



University of Findlay®

College of Pharmacy

STUDENT Policies & Procedures

Supplement to the University of Findlay Student Undergraduate & Graduate Catalogs

<https://findlay.smartcatalogiq.com/en/current/undergraduate-catalog/>

<https://findlay.smartcatalogiq.com/en/current/graduate-catalog/>

Updated September 2024

This document supplements The University of Findlay Undergraduate and Graduate Student Catalogs. The University of Findlay catalogs supersede this one. The official, updated copy of this document 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 welcome you as a student to our program! You have chosen a wonderful 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. We are pleased to be a part of your journey to becoming a pharmacist. 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 we 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.

You will have the chance to touch the lives of countless patients, helping them live healthier lives. We are pleased to be a part of your journey to doing just that. In the meantime, we (faculty, staff, alumni, and your fellow students) welcome you and wish you much success.

Go Oilers!



Debra Parker, PharmD, BCPS
Dean, College of Pharmacy

Mission of the College of Pharmacy

The mission of the College of Pharmacy is to prepare pharmacists dedicated to improving patients' lives through practice, service, scholarship and lifelong learning. The College of Pharmacy endeavors to provide entry-level pharmacy education to 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.

Introduction

Welcome to the College of Pharmacy! All Doctor of Pharmacy students are carefully selected to be successful. We are glad you have chosen to be a part of our community. We will be with you every step of the way and will do all we can to support you. **The contents of this document apply to all pharmacy students unless explicitly stated otherwise.**

The University of Findlay's Doctor of Pharmacy program is accredited by the

Accreditation Council for Pharmacy Education, 190 S. LaSalle Street, Suite 3000
Chicago, Illinois 60603-3446 Phone: (312) 664-3575 Fax: (866) 228-2631

Diversity, Equity, and Inclusion Statement

The University of Findlay College of Pharmacy seeks to cultivate an environment in which all stakeholders can work as partners in achieving common goals. Throughout their didactic education and while on experiential rotations, it is expected that students will be respectful toward other students, faculty, patients, health care practitioners, and community members who may have differences in various areas, including but not limited to the following:

- Age
- Religious beliefs and practices
- National origin
- Race and/or ethnicity
- Gender identity
- Sexual orientation
- Physical and/or mental abilities
- Veteran status

Respect is demonstrated in many different forms, including being considerate, courteous, and professional. The College of Pharmacy prohibits discrimination and harassment of any form.

The Faculty, Administrative, and Professional Staff

During your education in the College of Pharmacy, 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. A directory of the College of Pharmacy faculty and staff can be found by clicking [HERE](#).

The Curriculum

Curricular Philosophy

In alignment with the mission and goals of the College, the curricular philosophy is that students be provided a comprehensive foundation in basic, social and administrative, and clinical sciences in an integrated, application and practice-based manner, thereby enabling graduates to be successful in any setting. All students are required to engage in activity and complete research related outcomes. In addition, interprofessional education is embedded within the didactic, experiential, and co-curriculum to help prepare graduates for interprofessional practice and the collaborative, team-based nature of health care. Outside of the core didactic and experiential curriculum, all students are required to meet the requirements for the co-curriculum – a structured program with specific requirements and flexibility to allow students to choose activities that align with their interests and promote lifelong learning and continuous professional development.

PharmD Curriculum

The Doctor of Pharmacy program includes both pre-professional and professional components. Pre-professional curricular requirements may be completed at the University of Findlay (0+6 Direct Entry or as a transfer student into the pre-professional track). The professional curriculum is a four-year course of study. Students may complete pre-professional requirements at another university and enter directly into the professional program (Professional Track Entry). The professional curriculum is offered in two distinct pathways: on campus or distance. The first three years of the professional program are focused on didactic instruction and introductory pharmacy practice experiences (IPPEs). Pharmacy practice laboratory experiences are integrated with didactic instruction throughout the curriculum. The fourth year consists of nine 4-week Advanced Pharmacy Practice Experiences (APPEs). PharmD students are enrolled for two semesters each year for the first three years, and for three semesters in their fourth year. Students are required to complete the four-year course sequence outlined in the University's academic [undergraduate catalog](#) which is reflected in the student's academic progress within Workday. **Professional students have a maximum of six years to complete the four year curriculum.** Course descriptions can be found within the University's academic [undergraduate](#) and [graduate](#) catalogs.

Following completion of the pharmacy program curriculum, the graduate pharmacist will be able to demonstrate growth and development in each of the outcomes instituted by the Center for the Advancement of Pharmacy Education (CAPE).

These outcomes can be found [here](#).

Current Curricula in the College of Pharmacy (CPHM)

[Doctor of Pharmacy](#)

[Pharmaceutical Sciences BS](#)

Prerequisites

The UF undergraduate catalog ([HERE](#)) and the graduate catalog ([HERE](#)) provide information on university prerequisite requirements for each course.

Transient Coursework for Credit from another institution

The UF undergraduate catalog ([HERE](#)) and the graduate catalog ([HERE](#)) provide instructions on how to receive transient credit for coursework in the pharmacy program completed elsewhere.

Dropping a course

In the event of a voluntary or required decision to drop a course, the student should see their advisor to discuss their rationale and the potential consequences of doing so. This must be done within the guidelines of the university catalog and academic calendar.

Out-of-phase

A student who determines they will take more than two years to complete the pre-professional component of the curriculum, or take more than four years to complete the professional component of the curriculum should work with their advisor 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. It is important to keep in mind, a student has a **maximum of six years** to complete the four year professional curriculum. This alternate plan of study agreed upon by the student and advisor should be shared with the Associate Dean for Student Success or their designee.

Requirements for Progression

To ensure a current and in-depth knowledge base for each graduate, the **professional years of the program must be completed within six years**. All students are required to complete specific requirements prior to starting each academic year. It is important to make sure that all requirements are completed by the assigned due dates. Exceptions may be made under certain circumstances (e.g., incoming students getting their Hepatitis B vaccine series). These exceptions will be considered by the dean or their designee or the Student Affairs Committee (SAC).

- All required coursework in the pre-professional and first three professional years must be successfully completed to advance to Advanced Pharmacy Practice Experiences (APPEs).

*Special exemptions may be granted by the Student Affairs Committee (SAC) for situations beyond the student's control or other circumstances deemed appropriate by the SAC.

