PLEASE NOTE: This handbook is not an official University publication. It is a student resource for policies and procedures as well as an informational tool regarding College and University resources. Students should review the handbook at the beginning of each academic semester in order to be aware of the most current College processes.
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Students of the University of Kentucky College of Pharmacy recognize that members of the pharmacy profession should subscribe to a set of ethical standards that recognize our primary obligation to the patient and which foster integrity and honor within our profession. We recognize our responsibility to our patients, society, other health professionals, and self. Furthermore, we recognize the great trust society bestows on us as we serve the health care needs of our patients. Because of this responsibility, we do hereby affirm and undertake to live within the privileges and duties accorded us and required by this Code. ............................................................................................................. 33
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College of Pharmacy students arrange their own housing. The majority of students live in apartment complexes, townhouses, duplexes, or homes near campus. As you might expect in a college town, there are a large number of apartment complexes in the city. Some students choose to live within walking distance of campus while others choose to live farther away.

The University maintains two U.S. Postal Services substations. One is housed in the lower level of the Medical Center (257-6360), and the other is in White Hall Classroom Building (257-6357). Both are full-service substations and have personal-service windows where postal customers can purchase stamps, post mails, arrange for special-delivery mail service, etc. Call for hours.

K. University of Kentucky Federal Credit Union
A. UNIVERSITY OF KENTUCKY COLLEGE OF PHARMACY

I. Mission, Vision, Values and Goals
The mission of the UK College of Pharmacy is to positively impact the health and well-being of society through advances in pharmaceutical education, research, service and patient care. The vision of the College is to become the premier College of Pharmacy in the United States.

Values of the College include integrity, professionalism, academic excellence, academic freedom, mutual respect and human dignity, diversity in students, staff and faculty, personal and institutional responsibility and accountability, shared governance, a collegial community, sensitivity to work-life concerns, and civic responsibility and service to society.

The goals of the College are to enhance stature among peers, prepare students for leadership in the knowledge economy and global society, enhance the intellectual and economic capital of Kentucky through growth in research, embrace and nurture diversity, and engage Kentuckians through partnerships to elevate the quality of life.

II. Educational Program
The University of Kentucky College of Pharmacy professional program leads to a Pharm.D. degree. The accreditation manual of the Accreditation Council for Pharmacy Education (ACPE) states:

The college or school's professional degree program curriculum must prepare graduates with the professional competencies to enter pharmacy practice in any setting to ensure optimal medication therapy outcomes and patient safety, satisfy the educational requirements for licensure as a pharmacist, and meet the requirements of the University for the Degree.

The curriculum must develop in graduate's knowledge that meets the criteria of good science;¹ professional skills, attitudes, and values; and the ability to integrate and apply learning to both the present practice of pharmacy and the advancement of the profession. Graduates must be able to identify and implement needed changes in pharmacy practice and health care delivery.

III. Pharm.D. Degree
The Doctor of Pharmacy degree is awarded to students who have been admitted to the College of Pharmacy Pharm.D. program upon completion of a minimum of 164 semester credit hours of specified course work with a grade point average of at least 2.0 of a possible 4.0.

B. UNIVERSITY OF KENTUCKY AND COLLEGE OF PHARMACY GENERAL INFORMATION
I. Confidentiality and Disclosure
FERPA, the Family Education Rights and Privacy Act of 1974 (or the Buckley Amendment) provides basic privacy rights to students in regard to their academic transcript. Under FERPA provisions, a student has the right to have his or her academic record kept separate and confidential unless he or she consents in writing to have it released. However, FERPA also affords that the College of Pharmacy may disclose (to University personnel) the student's academic record without the student's consent when the information is used under the following disclosure guidelines with the:

1. purpose of academic advising;

¹ “Good science” implies having the following characteristics: evidence-based, logical, convincing, explanatory, honest, testable, and systematic.
2. purpose of writing a recommendation;
3. purpose of selecting students for honorary organizations;
4. purpose of informing community-based faculty members serving as preceptors in order to improve the quality benefit to each rotation;
5. purpose pursuant to law or court order.

Questions concerning this law and the University policy concerning release of academic information may be directed to the Registrar's Office at 257-8729.

II. Disabilities (Physical, Mental and/or Learning)

The University of Kentucky is committed to meeting its obligations pursuant to Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act of 2008, as amended. An individual with a disability is defined as someone who has "a physical or mental impairment that substantially limits one or more major life activities," including “caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.”.

Any student who has such a disability and seeks special accommodations from the University must notify the Director of Student Success and Career Development in the Office of Academic and Student Affairs of the College of Pharmacy of that disability, in writing, preferably before the beginning of the school year, but in no case later than the third day of classes for the fall semester. If a disability develops during the school year for which accommodations are requested, the student must notify Academic and Student Affairs, in writing, as soon as he/she becomes aware of the disability. The student must also notify the coordinator of each course he/she is enrolled in of his or her anticipated accommodation in the same time frame. The student will be required to provide current documentation of the condition for which they require accommodation to the University Disability Resource Center: http://www.uky.edu/StudentAffairs/DisabilityResourceCenter/ (257-2754) before any accommodations can be instituted. The Disability Resource Center is located on the 4th Floor of the Multidisciplinary Science Building on the corner of Rose Street and Huguelet Drive (725 Rose Street, Suite 407 Lexington, KY 40536-0082). Notification of the condition and request for special accommodation will be referred to the same office.

