calculator will be enabled by the course coordinator for all exams requiring a calculator.
- Drinks may be permitted at the discretion of the proctors, but are subject to inspection.
- Leaving the examination room is not permitted except in the event of an emergency.
- Students must not have access to hats of any kind. will not be allowed in the examination room; Hats and other non-essential apparel they must be stored with the student’s bag at the front of the room.
- The proctor must verify each student’s ExamSoft submission (green) screen & before they are dismissed from the room.
- Students are to place their name on and turn-in the scrap paper that was provided prior to being dismissed.
- Any student who has an approved testing accommodation through the Office of Disability Services will be offered the opportunity to take their exam in the Testing Center. It is the student’s responsibility to initiate this process.
- Student questions pertaining to the exam will not be answered by any instructor or proctor during the testing period. A comment box must be enabled by the course coordinator within ExamSoft to allow students to leave feedback and give them the opportunity to leave any concerns they may have about a particular question.
 - Students should be aware that ALL faculty have access to these comments and that comments must be professional in nature.

Exam and Administration: Coordinator/Instructor Expectations

- Individual exam questions and/or answers will be randomized when appropriate.
- Student questions pertaining to the exam will not be answered by any instructor or proctor during the testing period. A comment box must be enabled by the course coordinator within ExamSoft to allow students to leave feedback and give them the opportunity to leave any concerns they may have about a particular question.
 - Faculty are required to read and evaluate these comments prior to adjusting and releasing exam scores.
- Every attempt should be made to return exam scores and feedback to students within 2–3 working days.
- Proctors should be actively supervising the examinees without distractions. Each exam should have a minimum of 2 proctors per room.
- Proctors should ensure student seating is randomly assigned in a timely manner at beginning of the examination period. Students should be evenly spaced throughout the room with as many empty seats as possible between them.
- When writing exam questions, instructors should tag all new questions as "new" for review of categories by the assessment committee.
- All exam content should be uploaded for the exam so that content will be available for student download 24 hours prior to the exam.
- For team-taught courses course coordinators are required to release only the title of the question (not the question or corresponding choices). If there is a consensus among all faculty members in the course, questions and choices may be reviewed with students either individually or as a group. Individual faculty members may reveal what they wish pertaining to their own questions; however, under no circumstances may a coordinator/instructor release/allow students to review other instructors' exam questions without their consent.
- Collection of exam material will be organized by each course coordinator prior to the exam date. It is the responsibility of the coordinator to review exam questions for grammatical and typographical errors.
 - Course coordinators should also ensure that all questions pertaining to cases are grouped accordingly and when possible, the questions on an exam should be grouped by instructor.
 - Course coordinators should ensure that the exam is a reasonable length, and that the timer on ExamSoft is set for 10 minutes less than the next class/section is scheduled to begin.

r.

- i.e.- for 50 minute classes, max exam time is 50 minutes; for 2 hour exams, max exam time is 110 minutes.
- The calculator function within ExamSoft will be enabled during exams that require calculations

Professional Dress

Professional dress may be required in certain courses and for certain Professional Dress Events (PDEs). Courses will designate in the syllabus the times at which professional dress is required. PDEs will be communicated through email, as part of normal course communication, or in the instructions for the event. Failure to adhere to the professional dress code, as determined by the faculty in charge of the event or course, may result in disciplinary action against the student, which may include but is not limited to a penalty to the student's grade or a required meeting with the Assistant/Associate Dean for Internal Affairs and/or Dean of the College of Pharmacy.

Standards of Professional Dress

Men must wear dress pants, dress shoes, dress shirt and necktie. Women are required to wear appropriate dresses of reasonable length (no more than four inches above the knee) or slacks with appropriate blouses and dress shoes. Strapless or backless clothing is not considered professional dress.

Capri pants, yoga pants, shorts of any length, jeans, and T-shirts are not considered professional dress.

Substance Abuse and Drug Testing Policy

Substance abuse is on the rise across the country, and includes healthcare fields such as pharmacy. The abuse of these chemical substances poses a serious threat to the profession as well as to the individual, along with the patients served, and impedes a student's ability to secure and retain intern's and pharmacist's licenses. Such abuse will not be tolerated.

The purpose of this drug-testing policy is:

- To protect the health and welfare of the student by providing a drug-free environment.
- To develop and maintain a screening program designed to act both as a deterrent and as a method of detecting possible substance abuse.
- To provide disciplinary action for any student found to be involved in improper use of drugs.
- To best ensure that students in the College of Pharmacy can meet the requirements for professional and internship licensing and attain their professional goals.