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 (*with the exception of entry into the first professional year, during which the influenza vaccine will be required to be completed during the first semester).
- Have documentation of annual [tuberculosis check](#) (Due April 15th each year)
- Fulfill the [Essential Characteristics of Student Pharmacists](#) identified by the College (see [Technical Standards](#))

In addition to the list above, to begin the first professional year students must:

- Attend the first professional year orientation held prior to the fall semester.
 - There are no exceptions. You will not be excused for any reason other than medical emergency problems or a death in the immediate family.
 - Complete all pre-professional courses with a grade of C or better.
- Student transfers who meet all requirements for first professional year status except completion of PHAR 150/151 and PHAR 250/251 may be eligible to start in the first professional year after completing onboarding activities in the orientation process.
- Complete the approved [interview process](#)
- Have documentation of completion of required immunizations
- Complete BLS certification for Health-Care Provider
- Successfully complete the APhA Immunization Training (orientation)
- 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 and third professional year, students must:

- Successfully complete all courses that are included in the curriculum of the prior professional year, earning a minimum of a C or better in all required and professional elective courses.
- In the third professional year, all students must successfully complete all module courses before taking PHAR599.
- Score competently on any College designated required [Observed Structured Clinical Examinations \(OSCEs\)](#) or successfully remediate.
- Distance students ONLY must successfully complete the summer immersive requirements and assessments.

In addition to the list above for all professional years, to begin the fourth professional year students must:

- Successfully complete all courses that are included in the curriculum of the pre-professional and first three professional years earning a minimum of a C or better in all required and professional elective courses.
- Distance students ONLY must successfully complete the summer immersive requirements and assessments.
- Be considered [APPE ready](#) by the College.
- Have certification in Advanced Cardiac Life Support (ACLS) from an approved provider (valid 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 third professional 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.
- Successfully complete all required courses in the APPE year.
- Have a cumulative GPA of 2.0 or better.
- Be considered [Career Ready](#) by the College

Supporting Information and Definitions

Intern License - Students are not allowed to apply for a Pharmacy Intern License in Ohio until they are qualified to proceed to the first professional year. The verification needed for the Pharmacy Intern License will not be provided until all requirements are fulfilled including all vaccines, TB test, CPR certification, etc.

Basic Life Support (BLS) for Healthcare Providers certification – This requirement must be fulfilled before the start of the first professional year. This course may be offered through the College of Pharmacy. If you take it elsewhere, please be aware that you will need to schedule that yourself and pay for the certification. You will not receive any refund from the College of Pharmacy if a fee has been assessed for this service.

Required Immunizations – Before the student will be issued their pharmacy intern license, the Cosiano Health Center (CHC) must have a record of the student receiving each required vaccination. The list of required vaccines may change. Each student will receive a list of the required vaccines when admitted. Please note – the Hepatitis B series takes a minimum of 8 months to complete, so it needs to be started as early as possible.

Tuberculosis check – You must have a valid tuberculosis check at least once per year and prior to your first professional year when you must receive the two-step PPD test. Please note, these two tests will require four visits to your healthcare provider or CHC over an approximate 2 to 4-week time period. In all cases, a valid tuberculosis test must be documented by the CHC (or if you completed it elsewhere, the CHC must have documented proof). You are required to have an updated PPD during March/April of each academic year. You must have a valid negative TB test to go to IPPE and APPE sites. Students that have had the TB vaccine (BCG) should contact Cosiano Health Center and follow the most [current CDC guidelines](#).

Essential Characteristics of Student Pharmacists identified by the College
See [Technical Standards](#) in this document

OSCE (Observed Structured Clinical Examination) - a multipurpose evaluation tool used to assess healthcare professionals in a simulated clinical setting. It is testing based on direct observation. This method is used to evaluate the student's ability to apply their knowledge in simulated clinical situations.

APPE Readiness To be considered "APPE ready," a student must

- Successfully complete the Curricular and [Co-Curricular Program](#)
- Pass Application of Pharmacy Practice PHAR 599
- Pass all competencies (math and drug)
- Pass all OSCEs throughout skills lab series
- Pass all IPPEs

Career Readiness

Pass all APPE rotations

- Meet competency with all EPAs during experiential courses
- Complete eight core cases referencing primary literature and signed by the preceptor
- Attend/participate in Career Fair (unless excused)
- Complete Board Prep Assignments

Elective Requirements

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. Students will be able to complete these electives during the professional years of the program. All pre-approved elective courses completed at the University of Findlay will be accepted regardless of the year they were completed. All elective courses transferred from another college or university must be approved by the dean or their designee. Students should discuss this with their advisor if they feel they may have taken courses that count toward their pharmacy electives.

The following are pre-approved electives (excluding those courses used for General Education/CORE Requirements for the College of Pharmacy or courses more elementary than required courses in the degree). The list can be found [HERE](#).

Course Descriptions

For complete descriptions of pharmacy courses, please refer to the [Undergraduate](#) and [Graduate](#) Catalogs.

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. Practicing effective communication skills among healthcare providers.
- iii. 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 Program](#). 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. Grand rounds
- iii. Simulation activities
- iv. Collaborative online learning
- v. Case presentations/topic 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.)

Changing from one learning pathway to another

Students will apply for and be accepted into a particular learning pathway. For example, if they are admitted to the distance pathway, they are not accepted into the campus-based pathway cohort, and vice versa.

If students want to change learning pathways, they may request this change by appealing to the Student Affairs Committee (SAC). In this appeal, they should clearly

state why they would like to change pathways, including what has necessitated this change. The SAC will consider this. In addition, SAC may request that the student attend a SAC meeting to state their case and answer the questions the Committee may have. They may only request this change at the conclusion of an academic year and may only change pathways once.

Interview Policy for on-campus, direct entry students to enter professional years*

One of the responsibilities of the faculty of the College of Pharmacy is to assure that students are fully prepared to enter the professional portion of the Doctor of Pharmacy curriculum. To help accomplish this goal, each student will be interviewed during the spring semester of foundational year 2 (FY-2) to assess their readiness to enter the first professional year of the Doctor of Pharmacy program.

In addition to the interview process described below, each FY-2 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 their adviser between February 15th and March 30th of the FY-2 year. Each advisor will be provided with 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 predetermined 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 Associate Dean for Student Success (or designee), who will repeat the interview using the standardized rubric. This interview must be completed by April 15th. Following this interview, the Associate Dean for Student Success (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 P1 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 P1 year and will be referred to career counseling. Each student will be notified by the Associate Dean of Student Success (or designee) by May 15th as to whether they will be permitted to

continue in the Doctor of Pharmacy program. Once the student can provide documentation that career counseling has been undertaken, they may appeal the decision to the full faculty of the College of Pharmacy. The decision of the full faculty will be final.

*There will be a two-year trial period (2022 – 2024) to consider replacing the above process with a more objective and nationally benchmarked analysis of student skills. In the spring semesters of 2023 & 2024, the Reasoning Skills Assessment and the Mindset Attribute Assessment from Insight Assessment will be administered to the students. These assessments are designed to give advisors and student mentors information and tools to improve each individual student's success in college.

At the conclusion of the two-year trial period, spring semester 2024, the SAC will convene to discuss the results to determine how to proceed. There will be an interim review of the results to ensure that the two-year trial period is appropriate.

Co-Curricular Program

The Co-Curricular Program is designed to enrich the pharmacy education experience, preparing students not just as pharmacists, but as healthcare leaders, innovators, and advocates. Through a diverse range of activities and experiences, outside the required curriculum, students will graduate ready to make a positive impact on the health and well-being of the communities they serve.