The Disability Resource Center will base provision of services to accommodate disabilities upon a review of current medical or psychological documentation and an assessment of current needs and appropriate services. For further information, contact the Disability Resource Center within the Office of the Dean of Students of the University at 257-2754. In order to ensure that each applicant understands this situation before he or she accepts admission, the College requires each applicant to sign a document to that effect.

In addition to the student's notification, request for accommodation and documentation will be kept confidential, but will be disclosed in the provision of accommodation. Students having the same accommodation may be tested together.

III. Drug Free Institution

The Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989 set a standard of behavior that affects students who are on University of Kentucky property, on University business, and or at University-sponsored events. These laws, and University policy, from which this policy is derived, define conduct related to the unlawful possession, use, dispensation, distribution or manufacture of alcohol or illicit drugs. Students found in violation are subject to disciplinary action up to and including suspension or termination. The Drug-Free Institution Policy can be found in the University Bulletin.
IV. Drug Testing and Criminal Background Checks

Drug tests (urine screens) and criminal background checks are common requirements for health care employment. Such requirements are also often in place for students who rotate through health care facilities as part of required educational experiences. Students can expect and should be prepared for them. Their completion is required for experiential education courses in the PharmD program.

In addition, drug tests and/or criminal background checks may be required prior to granting of certain licenses or permits for practice by regulatory boards, some of which are required for participation in required pharmacy experiential courses. For example Introductory and Advanced Pharmacy Practice Experience courses require students to be registered as an “intern” with the Kentucky Board of Pharmacy.

Students must be aware that:

1. Since a drug test and/or a criminal background check is required for enrollment and or participation in any course, and for the granting of any permit or license required for participation in a course, the expense for the test and/or check must be borne by the student. Drug tests may cost $40 - $75 and background checks may cost an additional $10 - $75. The particular tests and checks required, and related costs, are subject to change and beyond the control of the University or the College of Pharmacy.
2. If a student fails to pass a drug test and/or a criminal background check he/she may be ineligible for enrollment in experiential courses, ineligible for graduation and therefore ineligible to continue in the College of Pharmacy. Additionally he/she may be ineligible for registration as a pharmacy intern or for licensure as a pharmacist.
3. The College of Pharmacy does not accept responsibility for any student being ineligible for coursework, continued enrollment in the College, or subsequent licensure as a pharmacist for any reason, including failure to pass a drug test or criminal background check.
4. Students who provide any false information regarding drug use or criminal offenses in any documents relating to their attendance at the University of Kentucky College of Pharmacy are subject to immediate dismissal from the College. Failure to disclose correct information at any time also may be the basis for professional discipline and/or denial of licensure.
5. Any student convicted of a felony of any type or of a drug/alcohol offense while a student at the College of Pharmacy must report that offense to the Office of Academic and Student Affairs in writing within 10 days of conviction. Students failing to report misconduct/issues within the 10-day window will be subject to the Health Care College Behavioral Code Committee: [http://www.uky.edu/Faculty/Senate/university_senate/agendas/archives/2007-2008/20080505/HCC%20Code%20-%20version%204-28-08_clean.pdf](http://www.uky.edu/Faculty/Senate/university_senate/agendas/archives/2007-2008/20080505/HCC%20Code%20-%20version%204-28-08_clean.pdf).
6. Additional information regarding drug screening is provided below in the “Impaired Student Policy”.

V. Impaired Student Policy

1. Responsibilities and Assumptions

It is the responsibility of the health professions to protect the safety of patients as well as promote the wellbeing of practitioners. In this context, the health care colleges extend this responsibility to health care college students. A student with a substance abuse or addiction problem may have impaired judgment and skills, be compromised in their learning and be unable to provide safe and competent care for his/her patients. Therefore, all members of the academic community must address abuse and addiction as it affects students in the health care colleges.

This policy is based on the following assumptions:

- Students impaired by substance abuse or addiction compromise their educational experience, the safety of patients, and the integrity of their profession.
- Students impaired by substance abuse or addiction compromise their health but can be successfully treated and can return to a productive level of functioning.
The health care colleges are committed to the identification of abuse, intervention, referral for treatment, and monitoring of recovering individuals.

Students impaired by substance abuse or addiction should receive an opportunity for treatment in lieu of, before, or in concert with disciplinary action.

2. Purpose
The purpose of this policy is to provide a procedure to assist health care college students who are impaired, or whose actions and/or performance provide concern for the possibility of being impaired, due to substance abuse or addiction. The role of the health care colleges is to identify students with these problems and refer them for intervention, assessment, and treatment by knowledgeable and experienced substance abuse and/or mental health professionals. All costs for assessment and treatment are the responsibility of the student.