This substance abuse policy is regarded as a preventative measure. The College of Pharmacy requires compliance of all pharmacy students.

The unlawful manufacture, distribution, dispensation, possession, or use of a banned and/or illegal substance, as determined by the College of Pharmacy and indicated in Appendix B, is prohibited by all students in the College of Pharmacy at any time. This includes University and internship premises, and all other sites. Consumption of a legal, non-banned substance to the point of impairment (e.g. alcohol) is prohibited while engaged in College of Pharmacy academic, internship, or professional activities.

This policy applies to students' conduct from the date of matriculation to the date of graduation.

Statement of Rules

All students must review, understand, and agree to the provisions of this policy, including the following:

- 1) No student may:
 - a) Use any substances or drugs of abuse, including drugs banned by any federal or state governmental agency, unless prescribed by a licensed prescriber (see the most current Drugs of Abuse: A DEA Resource Guide and the DEA Controlled Substances List for a listing of these substances).
 - b) Fail to meet the drug testing requirements under this policy.
- 2) No student may unlawfully possess, be under the influence of, or use any drug or other substance identified under this policy as a banned and/or illegal drug or any controlled substance unless prescribed by a licensed prescriber.
- 3) No student shall be knowingly involved in the unlawful use, possession, or distribution of a banned/illegal substance.
- 4) No student shall be involved with academic, internship, or professional activities if their general appearance and conduct indicates the use of a banned and/or illegal substance or intoxicating beverage, unless such substance was prescribed by a licensed prescriber. A reporting of suspected usage is not correlated with guilt, and the individual being reported is believed to be innocent unless evidence determines otherwise. Professional discretion will also be exercised on the part of the reporting party and fraudulent reporting is also subject to review.

Drug Screening

Annual Testing

Any student who has been admitted to the College of Pharmacy may be required to undergo a drug test for the presence of any banned and/or illegal drugs.

Random Testing

The volume and frequency of random screening/testing shall be determined by the College of Pharmacy or The University of Findlay without notice to students.

Randomly selected students of the College of Pharmacy will be drug tested every month of the calendar year. Note that students may be subjected to more than one test per year, since they will be placed back into the pool with the remaining students for the following months.

The appropriate College of Pharmacy or The University of Findlay representative will contact the individual(s) whose university identification numbers were selected for the random testing. The student will report to the testing site within 24 hours to complete the test. All screenings must be sent for confirmation.

Any student failing to cooperate with the procedures described above will be subject to discipline, up to and including suspension and/or permanent dismissal.

Reasonable Suspicion Testing

Whenever the College of Pharmacy or The University of Findlay has reasonable suspicion to believe that the actions, appearance or conduct of a student are indicative of the use of a banned/illegal drug, or a non-banned and legal drug to the point of impairment, while engaged in academic, internship, or professional activities, the student will be required to undergo a test for the presence of such substances at the College of Pharmacy's or The University of Findlay's request.

The conduct or circumstances constituting reasonable suspicion will be determined using some or all of the following criteria:

- Reasonable suspicion may be based on objective information as determined by any College of Pharmacy instructor, administrator, student or staff member, or any individual associated with an internship or other professional placement and deemed reliable by the College of Pharmacy administrators or their designee.
- Reasonable suspicion may include, without limitation,
 - Observed possession or use of substances appearing to be banned and/or illegal drugs.
 - Arrest or conviction for a criminal offense related to the possession or transfer of a prohibited drug or substance.
 - Observed abnormal appearance, conduct or behavior reasonably interpretable as being caused by the use of a prohibited drug or substance or over- consumption of a non-banned/legal drug, and evident during academic, internship, or professional activities.
 - Information provided by a police agency (including a state Board of Pharmacy) indicating that the person is being investigated for controlled substance or other psychoactive drug violations.

- The indicators that may be used in evaluating a student's abnormal appearance, conduct or performance may include but are not limited to:
 - Class attendance
 - Significant GPA changes
 - Class, internship or professional placement attendance
 - Increased frequency of illness(es)
 - Physical appearance changes
 - Academic or professional motivational level
 - Emotional state
 - Mood changes
 - Legal involvement
- If suspected, the College of Pharmacy administration or their designee will notify the student and meet with the student to review the concerns presented. If after discussion with College of Pharmacy administration or their designee that abuse is still a concern, then the student must report to the designated site within 24 hours for testing.