Annually, all students in professional years 1- 3 are mandated to engage in co-curricular activities as designated by the Co-Curricular Committee. This requisite participation involves not only attendance and active involvement in these activities but also a reflective process afterward. Students are expected to introspectively assess what they have learned and consider how this newfound knowledge or experience might influence or alter their professional conduct or approach.

The activities selected by the Co-Curricular Committee are chosen to align with the educational outcomes from the [COEPA](#) as recommended by the Center for the Advancement of Pharmacy Education (CAPE) from the American Association of Colleges of Pharmacy (AACP). This ensures that the co-curricular involvement is both relevant and integral to the students' professional development, fostering skills and competencies that are essential for their future roles in pharmacy practice.

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 their designee. If such permission is granted, the Dean or their 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.

Academic and Professional Expectations

The College of Pharmacy holds students to the highest academic and professional standards. Honesty, truth, and integrity are values central to the College of Pharmacy's mission as an institution of higher education. Therefore, the College of Pharmacy has assembled the current policies and procedures involving academic and professional conduct.

College of Pharmacy Standards of Academic and Professional Conduct

Background

Unprofessional conduct, both personal and academic, is incompatible with a career in the healthcare field.

Furthermore, the University 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 impropriety and the appearance of impropriety. The College of Pharmacy is responsible for creating an atmosphere where professional attitudes can be cultivated, and each student is responsible for adhering to the 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 healthcare environment as it relates to the collaborative provision of pharmacy care.

Students of the College of Pharmacy will acquire the 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 College but to produce pharmacists who 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 to meet these expectations.

When 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, with fair consideration given to all relevant factors in each case before a decision is rendered. The ultimate objective is a consistent, just outcome for all involved when upholding the prescribed standards of the University, the College, and the pharmacy profession.

Standards of Academic Conduct

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. All course syllabi shall contain a link to the [University of Findlay's Academic Integrity Policy and Procedure](#) to make students aware of its importance and the grave consequences of breaking this policy. A breach of academic honesty or integrity defined by the UF policies and standards will also be considered a breach of the College of Pharmacy's Standards of Professional Conduct.

Standards of Professional Conduct

In addition to the University of Findlay standards and state and federal laws, students enrolled in the College of Pharmacy are also subject to expectations of professionalism from the College of Pharmacy. As such, students are expected to conduct themselves professionally and responsibly, which reflects favorably upon themselves, the profession, and the College.

Any pharmacy student who acts or observes an act contrary to the professional and honorable behavior of a student pharmacist 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. Breach of the University of [Findlay's Academic Integrity Policy and Procedure](#).
2. Falsifying applications, forms, time sheets, or records used for admission or other purposes by the College.
3. Failing to be truthful and honest in all dealings with patients, the public, and members of health professions, including fellow students. Including any investigation or hearing conducted by the College or its Student Affairs Committee (SAC).

4. Threatening to or committing acts of violence. Stealing, damaging, defacing, or diverting to personal use (without permission) any property belonging to others, the University, or the College
5. Possessing or trafficking illegal drugs or other pharmacologically active substance(s) of abuse or participating in drug diversion. 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.
6. Failing to report knowledge of an alleged failure to adhere to the Standards of Professional Conduct to appropriate administrators, faculty, and professional practice faculty or staff of the College.
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 confidentiality of professional matters related to education and/or training programs, including College committee meetings, when applicable.
9. Failing to respect each patient's and fellow student's privacy and dignity. For information related to online presence, refer to the [Social Media Policy](#).
10. Failing to respect the rights of patients, other students, faculty, professional practice faculty, and staff to be free from illegal harassment and/or discrimination.

Experiential Program Professionalism Requirements

Information regarding professionalism requirements during all experiential courses and activities are found here.

[IPPE Manuals](#)

[APPE manual](#)

Professional Dress

There will be instances where professional dress may be required throughout the curriculum (e.g., college-sponsored events, assessments, professional ceremonies, etc.). Please refer to the [IPPE](#) and [APPE](#) manuals for specific guidelines and recommendations found there.

Failure to Adhere to the CPHM 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 SAC 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 serious concerns about the student. These concerns affect the College as a whole; 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 Associate Dean for Student Success or their 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, they will notify the student (either in person, by letter, or by email) of the alleged misconduct. The student will have five working days following this notification to respond in writing and provide 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 SAC 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, others in the College of Pharmacy, 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 SAC will hold a meeting about the alleged failure to adhere to the Standards of Professional Conduct. Each party may present no more than 10 minutes and present any supporting or corroborating documents or materials to the Committee. Each party must speak for themselves, even if counsel has been retained. Counsel is not permitted to attend the meeting. The Committee will have access to all relevant College records.
4. Following this meeting, the SAC 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. Responses include, but are not limited to:
 - a. If the student has been found to be responsible for an academic integrity breach through the UF process and the student has been charged with a consequence, that consequence can be found to be sufficient, or the College of Pharmacy SAC can impose a further penalty if warranted.
 - b. Modifying the grade for the course in which the failure to adhere to the Standards of Professional Conduct occurred. Such action will be taken with the concurrence of the course instructor.

- c. 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.
 - d. Establishment of any corrective actions or stipulations for continued enrollment in the College of Pharmacy.
 - e. Suspension from the College of Pharmacy for up to one year, during which corrective actions or stipulations may be prescribed as a condition of potential readmission. Students who fulfill these conditions may reapply through the Admissions Committee.
 - f. Dismissal from the College of Pharmacy.
5. A written report of the findings of the SAC will be provided to the student, the Dean of the College of Pharmacy, and the alleging party. 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. Any Board of Pharmacy for any state(s) in which the student currently holds a pharmacy intern license;
 - c. The Board(s) of Pharmacy for any state(s) to which the student will apply for licensure;
 - d. The student's future internship and advanced practice experience preceptor(s); or,
 - e. 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 SAC to have failed to meet the Standards for Professional Conduct may request an appeal to the full faculty if the student has a procedural error or breach of policy made by the SAC. This request must be made by contacting the faculty president within the period specified in the denial notification. The student must describe the procedural error or breach of policy that occurred and why they wish to appeal to the full Faculty. The appeal will be heard as an agenda item at the next faculty meeting or a special faculty meeting. The same materials provided to the SAC for the appeal will be provided to the full faculty, along with the evidence of a procedural error or breach of policy.

The student appeal will be heard by the Full Faculty using the following process (in order):

1. The Associate Dean for Student Success or their designee will provide an overview of the appeal process to the Full Faculty and distribute any materials described above.
2. The SAC chair or representative will present evidence and rationale regarding the decision issued by the 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, the Faculty President shall call a vote regarding the reversal or upholding of the SAC decision. 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. After the meeting, the student will be promptly notified of the full faculty's decision. 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 probation will be determined by the SAC. The suspension will be reinstated if the student fails to meet the probation criteria.

If the suspension is upheld, the student may petition SAC 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.