3. Procedures
Each case will be addressed on an individual basis and coordinated by the Director of Student Success and Career Development or other appropriate individual, in the health care college of the student concerned. Students may voluntarily indicate they are impaired and will be referred for treatment. Students whose actions and/or performance provide concern for the possibility of being impaired may be required to submit to random drug tests, at the expense of the student. Examples of reasons for concern include, but are not limited to, a pattern of abnormal or erratic behavior, a marked unexpected decrease in academic performance and irregular attendance or unusual absence.

Upon assessment, depending on the degree of impairment and the impact on performance, a treatment plan/contract will be developed by the health care college which may impact the student’s participation in the academic program. A student who is identified early and addresses the problem on an outpatient basis may have no interruption in his/her education while another student may need significant inpatient treatment requiring a period of time away from the academic setting. Time frames for completion of student academic programs may be adjusted depending on the treatment plan. All students must sign and follow a treatment plan/contract indicating they will remain in compliance with the recommended treatment plan.

The administration and faculty of the health care college will provide support for the recovering student by accommodating the recommendations made by the treatment provider. Every effort will be made to reduce stigma that the recovering person may experience due to any necessary restriction or actions that may be instituted. Standards of confidentiality will apply to all phases of the process.

If a student does not consent to participate, declines the request for a random drug test, or once evaluated does not fully comply with the terms of the student treatment plan/contract, the student may be dismissed from the health care college after appropriate due process by the Dean of that college.

VI. Complaint Policy and ACPE Policies Related to Complaints
Procedures below are regarding student complaints in general and those relating to the standards of ACPE policies and procedures.

1. General Concerns/Complaints
Students who have concerns or complaints about any aspect of their education at the College of Pharmacy are strongly encouraged to bring them to the attention of the proper individuals at the College. Students may provide input, opinions and suggestions themselves or through their class officers. For suggestions or inquiries about specific pharmacy courses, students should consult individuals in the following order: (1) the faculty member, (2) the relevant course coordinator, (3) the Department Chair to whom the faculty member or course coordinator reports, (4) the Academic and Student Affairs Office or the Office of Educational Advancement, (5) the Office of the Dean of the College of Pharmacy. Student input is routinely solicited at Student Liaison Committee meetings held...
periodically throughout the semester and Student Advisory Council meetings held twice a month. In addition, student representatives serve as members of many college committees. Input is requested directly from each student through course evaluations during and at the end of each semester, year-end assessments at the end of each academic year, and program assessments near graduation. All suggestions, complaints or concerns are considered carefully.

2. Complaints Related to ACPE Standards
The College of Pharmacy is accredited by the Accreditation Council on Pharmacy Education (ACPE) against a set of standards, policies and procedures published by the Council and available at www.acpe-accredit.org. Any student may lodge a complaint against the College or the pharmacy program related to those standards, policies and procedures. Complaints should be in writing and sent directly to the Dean of the College of Pharmacy. The student shall have the right to meet with the Dean to discuss his/her complaint within 15 working days. The Dean will consider the complaint, may discuss it with the appropriate individual or office and may request a meeting with the student. The Dean will respond to the student in writing within 15 working days of receipt of the complaint or the personal meeting, whichever comes later.

If a student is not satisfied with the response from the Dean, the student may address his/her complaint to the entire faculty through the Faculty Secretary in writing and additionally in person if he/she chooses, within 15 working days of receiving the initial response from the Dean. The faculty will hear the student and/or consider the complaint within 30 working days of receipt and respond through the Faculty Secretary within 10 working days of consideration. A complainant may request of the Dean and/or the Faculty Secretary that his/her identity be kept confidential. This request will be honored as much as possible within the constraints of resolving the complaint itself.

3. Protection of Complainant
All complaints, concerns and suggestions made by students and the reaction to them by the College are handled in the spirit of continuous quality improvement. No retribution against any individual complainant may be taken by any faculty member, staff member, College committee or the faculty as a whole because of the complaint. A file will be maintained for inspection by ACPE of all complaints and responses related to ACPE standards and the procedures involved to ensure the complainant’s fundamental procedural due process.

VII. Diversity
The College of Pharmacy and University of Kentucky strive to develop an environment where the value of diversity among students, faculty and staff is accepted, encouraged and embraced. Diversity encompasses differences in age, ethnicity, gender, national origin, race, religion, sexual orientation, socioeconomic background and unique individual style. The individual characteristics, talents and contributions of all people are valued and recognized for the unique contribution they make to our College.

VIII. Equal Educational and Employment Opportunities
All applicants to the University of Kentucky meeting the appropriate academic requirements and technical standards shall be considered for admission to any academic program thereof regardless of race, color, national origin, religion, sex, sexual orientation, marital status, age or disability. The University is an Equal Opportunity Employer, and no applicant or employee will be discriminated against because of race, color, religion, sex or national origin.