Note: The possession and/or use of illegal substances may be determined by means other than urinalysis (e.g., using on-site saliva testing products or a breathalyzer test to determine alcohol consumption). Any student failing to cooperate with any of the procedures described above will be subject to discipline, up to and including permanent dismissal.

Test Results

Positive Test Results

All confirmed positive test results will be reported to the Assistant/Associate Dean of Internal Affairs (or designee) prior to any decision regarding the results is rendered upon the student. The College of Pharmacy administrator in collaboration with the Student Affairs Committee may determine whether there is a medical necessity for the banned substance, and will in all instances give an affected individual an opportunity to discuss the test result with them. The student will be contacted directly, on a confidential basis, to determine whether the individual wishes to discuss the test result. In particular, all students for whom a positive test is reported will be given the opportunity, prior to the imposition of any adverse action, to explain any medical necessity for the substance indicated in the test.

After the student has been notified of a positive test result, adverse or disciplinary action may be taken without consulting the student IF 1) the College of Pharmacy is not aware or made aware of a documented, legitimate medical need for the student to consume the substance indicated by testing, AND 2) either:

- a) The student expressly declines the opportunity to discuss the test; or
- b) The student has not contacted the College of Pharmacy administration or their designee within five business days after a documented attempt by the College of Pharmacy to contact the student, instructing the student to do so.

Notification of Test Results

Any student required to undergo a drug test will, upon written request, have access to any records related to their drug test and any relevant laboratory certification records.

Any student who tests positive as a result of a drug test will be provided notification of any positive test results, along with the identity of the drug discovered.

A special note regarding Experiential Education:

The college shall receive drug testing results that are required by experiential sites and has permission to share the results of the screening as it relates to placement at that particular site.

The cost of the drug screenings requested by the experiential sites will be at the expense of the student. Students must comply and meet the drug screening policy of the assigned site to progress in the curriculum. Should a student test positive on a drug screen as requested by the site, the student's experiential courses will be on hold or dropped until they have been evaluated by Pharmacists Rehabilitation Organization (PRO) and met recommendations of the medical or psychological treatment specialist. If appropriate, the student will then be placed into the next available experiential opening as deemed appropriate by the chair of experiential education.

Appeal and Reinstatement

- 1) In the event a student chooses to appeal a positive test and the resultant disciplinary actions by the College of Pharmacy and/or the University of Findlay, a written request must be submitted to the appropriate College of Pharmacy administrator or their designee within five (5) business days of the student being notified of a positive test.
- 2) In support of his or her appeal, a student may request a repeat test of the original sample at the approved testing facility at his or her own expense, with the results reported to the College of Pharmacy. If the repeat test indicates that the original test returned erroneous results, the College of Pharmacy shall assume the cost of the repeat test.
- 3) The report of the repeat test will be reviewed by the College of Pharmacy Student Affairs Committee.
- 4) If after hearing an appeal, the committee believes circumstances exist to overturn the apparent violation, the student will be fully reinstated to normal academic, internship, and/or professional activities; otherwise the committee's recommended action shall be rendered upon the student.

Discipline

In the event of a positive drug test result, and/or positive identification of possession of a drug/substance as identified in this policy, and/or substance-related conviction, a student may be subject to the following disciplinary measures.

- 1) Tier 1 Offenses
 - a) Defined as a first positive drug screen, or violation of the Rules (see page 2 of this Policy).
 - b) Consequences:
 1. Evaluation by chemical dependency treatment provider.
 2. Evaluation by the Pharmacists' Rehabilitation Organization (PRO) and compliance with PRO recommendations if recommended by the provider in "i."
 3. Additional random drug screens as assigned by the College of Pharmacy.
 4. Notification to the University.
 5. Notification to the appropriate State Board(s) of Pharmacy in compliance with all applicable state and federal laws.
 6. Restriction from continuing in Experiential Education classes and field based IPPEs and APPEs until cleared to return by the Pharmacists' Rehabilitation Organization (PRO) and compliance with PRO recommendations.
- 2) Tier 2 Offenses
 - a) Defined as a second positive drug screen, or second violation of the Rules (see page 2 of this Policy).
 - b) Consequences
 1. All Tier 1 consequences.
 2. Suspension from the College of Pharmacy.
 3. Notification to the State Board of Pharmacy appropriate to the actions of the student.
- 3) Tier 3 Offenses
 - a) Defined as third positive drug screen, or third violation of the Rules (see page 2 of this Policy).
 - b) Consequences
 1. Dismissal from the College of Pharmacy.
 2. Notification to the State Board of Pharmacy appropriate to the actions of the student
 3. Notification to the University.