Students suspended from the College in accordance with these policies may apply for transfer to another academic program. Students suspended may contact their pharmacy academic advisor for help with the procedure for changing majors within the University.

Professionalism Pledge

At the beginning of the first-professional year, the cohort will create an individualized professionalism pledge for their time in the professional program. Each student will complete the 'Professionalism Pledge Survey', selecting the five statements (one from each category) that resonates with themselves the most. After all students have completed the survey, the results will be reviewed; the statement in each category that earns the most votes will be selected for the final professionalism pledge. The result will be a unique pledge consisting of five distinct statements, each addressing a different category of student professional development.

1. University of Findlay Strategic Goals (found [here](#))
 - Invite students into a welcoming campus where they find their place and their calling and help others do the same.
 - Engage students in discovering and preparing to fulfill their calling(s) alongside others of diverse perspectives and identities.
 - Inspire students to reach their full promise in serving and leading others.
2. American Association of Colleges of Pharmacy Model for Professionalism Pledge (found [here](#))
 - Active member of both the profession and community
 - Lifelong learning to provide optimal care
 - Oath of Maimonides and Code of Ethics
 - Maintaining excellence, both professional and personal values
 - Attributes necessary to be an optimal pharmacy care giver
3. Pharmacists' Patient Care Process Themes (found [here](#))
 - Patient centered care
 - Establishing patient-pharmacist relationship that promotes engagement and open communication
 - Safe, effective, coordinated care
 - Continual collaboration with other healthcare providers
 - Optimize patient health/medication outcomes

The five categories of professionalism are as follows:

1. Interprofessional collaboration with other healthcare providers to coordinate and optimize patient health/medication outcomes (2.5, 3.2, 3.1, 3.3)
2. Active member of college, university, and community (1.3, 2.1)
3. Maintain personal and professional excellence centered around integrity and ethical practices (2.3, 2.4)
4. Provide safe and effective patient centered care resulting from dedication to lifelong learning and patient-pharmacist relationships that promote engagement and open communication (2.2, 2.5, 3.1)
5. Cultivate an environment supportive of diversity, equity, and inclusion for fellow peers and future patients (1.1, 1.2)

College of Pharmacy Social Media Policies and Guidelines

The University of Findlay College of Pharmacy (CPHM) recognizes that online blogs and other social network sites such as Facebook, Twitter, Instagram, TikTok, Reddit, LinkedIn and many other sites (hereafter collectively referred to as social media) have become popular methods of communication and socialization. The CPHM does not actively monitor online activities of the student body, but does address issues related to unprofessional behavior brought to the attention of the Student Affairs Committee. Student pharmacists must understand that they are creating perceptions regarding the College, University and the profession of Pharmacy. It is of the utmost importance that

students accept responsibility to maintain a social media presence that is consistent with the values and standards of both the CPHM and the profession of Pharmacy. Social media can be an excellent tool when used for a professional purpose, maintaining the values and standards of both the CPHM and University of Findlay.

It is important to note that no privatization practice is perfect and undesigned individuals may still gain access to your networking site. For example, future employers (e.g., residency or fellowship programs, hospitals, or pharmacies) may review these sites when considering candidates for employment. Posted information may be removed from the original networking site, however, information that has been exported cannot be recovered. Discourse should be civil and respectful, taking measures to avoid indecent, disrespectful, or provocative language or images that reflect poorly on the student. Think carefully and critically before posting any information or images on a social media site.

Unprofessional behavior towards preceptors, partnering organizations, patients, faculty, staff, peers, or the public is heavily considered when being evaluated for academic progression within the CPHM program. Throughout this document, you will be provided with recommended guidelines for responsible and appropriate social media use, as well as the following information provides actions are strictly prohibited as unprofessional conduct. Ultimately, students are encouraged to use social media in a responsible, mature, and professional manner. Failure to abide by these policies can and likely will result in further disciplinary action by the CPHM or University as outlined in the Standards of Professional Conduct.

The [College](#) and [University](#) Social Media Policies can be found in full at these locations. Students are required to abide by these guidelines.

Technical Standards

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 competently perform the required duties in any pharmacy practice setting; therefore, in our curriculum, students must be able to successfully complete 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. 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.

Essential Characteristics of Student Pharmacists

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 backgrounds 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 Technical Standards

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 Associate Dean of Student Success or their designee.

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 healthcare 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 for Student Success or their designee. ***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 Student Success or their designee 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.

Substance Abuse and Chemically-Dependent Students

The University of Findlay College of Pharmacy (UF) 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. UF also recognizes that students suffering from a chemical dependency are reluctant to seek treatment due to fear of losing their professional standing in the UF 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. The university policy on drug prevention can be found [HERE](#) and the university policy on drug screening can be found [HERE](#).

Chemically dependent students

Students with a chemical dependency may seek assistance for themselves. A chemically-dependent student who agrees to comply fully with recommended treatment will be referred to the [Pharmacist Recovery Network](#) (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.

Voluntary Rehabilitation Leave

When a student voluntarily reports to the College of Pharmacy or the University of Findlay that they have 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 medical or psychological treatment. The student must also document evaluation by and compliance with recommendations of the [Pharmacists Recovery Network \(PRN\)](#). All voluntary self-disclosure must be done PRIOR to being selected for a random drug screening.

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 (SAC). The SAC 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 screening may occur based on the recommendations of the medical or psychological treatment provider.

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.

Drug Screening Policy

As defined by the University of Findlay (UF), The College of Pharmacy is a participating program, and students in the College of Pharmacy, as such are participants in the [UF Drug Screening Policy](#).

The University of Findlay [Drug Screening Policy](#) supersedes those of the College of Pharmacy, however, the College of Pharmacy may impose more stringent policies than that of the University.

As described in the university [Drug Screening Policy](#), any student who has been admitted to the College of Pharmacy may be required to undergo a drug screen for the presence of any banned and/or illegal drugs.

Random Screening

In addition to potential drug screening upon admittance to the College of Pharmacy, students in this program are also subject to random drug screening. 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 may be drug screened every month of the calendar year. Note that students may be subjected to more than one screen 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 University of Findlay representative will contact the individual(s) whose university identification numbers were selected for the random screening. The student will report to the testing site within 24 hours to complete the screening.

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

Probable Cause Screening

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 either the use of an illegal drug (as defined by the UF Drug Screening Policy), 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. Some reasons for suspicion and probable cause are listed in the university policy, which can be found [HERE](#).

The Associate Dean for Student Success or their designee will confidentially review the referral for screening 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.

Disclosure and Drug Policy Statement

All pharmacy students are asked to electronically "sign" a document that lists important agreements and a willingness to subject themselves to the University of Findlay and College of Pharmacy's Drug Screening Policies. The current version of the document can be found *HERE*.

Drug Screening Results

Positive Results

All confirmed positive results will be reported to the Associate Dean of Student Success, or their designee, prior to any decision regarding the results being rendered upon the student. The College of Pharmacy administrator in collaboration with the Student Affairs Committee may seek to 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 result with them. The student will be contacted directly, on a confidential basis, to determine whether the individual wishes to discuss the result. All students for whom a positive result 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 results.