IX. CPR Certification
The College of Pharmacy requires that all pharmacy students be certified in an approved CPR training program by September 30 of their first professional year in the College of Pharmacy. A 2-year CPR training course providing certification that extends over two years is available during Orientation. Students are required to maintain an updated certification. All CPR certifications and updates are at
the expense of the student. There are several programs available which provide CPR training, certification and re-certification. However, the College of Pharmacy requires the Health Care Provider certification endorsed by the American Heart Association. This certification requires classroom time for hands on training and demonstration of skills.

X. Immunization Requirements
As a prerequisite for Introductory and Advanced Pharmacy Practice Experiences (IPPE and APPE) in the College of Pharmacy, students are expected to have appropriate immunizations for protection of the students and the patients they may see. First year pharmacy students MUST complete all required vaccinations by the first day of Spring Semester classes of their first professional year (January 6, 2014). Requirements not met at that time may require repeated vaccinations and may result in registration cancellation in courses for which immunizations are required (e.g. PPS 928). All pharmacy students MUST complete an annual TB screening. Failure to complete the TB screening and required immunizations by the deadlines stated may result in cancellation of registration and scheduling of IPPE or APPE. Pharmacy students must meet the following requirements:

1. Incoming Students
Vaccine-preventable diseases continue to occur on American college campuses. In order to ensure the safest possible environment for University of Kentucky students, the University has pre-matriculation immunization recommendations. These are based upon recommendations and guidelines issued by the American College Health Association (ACHA), the Centers for Disease Control and Prevention (CDC), and the federal Advisory Committee on Immunization Practices (ACIP), last updated November 2011. (MMWR/Nov 25, 2011/Vol. 6/No. 7)

The University of Kentucky strongly recommends that all incoming students be immunized before enrollment (either through vaccination or naturally acquired immunity) against the following illnesses:*  

- Measles
- Mumps
- Rubella
- Polio
- Varicella
- Tetanus – Tdap if tetanus is more than two years ago
- Diphtheria
- Pertussis
- Hepatitis A
- Hepatitis B
- Meningococcal Meningitis – required for students living in on-campus housing
- HPV (females and males up to age 26)
- Pneumococcal (for students with history of asthma, smoking, diabetes, liver disease, or immune suppression)
- Annual Influenza

*Please note that the College of Pharmacy highly recommends that students have these immunizations as a prerequisite for experiential education rotations. However, if you have questions regarding the immunization requirements, please see below, or call 859-323-INFO (4636).

2. Immunization Requirements for Students with Clinical Responsibilities
University Health Service (UHS) welcomes University of Kentucky Health Science Colleges’ students to our clinic. We are pleased to offer immunization compliance services to you. All Health Science
Colleges students are required to participate in the program and this document serves as your guide. These compliance requirements have been established to help protect health care providers and their patients during encounters with one another in clinical settings. We suggest that the only exclusion to these requirements be for medical contraindications. The following immunizations are required for all students involved in clinical activities:

Tuberculosis Screening:
- New Health Science Colleges’ students are required to complete an initial 2-step TB Skin Test or equivalent (IGRA), then a 1-step TB skin test as returning students. UHS recommends new students have one Mantoux TB Skin Test administered within 12 months prior to arrival but it’s not required.
- Provide documentation of a negative Mantoux PPD skin test or equivalent (IGRA).
- If known positive, physician documentation of the positive test and a negative chest x-ray.
- Annual TB screening while the student remains enrolled.

MMR:
- Proof of immunity to rubella, rubeola and mumps if born in 1957 or later. One of the following may be used as documentation:
  - Documentation of two MMR vaccines with the first at 12 months or older.
  - Documentation by a physician of having had rubeola, rubella and mumps diseases.
  - Documentation of positive rubeola, rubella and mumps titers.

Hepatitis B:
- A series of three injections at recommended intervals or documentation of a protective Hepatitis B surface antibody titer (>10 mIU/mL).
- For students completing the series of three injections after January 1, 1999, a Hepatitis B titer drawn 1-2 months after completing the series of three injections per CDC guidelines.
- If the Hepatitis B titer is negative after the initial series of three injections, the series of three injections should be repeated and a repeat titer drawn. If the titer remains negative, appropriate clinical evaluation is indicated.

Varicella:
- Proof of immunity to varicella by one of the following:
  - Positive (oral) history of chicken pox disease
  - Positive antibody titer
  - Immunization with varicella vaccine. (Full immunization with the varicella vaccine requires a series of two injections.)

Tdap (Tetanus, Diphtheria, Acellular Pertussis)
- Documentation of one dose of Tdap vaccine as an adult.
- Note: Td (tetanus/diphtheria) vaccine is NOT the same as Tdap.