Voluntary Rehabilitation Leave

When a student voluntarily reports to the College of Pharmacy or The University of Findlay that he or she has a substance abuse problem and seeks medical or psychological treatment or assistance, the College of Pharmacy or The University of Findlay may grant a leave of absence to the individual for the purposes of seeking such medical or psychological treatment. The student must also document evaluation by and compliance with recommendations of the Pharmacists' Rehabilitation Organization (PRO). All voluntary self-disclosure must be done PRIOR to being selected for a random drug test.

The student will not be permitted to return to the College of Pharmacy until deemed appropriate in writing by their medical or psychological treatment provider and the case reviewed and approved by the Student Affairs Committee. The Student Affairs Committee may at that time evaluate whether the time frame for completion of the

student's professional program may be extended (see College of Pharmacy Student Handbook limitations on time to complete the professional curriculum). Additional evaluation and testing may occur based on the recommendations of the medical or psychological treatment provider.

Confidentiality

All information regarding any tests for drug, alcohol or other substances, and/or investigations shall be treated confidentially. The College of Pharmacy and the University of Findlay expressly reserve the right to disclose or utilize such information to the extent they deem necessary to protect their interests with regard to inquiries, investigations, claims or litigation directly or indirectly involving the College of Pharmacy or the University of Findlay. By signing this Policy, the student expressly consents to such disclosure or utilization of information.

In addition, any positive drug test results may at the discretion of the College of Pharmacy and/or The University of Findlay be communicated to any and all future institutions and to any Board of Pharmacy or similar body that requests such information to be released. By signing this Policy, the student expressly gives his/her consent to the above disclosure and utilization of information.

Right to Modify

This policy may be modified or amended by the College of Pharmacy administration, or their designee, at any time.

APPENDIX A

Acknowledgment and Consent Form with regard to The University of Findlay College of Pharmacy Substance Abuse Policy

I, _____, do hereby acknowledge that I have read, reviewed, understand and have been given full opportunity to ask questions regarding the Substance Abuse Policy for the College of Pharmacy, and know that copies of this policy are available upon request.

I hereby consent to submit to drug and/or substance testing as directed by this policy, and authorize the College of Pharmacy and The University of Findlay and their agents to collect the required testing specimens, perform the tests and confirm positive test results.

I further consent to a confidential release of all information and records, including test results, to and by the College of Pharmacy administration and such individuals or entities as they, in their professional discretion, deem necessary or prudent.

I understand that refusal to submit to drug testing will subject me to appropriate disciplinary action, possibly including immediate suspension or termination from all

academic, internship, and/or professional activities with the College of Pharmacy, The University of Findlay, and/or any internship or professional placements.

Signed: _____ UF ID: _____

Date: _____

APPENDIX B

Use of the term “substance or drug of abuse” within this Policy includes, without limitation, the following:

- 1) Substances listed on the most current Drugs of Abuse: A DEA Resource Guide (https://www.dea.gov/pr/multimedia-library/publications/drug_of_abuse.pdf).
- 2) Substances listed on the most current DEA controlled substances list (https://www.deadiversion.usdoj.gov/schedules/orangebook/c_cs_alpha.pdf).

Internship Employment for International Pharmacy Students via Curricular Practice Training (CPT)

The curriculum for the University Findlay (UF) College of Pharmacy (CPHM) PharmD degree provides experiential learning across all four years of the professional division of the program (i.e. P3 through P6 years), equivalent to at least 1740 hours of training. This training meets the requirements for most states in the U.S. for pharmacist licensure.

Students studying in the U.S. with a VISA have limited options for employment in the field of pharmacy while a student. Curricular Practical Training (CPT) is one of the options that provides such an employment opportunity. For an international student with a VISA who is admitted to and enrolled in the PharmD program, CPT may be obtained in addition to the required Introductory or Intermediate Pharmacy Practice Experience (IPPEs) hours within a course, or as a stand-alone elective course at UF (e.g. UNDG490 or GRAD590). International students eligible for CPT who work a cumulative total of 12 months (52 weeks) of full time (20 hrs per week or more) will not be eligible for post completion Optional Practical Training (OPT) after completion of their program of study. There is no limit to how much part time (19 hrs per week or less) CPT time can be authorized and the student still be eligible for post completion OPT.

The CPHM is not responsible for providing employment opportunities for its students.

Academic credit earned solely through completion of CPT hours shall not count toward elective hours nor any other degree requirement for the PharmD degree.