After the student has been notified of a positive screening 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 screening

AND

2. Either:

- a. The student expressly declines the opportunity to discuss the result; OR
- b. If the student fails to reach out to the College of Pharmacy administration or their designated representative within five business days following documented attempts by the College to initiate contact and provide instruction, it will be considered non-compliance.

Notification of Drug Screening Results

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

Any student with positive results will be provided notification, along with the identity of the drug discovered.

Regarding Experiential Education

The college shall receive drug screening 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 have a positive result 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 Recovery Network](#) (PRN) 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 result 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 result.
2. In support of their appeal, a student may request a repeat screen of the original sample at the approved testing facility at their own expense, with the results reported to the College of Pharmacy. If the repeat screening indicates that the original screen returned erroneous results, the College of Pharmacy shall assume the cost of the repeat screening.
3. The report of the repeat screening 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 screening 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 University of Findlay Drug Screening Policy.
 - b. Consequences:
 - i. Students may not participate in experiential education (i.e., IPPE or APPE) experiences until a subsequent negative drug screen is obtained, and may be subject to repeat screenings during which time the student is participating in any and all future experiential education activities.
 - ii. Evaluation by chemical dependency treatment provider if either of the following criteria are met.
 1. Screening was performed due to reasonable suspicion of impairment.
 2. Screening was randomly performed, but the student

- has no documented recommendation or prescription for an authorized prescriber.
 - a. Evaluation by the [Pharmacists Recovery Network \(PRN\)](#) and compliance with PRN recommendations if recommended by the provider in “ii.”
 - b. Restriction from continuing in Experiential Education classes and field based IPPEs and APPEs until cleared to return by the [Pharmacists Recovery Network \(PRN\)](#) and compliance with PRN recommendations.
 - iii. Notification to the University.
 - iv. Notification to the appropriate State Board(s) of Pharmacy in compliance with all applicable state and federal laws.
2. Tier 2 Offenses
 - a. Defined as a second positive drug screen, or second violation of the University of Findlay Drug Screening.
 - b. Consequences
 - i. All Tier 1 consequences.
 - ii. Suspension from the College of Pharmacy if the student is:
 - 1. Found to be participating in experiential education activities (i.e., IPPEs or APPEs) at the time of a drug screen performed for a second time due to reasonable suspicion or
 - 2. Is participating in experiential education activities (i.e., IPPEs or APPEs) at the time of a random drug screen, and has had a positive drug screen during a previous IPPE or APPE.
3. Tier 3 Offenses
 - a. Defined as third positive drug screen, or third violation of the University of Findlay Drug Screening Policy and
 - i. Is participating in experiential education activities at the time of a “for cause” or “random” drug screen, or
 - ii. Has undergone a drug screen due to reasonable suspicion regardless of current academic or experiential activities.
 - b. Consequences
 - i. Dismissal from the College of Pharmacy.
 - ii. Notification to the State Board of Pharmacy appropriate to the actions of the student
 - iii. Notification to the University.

Confidentiality

All information regarding any screenings 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 regarding inquiries, investigations, claims or litigation directly or indirectly involving the College of Pharmacy or the University of Findlay.

In addition, any positive drug screening 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.

Right to Modify

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

Academic Rules for the College of Pharmacy

An academic progress review is available in Workday (Academic Progress) for students to review. Each student is responsible for taking the appropriate courses to advance in the program. In addition, the College will identify students' eligibility to advance at the end of each academic year. The dean or their designee will notify students and their academic advisors of any missing courses and the consequences by email. The student should plan to remedy the deficits with the help of their advisor and other support personnel.

Testing

The College of Pharmacy establishes testing and proctoring policies, with details included in course syllabi.

For more information see Appendix A – Testing Procedures.

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 minimum acceptable grade in any course used to fulfill the requirements of the PharmD degree.

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.

Successful completion (grade of 2.0/4.0 or better) of a course approved for transfer credit from another university results in the transfer of the credit hours and credit for completing the course, but the grade is not calculated in The University of Findlay GPA.

Academic Warning, Probation, Suspension, Dismissal

Academic Warning

Academic Warning by the College of Pharmacy occurs when a pharmacy student has earned unacceptable (1-2 failures) course grades for the College of Pharmacy. A student will also be placed on Academic Warning after successfully retaking all failed courses when on Academic Probation, as a transition step to good academic standing (e.g., Probation → Warning → good standing). The specific scores are outlined in the Academic Progression Policy Table. (Table 1)

Table 1 - Academic Progression Policy

	Academic Standing
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1-2 Course Failures	Academic Warning
>2 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.

Stipulations for students on academic warning from the College of Pharmacy

1. The student will receive a letter from the Dean of the College of Pharmacy or their designee, notifying them of their academic standing in the College.
2. Students must submit a formal plan for improvement that details what changes they will make to improve their academic performance to their advisor and SAC. The plan may be used by the Student Affairs Committee when evaluating academic progress and determining student status within the College of Pharmacy in the future.
3. Students must meet with the Coordinator of Student Success or their designee as prescribed.

Failure to comply with any of these stipulations will result in suspension.

Academic Probation

Academic 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 set forth by the College of Pharmacy or the University.

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

Academic Probation by the College of Pharmacy occurs when a student who was academically suspended or dismissed successfully appeals to be permitted to continue on academic probation.

Academic Probation by the University

Pharmacy students who fail to meet University Undergraduate standards found [HERE](#) will be on probation.

Stipulations for students on probation from the College of Pharmacy

1. Students will receive a letter from the dean or their designee notifying them of their academic status.
2. Students must submit a formal plan for improvement that details what changes they will make to improve their academic performance to their advisor and SAC. The plan may be used by the Student Affairs Committee when evaluating academic progress and determining student status within the College of Pharmacy in the future.
3. Students must meet with the Coordinator of Student Success or their designee as prescribed.
4. Students who are members of faculty committees or have leadership roles in student organizations will step down, if deemed necessary.
5. Students must comply with any additional stipulations from the Student Affairs Committee.
6. Students who fail an additional course or courses (<73% - see grade scales for letter) during their time on probation will be suspended with the 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 the University of Findlay.

Failure to comply with any of these terms will result in suspension.

Suspension

Suspension is herein defined as when a student is no longer recognized as a Pharmacy major. Upon suspension, the student will be provided guidance from the SAC regarding what steps, if any, the student must take and the duration of time that must pass in order to have their future application considered by the College of Pharmacy Admissions committee. If a student has been suspended no more than one time and has met the stipulations recommended by SAC, the student may reapply to the College of Pharmacy following the outlined steps below.