Students are encouraged to have all immunizations prior to initial enrollment. However, immunizations are available for students through the University Health Service once you are enrolled. Appointments are necessary and may be made by calling 859-323-2778.
Bring paper copies of all your immunization records to the University Health Service for verification during Walk-In Weeks or for your scheduled appointment. A staff nurse will complete compliance form and give you copies to bring to your Student Affairs Office. UHS Primary Care Clinic is located on the second floor of the University Health service Building at 830 S. Limestone Street, Lexington, KY 40536.

3. Immunization Compliance Forms

Class of 2017 University Health Service (UHS) Immunization Compliance Forms are due into the Academic & Student Affairs Office by the first day of spring semester classes (January 6, 2014). Class of 2016 & Class of 2015 students must obtain an annual TB skin test and turn in an updated UHS Immunization Compliance Form by April 1, 2014.

- All students must obtain an Immunization Compliance Form from the University Health Service before participating in their Introductory Pharmacy Practice Experience (IPPE) and Advanced Pharmacy Practice Experience (APPE).
- The Immunization Compliance Form documents completion of TB screening, MMR's, Varicella; Tdap and completion of the Hepatitis B series.
- PY1 students are advised not to complete a TB skin test prior to August 14, 2013, due to expiration during IPPE 2014.
- You will need to bring complete written physician documentation of your immunizations to the University Health Service. You may fax your records to UHS prior to your clinic visit to expedite the process but you will need to bring paper copies to your appointment as well. Send your fax to Attn: Joni Pruitt, UHS, 859-257-9809. Please include your name and year in program (i.e., College of Pharmacy, 1st year.)
- Appointments are necessary for Compliance Form completion (except during walk-in weeks) and may be made by calling 323-2778.
- Upon completion of all of the requirements, students will be given a UHS Immunization Compliance Form. Please turn in a copy to the Academic & Student Affairs Office, BPC Suite 114.

XI. Blood Borne Pathogens – University Health Service Educational Exposure Protocol

If you come in contact with another person’s blood or body fluid (e.g., through a needle stick injury or mucous membrane splash), take the following steps IMMEDIATELY.

1. Perform basic first aid:
   - Clean the wound, skin, or mucous membrane IMMEDIATELY with soap and running water.
   - Allow blood to flow freely from the wound. Do not attempt to squeeze or milk blood from the wound.
   - If exposure is to the eyes, flush eyes with water or normal saline solution for several minutes.

2. If you are located in Chandler Medical Center, locate a “red exposure packet” in your patient care area, this contains the Reportable Occurrence form and the Occupational Exposure form. If you are located in UK HealthCare Good Samaritan, page the nursing House Supervisor.

3. At any training site (UK or off-site) IMMEDIATELY contact University Health Services (UHS) at 859-323-APPT (2778). UHS is responsible for your overall care. To the degree possible, know if your source patient has risk factors for HIV or Hepatitis. If prophylactic treatment is recommended, it should be instituted as soon as possible after the exposure.
   - If UHS is not open, contact the on-call UHS physician immediately by calling 859-323-5321 and ask the operator to page the University Health Service on-call physician immediately. When the physician returns your call, inform them that you have had a blood borne pathogen exposure. Have source patient health information at hand.
   - Source patient testing will be organized by UHS for source patients at Chandler Medical Center by the nursing House Supervisor if at UK Good Samaritan, or by the course director for off-site students. Do not attempt to have your own blood drawn. Proper lab tests will be
ordered for you by UHS personnel at the time of your visit OR you will be advised where to have your blood drawn by your course director.

4. Students on rotation within 50 miles of campus will receive ALL care at UHS. Students more than 50 miles from campus may, or may not, have care initiated at their rotation site. Contact your course director. ALL STUDENTS will have ALL follow up care at UHS. Appointments can be made with University Health Service at 859-323-APPT (2778). When reporting to UHS, the student must take a completed Reportable Occurrence form and a completed Occupational Exposure form. For students on rotation at UK, these forms are available at the nursing units. Off-site students may obtain these forms from the course director.

5. If the UHS physician prescribes prophylactic medication, they will advise you of the dispensing location. For on-site students and students in the immediate Lexington area, this will usually be through the UK Pharmacy. For students more than 50 miles from UK campus, pharmacies have been identified in coordination with the AHEC site coordinators. You will be informed of this pharmacy site at clerkship orientation.

6. At the time of exposure, the student must also report the exposure to the attending physician or resident. Off-site students must also notify the course director.

See the complete University of Kentucky Health Care Colleges Policy On Educational Exposure To Blood Borne Pathogens (PDF)

See a complete list of Pharmacy locations and AHEC Site Coordinators (PDF)

XII. Sexual Harassment

The College of Pharmacy will not tolerate sexual harassment. Considered a form of sexual discrimination, sexual harassment is defined generally in terms of the following: unwanted sexual advances, requests for sexual favors, or other verbal or physical actions of a sexual nature. The University of Kentucky also expressly forbids the sexual harassment of students, faculty and staff.