Students do not receive payment for participation in required curricular pharmacy practice experiences and may not complete required curricular hours in a specific practice area where they are currently employed. While encouraged in order to promote academic success in the program, CPT hours are not required by the College of Pharmacy.

Procedure

If you are an international student seeking internship hours outside those coordinated by the College of Pharmacy (i.e. IPPEs or APPEs), please refer to the following general guidelines.

Once an Ohio intern license has been obtained, and during open registration for EACH semester during which the student is voluntarily seeking to complete CPT hours, the student should:

Step 1. Contact the CPHM Director of Experiential Education (DOEE). The DOEE will contact the International Admissions Office to determine whether you are approved to pursue CPT hours. In general, the criteria are that, in addition to having studied in the U.S. for at least nine months, the experience must one of the following three conditions:

1) required internship which earns credits, 2. Elective training internship which earns credits, or 3) elective training internship that is integral to a student's dissertation/thesis.

Step 2: The DOEE (or designee) will meet with the student, confirm the site is an approved licensed pharmacy setting or that the student will be working in an environment that would be approved for internship hours for any other pharmacy student, and register the student for the appropriate course(s) for the subsequent semester.

Notice of Non-Discrimination Policy

The University of Findlay strives for an environment in which all individuals are treated with respect and dignity. Each individual has the right to study and work in an atmosphere which promotes equal opportunities and prohibits discriminatory practices and harassment based upon age, race, ethnicity, national origin, color, religion, sex, gender identity, handicap, sexual orientation, genetic information, veteran or military status and physical or mental disabilities. Harassment of any kind, whether verbal, physical, or environmental, is unacceptable and will not be tolerated.

The University does not engage in discrimination in its programs, activities and policies against students, prospective students, employees or prospective employees. The University is required by Title IX and its implementing regulations not to discriminate in such a manner. The University prohibits and will not tolerate any such discrimination or harassment at its facilities, programs and activities. Inquiries about the application of Title IX and its implementing regulations may be referred to the Title IX Coordinator, the Office of Civil Right's Assistant Secretary, or both.

The University's Non-Discrimination Policy can be found here:

<http://catalog.findlay.edu/en/current/Undergraduate-Catalog/Copy-of-University-Policies/Non-Discrimination-and-Anti-Harassment-Policy>

The following individuals have been designated to handle inquiries regarding the University's Non-Discrimination Policy:

Skylar Mettert

Civil Rights Coordinator

Director for Equity and Title IX

Skylar Mettert

(419) 434-4733

metterts@findlay.edu

Office Location: Old Main Office #45, University of Findlay, 1000 N. Main Street, Findlay, OH 45840

Robert Link

Deputy Civil Rights Coordinator

Director of Human Resources

(419) 434-4528

link@findlay.edu

Office Location: Old Main Office #304

University of Findlay Harassment Hotline

(419) 434-6777

U.S. Department of Education's Office for Civil Rights

1-800-421-3481

ocr@ed.gov

Inquiries regarding non-discrimination in employment may be directed to:

U.S. Equal Employment Opportunity Commission
800-669-4000

Ohio Civil Rights Commission
888-278-7101

Sex Discrimination, Sexual Harassment, and Other Forms of Sexual Misconduct; Designation of Title IX Coordinator

Title IX prohibits the University from discrimination on the basis of sex in the education programs or activities that it operates. This prohibition extends to admission and employment. The University has adopted a policy that provides for the prompt and equitable resolution of complaints alleging any action prohibited by Title IX and explains the process that the University will use for doing so. A copy of this policy is available on the University's website at: <https://www.findlay.edu/offices/student-affairs/title-ix/title-ix-policy>.

The Title IX Coordinator has been designated and authorized to coordinate the University's efforts to address concerns relating to discrimination and harassment on the basis of sex, gender, gender identity, and sexual orientation. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person who experienced the conduct that could constitute sex discrimination or sexual harassment), at any time including non-business hours by contacting the Title IX Coordinator as follows:

Skylar Mettert
Director for Equity & Title IX
Title IX Coordinator
Old Main Office #45
1000 N. Main Street
Findlay, Ohio 45840
Telephone: (419) 434-4733
Email: metters@findlay.edu

Inquiries about Title IX may also be directed to the U.S. Department of Education's Office for Civil Rights by contacting 1-800-421-3481 or emailing ocr@ed.gov.

Conclusion

Many of the ideas in this book were taken in whole or part from other readily available sources. Those include other handbooks on this campus, but also Ohio Northern University and Purdue University. The Pharmacy Student Affairs Committee is responsible for its update.

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