If the student is still enrolled at the University of Findlay, the student may reapply for admission by contacting the Admissions Committee Chairperson or administrative liaison indicating their desire to be considered for readmission. The request must be accompanied by a full report of all attempts to remedy the factors that led to the student's current suspension, and a detailed plan for improved performance in the event the student is readmitted to the College of Pharmacy. The admissions committee will then review the student as a prospective internal transfer student. If the student is not enrolled at the University of Findlay at the time of the request for readmission, the student will be directed to first contact the Admissions Committee Chairperson or

administrative liaison to submit a letter of appeal to re-apply to The College of Pharmacy. The committee will then review the application, provided that the student is not suspended or dismissed by the University itself.

When determining the number of suspensions, it is important to note that suspensions are cumulative in nature. Suspensions that students are able to successfully appeal and move to probationary status still count as a suspension, bringing the cumulative suspension total to one.

The suspensions a student accrues during the pre-professional years (FY-1 and FY-2) will not carry over into the professional years (P1 - P4). The cumulative suspension count resets at the beginning of the first-professional year (P1). Refer to Table 2 for a visual representation.

Students who have accrued two suspensions at any point, either during the pre-professional years (FY-1 and FY-2) or the professional years (P1– P4) of the program, may be dismissed from the CPHM. Dismissal from the CPHM is overseen by the SAC. Refer to Table 3 and Table 4 for visual representation.

Table 2. Counting Suspensions (spanning the pre-professional and professional years)

Semester	Fall Semester (FY-1)	Spring Semester (FY-1)	Fall Semester (FY-2)	Spring Semester (FY-2)	Fall Semester (P1)	Spring Semester (P1)
Academic Standing	Good standing	<i>Suspension</i> – student successfully appeals and moves to probationary status	Academic Probation	Academic Warning	Good standing	<i>Suspension</i>
Cumulative number of suspensions	0	1	1	1	0*	1

*Number of accrued suspensions resets at the time of entering the professional program

Table 3. Counting Suspensions (pre-professional years)

Semester	Fall Semester (FY-1)	Spring Semester (FY-1)	Fall Semester (FY-2)	Spring Semester (FY-2)
Academic Standing	Good standing	<i>Suspension</i> – student successfully appeals and moves to probationary status	Academic Probation	<i>Suspension</i>
Cumulative number of suspensions	0	1	1	2*

*If deemed necessary and appropriate by the SAC, a student may be dismissed from the CPHM at this time

Table 4. Counting Suspensions (professional years)

Semester	Fall Semester (P1)	Spring Semester (P1)	Fall Semester (P2)	Spring Semester (P2)
Academic Standing	Good standing	<i>Suspension</i> – student successfully appeals and moves to probationary status	Academic Probation	<i>Suspension</i>
Cumulative number of suspensions	0	1	1	2*

*If deemed necessary and appropriate by the SAC, a student may be dismissed from the CPHM at this time

Academic Suspension by the University

Pharmacy students will be suspended by the University if they fail to meet University Undergraduate standards outlined [HERE](#).

Dismissal

Dismissal is when a student is disqualified from the college or university and is not eligible to be readmitted or reapply in the future to the college or university. Dismissal is a terminal action. See tables 7 and 8 for examples of dismissal from the college.

Failure to fulfill other non-academic requirements set forth by the college or university or breaches in the professionalism expectations may also be grounds for suspension and/or dismissal.

Return to Good Academic Standing

Return to good status in the College when on Academic Warning

A student may return to good academic standing when successfully retaking all failed courses.

Return to good status in the College when on Academic Probation:

A student may transition to Academic Warning after successfully retaking all failed courses. If no course failures occur while on Academic Warning, for one additional semester after successfully retaking failed courses, the student will return to good academic standing. See Tables 5 and 6 for examples.

Table 5. Example of returning to good academic standing from probation

Semester	Fall Semester 1	Spring Semester 1	Fall Semester 2	Spring Semester 2	Fall Semester 3
Status at the beginning of the semester	Good Standing	Academic Warning	Academic Probation	Academic Probation	Academic Warning
Course Grades	F	D, F	B* for the course failed	C*, C+* for courses failed (no additional failures)	No failures
Status at the end of the semester	Academic Warning	Academic Suspension – If the appeal is granted the result is Academic Probation	Academic Probation	Academic Warning	Good Standing

Table 6. Example of returning to good academic standing from probation

Semester	Fall Semester 1	Spring Semester 1	Fall Semester 2	Spring Semester 2
Status at the beginning of the semester	Good Standing	Academic Warning	Academic Probation	Academic Warning
Course Grades	F	C-* (fail same course)	B* for the course failed	No failures
Status at the end of the semester	Academic Warning	Academic Suspension – If the appeal is granted the result is Academic Probation	Academic Warning	Good Standing

*Repeat Attempt of a Course

Table 7 - Example of dismissal from the pharmacy program following probation

Semester	Fall Semester 1	Spring Semester 1
Status at the beginning of the semester	Good Standing	Academic Probation **student progress slowed, fewer required pharmacy courses taken**
Course Grades	F, D, C-	D* in one of the required pharmacy courses
Status at the end of the semester	Academic Suspension – If the appeal is granted result is Academic Probation	Academic Suspension – second suspension which may be appealed but may result in dismissal

Table 8. Example of dismissal from the pharmacy program following probation

Semester	Fall Semester 1	Spring Semester 1	Fall Semester 2
Status at the beginning of the semester	Good Standing	Academic Warning	Academic Probation
Course Grades	F	D, F	C-* for the course failed
Status at the end of the semester	Academic Warning	Academic Suspension – If the appeal is granted the result is Academic Probation	Academic Suspension for failing the same course twice, which may be appealed but may result in dismissal

Note: In the event of a required course number change, the equivalent course will be accepted for the repeated attempt. 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).

Return to Good Academic Status by the University

Standards for returning to Good Academic Status if on Probation or Suspension from the University can be found [HERE](#).

Graduation

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

Notification

Students placed on academic warning, probation, or suspension from the College in accordance with these policies will be notified promptly in writing from the Dean's Office or their designee with copies sent to the appropriate academic advisors. These students are encouraged to utilize all support personnel.

Appeals

Students are eligible to appeal these decisions within the College or University.

University Appeals

Pharmacy students follow the guidelines outlined [HERE](#).

Appeal of Suspension from the College

Any student suspended from the College may immediately appeal their suspension in writing, including other required documents, to the specified person in the suspension notification. The appeal must be received within the period given for the appeal. It is solely the student's responsibility to ensure that the appeal request and supporting materials are complete and received on time. Failure to comply within this period is considered waiving of the opportunity for appeal.

Students who wish to appeal should contact their advisor or another support person in the College for information and advice before submitting an appeal. The request for appeal must include a self-assessment and plan for future success as prescribed in the notification of suspension. Any supporting evidence, documentation, or relevant information to the appeal, should also be included.

The written appeal and supporting documentation will be provided to the College of Pharmacy Student Affairs Committee (SAC), which will decide on the suspension and any prescribed terms of probation as soon as possible after the notification of the student of their academic standing. The student will be asked to appear before the Committee to present their reflection and plan. There will then be a time for the Committee to ask questions. The SAC will then deliberate and officially notify the student of the Committee's determination by e-mail as soon as possible.