Complaints of sexual harassment within the College of Pharmacy may be reported to any one of these individuals within the College:

- Stacy Taylor, Interim Assistant Dean for Student Affairs
- Frank Romanelli, Associate Dean for Educational Advancement
- Nicole Keenan, Director of Student Success and Career Development
- Stephanie Wurth, Director of Admissions and Student Diversity

or to:

University of Kentucky Office of Institutional Equity, 257-8927, www.uky.edu/EVPFA/EEO
University of Kentucky Women’s Place, 257-3564, http://www.uky.edu/StudentAffairs/WomensPlace/

XIII. Smoke-Free Environment

The University of Kentucky Chandler Medical Center is a leader in the local and regional health care environment and, as a result, has a special obligation to promote healthy activities. In fulfilling its health care mission, the Chandler Medical Center must reflect its research and education roles in its public services and internal operations. Since active and passive smoking have been determined by the Surgeon General to be causes of preventable diseases, the Chandler Medical Center has established policies related to smoking and other tobacco products.

Policy
The University of Kentucky campus became completely tobacco-free on all campus grounds and parking areas on November 19, 2009. The tobacco-free policy, which prohibits the use of all tobacco products on all grounds and parking areas (traditional cigarettes, e-cigarettes, chew, pipes, cigars, hookah or waterpipe smoking, snus, snuff, etc.), applies to all areas of the contiguous UK campus in Lexington, indoors and out. Additional information on the Tobacco Free Policy is available at: http://www.uky.edu/TobaccoFree/.

1. Inside Buildings: There are no approved smoking areas inside any Medical Center or campus building.
2. Employees: The University of Kentucky Chandler Medical Center does not discriminate in hiring practices on the basis of being a smoker or a non-smoker. Applicants are informed that smoking or use of tobacco products is not allowed inside or outside of any Medical Center or campus building.
3. Sanctions: Students who violate this policy will be subject to disciplinary action under the Health Sciences Student Professional Behavior Code. Sanctions regarding non-hospital employees, hospital employees, faculty, or patients may be viewed in the Student Affairs Office.
4. Enforcement: If an employee, visitor, patient, or student does not comply with the policy, the Medical Center Security division should be called at 323-6156. Security personnel will also assist with compliance as security rounds are made or posts are maintained.

This policy has been developed to promote the health, well-being, and safety of the patients, visitors, and employees while at the Medical Center or on campus. All employees are responsible for understanding and enforcing this policy.

Students who desire help in kicking the nicotine habit may contact the University Wellness Program at 257-3955 for information on their self-help, stop-smoking program, or contact a health care professional at University Health Service, 323-5823, for information on smoking-cessation programs in the area.

XIV. Employment Statement and Special Considerations
The demands of the Doctor of Pharmacy curriculum consume the entire efforts of students. Therefore, upon acceptance to the program of study, students are expected to devote their energies to the academic program. The College actively discourages employment while courses are in session and cannot take outside employment or activities into account when scheduling classes, examinations, reviews, field trips or individual course functions or special projects.

Due to curricular requirements, course functions and/or examinations outside the normal Monday through Friday, 8 am to 5 pm business hours time frame will occur.

Clinical responsibilities include evening and weekend work and again, are scheduled without regard to employment.

XV. Office of Educational Advancement
The Office of Educational Advancement (OEd) works closely with faculty and students to ensure that the professional and graduate curriculum is contemporary, in compliance with accreditation standards, and relevant for training pharmacists and pharmaceutical scientists for the 21st century. OEd staff includes the Associate Dean for Educational Advancement (Dr. Frank Romanelli), the Director of Assessment (Ms. Leah Simpson), the Director of Education Technology (Dr. Jeff Cain), Data Management Coordinator/Office of Education Advancement (Mrs. Belinda Morgan), and Student Administration Support (Ms. Julianne Kravetz).

OEd staff provides the following services:
- serves as the central contact point for all issues related to curriculum
• assistance in development and implementation of active learning techniques and incorporation of new instructional technology methods in the classroom
• coordination and oversight of aspects of faculty and course evaluations
• coordination and integration of curriculum content (Master Calendar--what is taught and when);
• support of small-group activities (assigning students to small groups; training them to participate in problem-solving; developing cases and scenarios for use in small group learning; training small-group facilitators; reserving classrooms for small-group activities);
• assistance to students in management of Student Liaison Committees (a forum for gathering student feedback about instructional effectiveness)

OEd staff provides data and consultation support for the admissions, curriculum, and assessment committees and coordinates overall assessment of College of Pharmacy educational programs for continuous quality improvement.

XVI. Facilities

1. Building Safety and Security
Building safety is a number one priority for the college and the Building Emergency Action Plan (posted in Sharepoint) is a guideline for occupants to follow in case of a building wide emergency. It contains important information on several emergency scenarios and also provides evacuation exit, meeting locations, and severe weather shelter locations for the BioPharm building. Notable highlights from that plan include:
• All students must adhere to and follow emergency response and evacuation procedures, even if an examination is being administered during the relevant period.
• Severe weather shelters are located in the corridor of the basement and in the restrooms in each main corridor of floors 1-5.
• In the case of a building evacuation, students must utilize the stairways found at each end of the building to access the ground floor, and then proceed immediately to the parking lot on Limestone Street across from BPC and neighboring Speedway.

Also contained on the website are policies and procedures for security in the building. Badge and key access are restricted and can only be assigned by access coordinators in their perspective areas. Please note that badges are required to be worn at all times as many areas of the building require badge access use and the badge itself serves as a form of identification if needed. There are also links to all lab research policies here at the university through the department of Environmental Health & Safety.

2. Classroom and Building Monitoring
Student images may be viewed or captured (e.g., lecture recording) in the context of the University of Kentucky College of Pharmacy Doctor of Pharmacy program. A recording camera system is present in the building. This system is not monitored but can be used to view past events in case of emergency and/or other security issues.

3. Building Access and Hours of Occupancy
In order to balance the desire to provide pharmacy students sufficient opportunities to utilize small gathering and study spaces in the Biopharmaceutical Building (College of Pharmacy), along with the need to insure adequate safety and security precautions are in place, the following access rules have been developed in order to gain access to the building with a medical center ID badge or UK Wildcard

Weekday Access During Hours of Routine Operation
• Pharmacy students have access to the building, as do other employees and visitors, during the hours of routine operation (7:00 am – 6:00 pm on weekdays, excluding official university holidays and semester breaks).
• Pharmacy students must wear their ID badges and UK Wildcards at all times.
Weekday Access After Hours of Routine Operation (“After Hours”)

- Professional Year 1, 2 and 3 students have badge access to perimeter doors and group learning rooms (GLRs; 121, 125, 131, 135, 141, 145, 151, 157; reservation required) until 12:00 am each weekday.
- Student after-hour access for informal activities (e.g., study sessions) is limited to Pharmacy students only.
- Students may not occupy the building alone after hours. Pharmacy students must be accompanied by at least one other pharmacy student, pharmacy faculty or pharmacy staff member.
- When entering the building after hours, each student must badge-in, even though they are to be accompanied by another pharmacy badge holder (e.g., student, faculty, staff member).
- Each student is to exit the building before 12:00 am each weekday (midnight on Friday evening/Saturday morning).
- Pharmacy students must wear their ID badges and UK Wildcards at all times. If they do not wear their badges, they will be asked to exit the building. An ID badge is an original form of identification, and may not be loaned to any other individuals, including fellow pharmacy students.
- If a student exits the building, the accompanying party must also exit, if the accompanying individual is a student or a non-pharmacy badge holder.
- Pharmacy students may request permission for after-hours access to the building for official activities (e.g., student organization events). Such activities must be approved by the Office of Academic and Student Affairs, and security arrangements must be made accordingly.
- Should classrooms be used to administer examinations after hours, the Office of Academic and Student Affairs will request that the facility supervisor arrange to have corresponding classrooms unlocked (only for the specified examination duration).

Weekend Access – Block Examinations

- Student access to the building for block examinations will be arranged through a request from the Office of Academic and Student Affairs to the facility supervisor. The building and corresponding rooms will be unlocked accordingly.
- The Office of Academic and Student Affairs will notify students, instructors and examination proctors of the building occupancy plan (e.g., hours of potential access, time by which the building must be vacated, need to wear ID badges) prior to each examination block.
- Each student is to exit the building before 12:00 am Sunday of exam weekend (midnight on Saturday evening/Sunday morning).
- Each student will have access to the building from 7:00 am to 12:00 am on Saturday and Sunday of exam weekend. Each student is to exit the building before 12:00 am Sunday of exam weekend (midnight on Sunday evening/Monday morning).
- Pharmacy students must wear their ID badges and UK Wildcards at all times.

Any student resistant to cooperation with these occupancy rules will be reported to the Office of Academic and Student Affairs.
Safety and Security Reminders

- In the event of an emergency, building occupants should contact 911 from a campus phone or 257-UKPD (8573) from your personal cell if possible and provide a room number to expedite the reporting of emergency personnel.
- Cats Path (http://www.uky.edu/Police/catspath/) – information on safe walking paths on campus.
- SafeCats (http://www.uky.edu/Police/escort.html; 257-SAFE) - safety escort service available to UK students and their guests Sunday - Thursday from 8:30pm to 1:30am except during official University holidays, breaks or during the summer.
- Healthcare Security (http://www.uky.edu/Police/healthcare-security.html; 323-6152) for safety escorts during after-hour times when in the Med. Center area (please call with at least 10 minutes of advanced notice) **please note faculty, staff, and students can use this**
- Students should register with UK Alert at http://www.uky.edu/EM/UKAlert/ . The system will send alerts to your cell phone or home numbers about emergency information from the university.
- Fire and emergency evacuation route maps are posted near the entrance/exit of each classroom, as well as throughout other areas of the building

4. Room Reservations and Etiquette

Classrooms (124, 152, 170 & 234) in the Biological Pharmaceutical Building during normal building hours (Monday through Friday, 7:00 am – 6:00 pm) should be reserved by contacting the Academic and Student Affairs Office.