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, other stipulations) as determined by SAC to prevent a suspension from the program. This plan is initially developed by the student, but it is subject to revision and approval by the student's academic advisor, the Director of Pharmacy Student Success, and SAC.

If the appeal is granted, the student will be able to continue in the pharmacy program without interruption for that semester but will be on probation and will remain subject to the terms of the probation as outlined in this document, by SAC, and [the university](#). The student would be provided with the terms of the probation and asked to return an agreed upon document regarding these terms; however, failure to agree to the document for whatever reason does not absolve the student from the responsibility and consequences according to the terms of the probation. The student can 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 probation criteria, the suspension will be reinstated.

Appeal of Suspension to the Full Faculty

If the SAC denies the appeal and the student has evidence of a **procedural error or breach of policy made by the SAC**, then a request to appeal to the full faculty may be made. This request must be initiated by contacting the faculty president within the period specified in the denial notification. The student must describe the procedural error or breach of policy that occurred and why they wish to appeal to the full faculty. The appeal will be heard as an agenda item at the next faculty meeting or special faculty meeting. The same materials provided to the SAC for the appeal will be provided to the full Faculty, along with the evidence of a procedural error or breach of policy.

If new information is revealed between the appeal denial by SAC and the faculty meeting, this information will be submitted to SAC for their evaluation.

The student appeal will be heard by the full faculty using the following process (in order):

1. The Associate Dean for Student Success or their designee will provide an overview of the appeal process to the faculty and distribute any materials

described above.

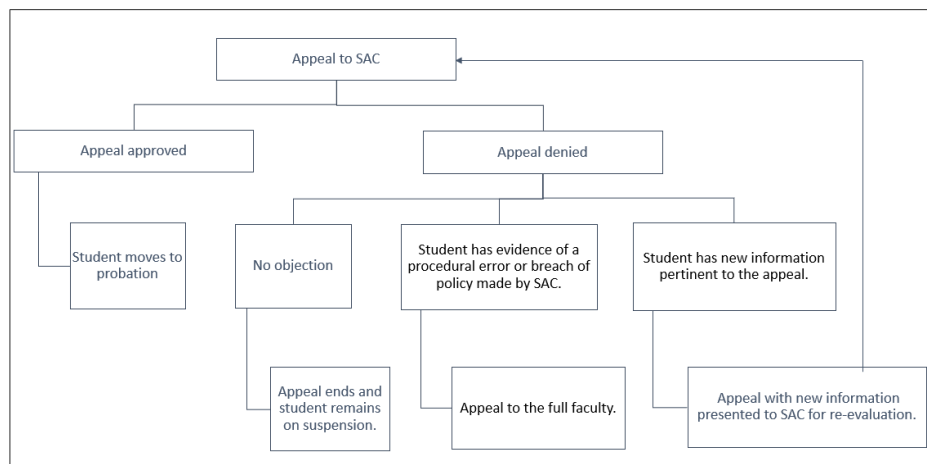
2. The SAC chair or representative will present evidence and rationale regarding the decision issued by SAC.
3. The student will be given 10 minutes to provide an oral presentation. This will be followed by a question-and-answer period for the faculty.
4. The student will be excused for faculty deliberations. After deliberations, the faculty President shall call a vote regarding the reversal or upholding of the SAC decision. 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 promptly notified of the full faculty's decision after the meeting, with official notification to follow.

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, with guidance from the faculty. The suspension will be reinstated if the student fails to meet the probation criteria.

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 per these policies and who remain in good academic standing per University's standards may apply for transfer to another academic program. Suspended students may contact their pharmacy academic advisor or other support personnel for assistance with the procedure for changing majors within the University.



Appeal of Grades

Student appeals relating to grades received in a required course will be handled following the University Grade Appeal System outlined [HERE](#).

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.

Readmission

After reapplication, the Admissions Committee may request additional interviews with suspended students before readmission.

If the admissions committee recommends readmission to the program, the chair of the admissions committee will notify the chair of the Student Affairs Committee (SAC) of the planned re-entry of the student. At this time, the Admissions Committee will verify that all stipulations recommended by SAC have been successfully fulfilled. The stipulations must *not* include suspension before a reasonable time has passed to allow the student to remedy the initial reason for suspension.

- If the Admissions Committee does not recommend readmission, but is willing to consider a future reapplication, the student must fulfill initial stipulations recommended by SAC.
- If readmitted, the student will be advised of the appropriate catalog.

Notification

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

APPE Course Failures

Advance Pharmacy Practice Experience (APPE) Course Failures applies to all PHAR 7XX (or 8XX) level courses.

Following **one PHAR 7XX (or 8XX) course failure***:

- The student may be required to meet with the Associate Dean of Student Success or their designee, Experiential, and/or other instructors within the College of Pharmacy as deemed necessary by the Experiential Office.
- The student will be required to abide by any stipulations put into place by the above-mentioned individuals.

After **two PHAR 7XX (or 8XX) course failures***:

- An immediate pause on future rotations will be put into place until a remediation plan is decided.
- The student will provide a written reflection and plan regarding their APPE failures, along with any supporting evidence, documentation, or relevant information that should also be included.
- The student will be required to appear before the Student Affairs Committee (SAC) and the Director of Experiential Education or their designee for evaluation, either in person or virtually. The student will present their reflection and plan followed by time for the members to ask questions. The SAC will then deliberate and come to a determination. The student will be promptly notified of the SAC's decision and any corrective actions required.
- The student will be subject to and must complete any additional corrective action(s) (i.e., remediation, other stipulations) as determined by SAC. This plan will be determined with input and approval from the student's academic advisor, the Associate Dean for Student Success or their designee, the Director of Experiential or their designee, and the SAC.

* Any egregious behaviors or acts that do not fall under the academic or professionalism policies, will be considered potential grounds for dismissal.

Remediation Policies

Intra-Semester Remediation (Golden Ticket)

Instructors of record for required PHAR courses 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 at the IOR's discretion 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.

Qualifying Courses

This policy applies only to certain required PHAR courses, including PHAR350, PHAR351, PHAR360, PHAR361, PHAR362, PHAR463, PHAR364, PHAR380, PHAR460, PHAR466, PHAR469, PHAR473, PHAR476, PHAR551, PHAR552, PHAR553, PHAR560, PHAR563, and PHAR569.

Due to the substantial laboratory nature of Pharmacy Practice Skills (PHAR385, PHAR386, PHAR482/487, PHAR483/488, PHAR584/589), 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).

Inter-Semester Remediation (Summer Remediation)

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 their academic deficiencies without the need to repeat the course(s) in the following academic year and potentially delaying graduation.

The availability of the summer remediation courses will be determined at the end of the spring semester and eligible students will be made aware of the availability of the courses. The instructor coordinating the summer session remediation course would typically be the instructor-of-record from the student's previous course attempt. However, students should consult other faculty whose material was particularly challenging to the student, if needed. Whatever grade the student earns in this summer session course becomes the recorded grade for the course (in accordance with University policy). It is possible to earn a LOWER grade than the one earned previously. Failure of a remediation course will result in suspension, due to failing the same course twice and will count as an attempt towards the three attempt limit for a given course.

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).

Student Involvement, Support and other Resources

Student Participation in College Governance

While the Faculty of the College of Pharmacy are responsible for the execution of programmatic policies and procedures, design and delivery of the curriculum, and assessment of curricular outcomes, student input and representation are essential for the College to operate optimally.

The College of Pharmacy has multiple committees. The make-up, charges, student membership, and voting procedure of the committees can be found in the College of Pharmacy Faculty Handbook.

Should a student representative be on probation, 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.

Academic Advising and Student Support

The entire faculty and staff of the College are devoted to student success. The Director of Student Success focuses on this and will be available for skill development and to connect you with the support services you need to succeed in the program. In addition, you may be asked to meet with the Director of Student Success or their designee to work to improve your academics. There is also tutoring available for most required courses in the College or through the Oiler Success Center. Please take advantage of these services to ensure that you benefit from all the programs designed to help you get the most out of your experience here at UF.

All pharmacy students will be assigned an academic advisor when entering the College of Pharmacy. Advisors help plan schedules and help students navigate the curriculum and registration process. They can also advise on many topics, including selecting electives and other career planning decisions.

Students may change advisors at any time. However, students should discuss the request with the proposed new adviser to ensure they are willing and able to accept additional advisees. Requests can be made through [Workday](#).

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. A current list of pharmacy student organizations can be found [HERE](#).

Conflicts, Complaints, or Concerns

During a semester, students may have conflicts, complaints or concerns. Student complaints may be initiated by the individual student or through the appropriate student representative. Depending on the situation, student complaints are initially made to one of the following individuals:

1. Content instructor
2. Instructor of record
3. Academic advisor, trusted faculty, and/or trusted staff member
4. Faculty advisor for a student organization
5. Student representative for the relevant college committee (i.e. PSLC representative)
6. Appropriate department chair, associate dean, or dean

Depending on the situation, the matter may be referred to a specific college committee or chairperson for recommendation and/or action. **If your concern or complaint is related to ACPE accreditation, please see [here](#).**

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 both student and peer evaluation.

Students are regularly provided with the opportunity to give honest evaluations and feedback to instructors. Evaluations are conducted at the end of each semester either through online evaluations or group discussions. When providing feedback, it is important to include specific suggestions for improvement, not just criticism.

Financial Assistance

All financial aid for students at Findlay is processed through the Division of Financial Aid. Please refer to the [UF Financial Aid webpage](#) for detailed information.

Office of Equity and Title IX

The University of Findlay is committed to creating a safe environment for everyone. The Office of Equity & Title IX supports a campus culture that celebrates healthy relationships and mutual respect. We commit to respond to incidents, support individuals through University processes, and educate our campus community. Additional detailed information can be found on the [Equity & Title IX webpage](#).

Library

Please refer to the [Shafer Library webpage](#) or the [Pharmacy Research Guide webpage](#) for detailed information.

Safety and Security Information

Please refer to the [UF Safety and Security webpage](#) for detailed information.

Leave of Absence

The University of Findlay provides a general leave of absence policy provided [here](#), however, pharmacy students are expected to follow the college specific policy provided below.

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 are commonly one (1) semester and generally do not exceed one (1) academic year. It should be noted that students who take a leave of absence for two or more years must reapply for admission under the current catalog and ACPE requirements. 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 Associate Dean for Student Success or their designee to discuss the reason for the leave and its effects on their 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 expected time frame, the reason(s) for leave along with any supporting documents, and confirmation that it has been discussed with the student's advisor and Associate Dean for Student Success or their 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) SAC's decision.
4. The student will be promptly notified of 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 Associate Dean for Student Success or their 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 Associate Dean for Student Success or their designee at least 4 weeks prior to the student's expected date of return 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 of Absence

The University of Findlay's Military Absence Policy can be found [here](#).

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. Please refer to the [UF Intensive English Language Program \(IELP\) webpage](#) for detailed information.

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, 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 additional detailed information please visit the [International Admissions webpage](#).

APPENDICES

Appendix A – Testing Procedures:

Online Exam Room Scan and AI Proctoring Policy

Purpose: To ensure a secure, distraction-free, and standardized online testing environment. Room scans and AI proctoring verify that no unauthorized materials, devices, or people are present, which helps maintain the integrity of the examination process.

1. Room Scan Requirements

- All candidates must perform a 360-degree room scan at the **beginning and conclusion** of the exam.
- Room scans should clearly display:
 - The testing area (desk or table) using a mirror if necessary
 - Surrounding walls, floor, and any materials in the vicinity.
 - Any questionable things should be covered with a sheet, removed from the testing area, or shown closely and explained in the scan.
 - Any permitted materials, such as calculators or whiteboards, should be shown, exhibiting both sides.
- The scan should be clear and in focus.
- The lighting should be sufficient to view all areas of the testing room.

2. Use of AI to proctor exams: The AI will monitor for suspicious behaviors, such as:

- Looking away from the screen frequently.
- Sound detection, indicating potential communication or unauthorized assistance.
- Detection of any additional devices or people in the room.

To avoid being flagged:

- Be in a well-lit room
- Be sure your face is centered well for the camera to capture your whole face.
- Your camera and microphone must remain on for the duration of the exam.
- Face the screen directly, maintaining regular eye contact with the screen to ensure focus on the exam.
- Only materials explicitly allowed (e.g., whiteboard, calculators) may be in the room. Books, notes, electronic devices, or other unauthorized materials are strictly prohibited.
- Talking, signaling, or communicating with others is prohibited.
- Leaving the room or moving out of camera view is prohibited.

3. Consequences of Poor or Incomplete Room Scans or AI flagged behavior

- **First Offense:**
 - If the required room scan is unclear, incomplete, or missing, the student will receive a warning.

- If improper items are viewed on the scan, the student may receive a warning or a zero for the assessment, depending upon the offense*.
- If the student is flagged for
 - Off-screen gaze
 - Suspicious objects
 - Multiple people
 - Face not visible
 - Or other concerns

Depending upon the offense*, the student will receive a warning or a zero for the assessment.

*If the offense is deemed a serious intentional offense, the university's academic integrity policy will be followed on the first offense.

- **Second Offense:** The student may receive a zero on the assessment. The university's academic integrity policy will be followed.

4. Review Process

- All room scans and AI flags are subject to review. If any violations or unauthorized items are discovered upon review, the candidate will be notified, and the student may be warned, or the student may receive a zero for the assessment.
- The candidate will have the right to appeal the decision to the SAC for the first offense if given a warning. The university's academic integrity policy will be followed for further offense or if the first offense was deemed serious and intentional which includes an appeals process.

Rationale

This policy balances fairness with strict enforcement, allowing students to correct the minor room scanning or proctoring issues while maintaining exam security standards.