Group Learning Rooms (GLRs) can be reserved for study groups (2 hours per person) until 12:00am each weekday through the Academic and Student Affairs Office. No student is allowed in the large classrooms (124, 152, 170 & 234) after 6:00pm. If the GLR is occupied during your reservation kindly notify the occupants that you have the GLR reserved and if they need a GLR they can make a reservation with the Academic and Student Affairs Office.

In-room furnishings must be returned to their original layout immediately upon the conclusion of a reservation. Any additional furniture brought in for the classroom reservation must be removed before vacating.

5. Lost and Found

Items found in the classrooms and Group Learning Rooms will be taken to the Academic and Student Affairs suite (114) for safe keeping. Contact Rene Maldonado or Julianne Kravetz in the Office of Academic and Student Affairs to inquire about lost items.

C. ACADEMIC EXPECTATIONS AND REQUIREMENTS

I. Student Rights and Responsibilities

All College of Pharmacy students are subject to the rights, rules and regulations governing University of Kentucky students in all matters not specifically covered in Medical Center and College documents.

Three levels of rules and expectations bind students enrolled in the College of Pharmacy and are designed to protect them. Students are members of the general University of Kentucky community and must abide by the regulations as listed in University Students Rights and Responsibilities. Students are members of the University of Kentucky Chandler Medical Center community and must abide by the Health Sciences Student Professional Behavior Code (http://www.uky.edu/Regs/files/HCCode.pdf) and the UK Behavioral Standards in Patient Care (http://www.mc.uky.edu/learningcenter/Manuals/Behavioral-Standards-In-Patient-Care_2.pdf).

Students are also important members of the academic community at the College of Pharmacy and are expected to maintain a standard of behavior appropriately reflective of the College and the professional practice of pharmacy.
Due to the prevalence of and types of information that can be displayed through social media (Facebook™, Twitter™, blogs, etc.) in today's society, the College offers the following social media use guidelines for students. Students should avoid any activity on social media sites that could portray them, the College, the faculty and/or preceptors, the University or the pharmacy profession negatively. Some of the strongly discouraged actions include, but are not limited to: display of vulgarity through written comments, photos, and/or affiliations; display of language that is disrespectful to an individual or group because of age, race, gender, ethnicity, or sexual orientation; display of photos or language that may reasonably be interpreted as condoning substance abuse; and display of any language that degrades patients. Those actions may be interpreted as violations of the Health Care Colleges Code of Student Professional Conduct. Furthermore, per HIPAA regulations, patient privacy must be maintained at all times regardless of the communication medium.

II. Academic and Student Affairs Office

The Office of Academic and Student Affairs is responsible for all academic aspects relating to student attendance and subsequent graduation. This includes admission, course registration, approval of selective (elective) options, notification of naming to the "Dean's List for High Academic Achievement," graduation requirements and certifications, classroom scheduling, regulatory reporting requirements, and implementation of recommendations from the Academic Performance Committee. Located in Room 114 of the Biological Pharmaceutical Complex (BPC), students can also reach the office by calling 257-5304. Dr. Stacy Taylor is Interim Assistant Dean for Student Affairs.

III. Academic Performance

Students are expected to pass all courses with a minimum grade of "C." Academic rules and the function of the Academic Performance Committee are explained in section V. Academic Progress and Promotion. A student who feels his/her grade in a course is inappropriate should first contact the course director for an explanation. If the answer from the course director is unsatisfactory, the student should then contact the Chair of the Department responsible for the course.

The Department of Pharmaceutical Sciences is responsible for PHS courses 911, 912, 914, 921, 922, 924, 931, 932, 933, 941, 944, 947 and 951. Dr. Joe Chappell is the Chair of Pharmaceutical Sciences.

The Department of Pharmacy Practice and Science is responsible for PPS courses 910, 913, 916, 919, 920, 923, 926, 928, 929, 930, 939, 940, 946, 948, 949, 950, 953, 957, 959, 960, 966, 967, 969, 991, 992, 993, 994, 995, 996 and most professional electives. Dr. David Burgess is the Chair of Pharmacy Practice and Science.

If the student still feels the grade received in a course is inappropriate, the student may contact the University Academic Ombud for potential appeal to the University Appeals Board.

IV. UK Academic Ombud

The UK Ombud is responsible for assisting students and instructors work through and resolve academic problems and conflicts. The Academic Ombud is a neutral party working as an advocate for fairness and quality. The UK Academic Ombud changes from year to year and is located at 109 Bradley Hall (257-3737). www.uky.edu/ombud

V. Academic Progress and Promotion

The College of Pharmacy Academic Performance Committee (APC) is charged with monitoring students' progress through the curriculum. The committee regularly reviews (during and at the end of each semester) the performance of each student based on course grades and written comments of each student's performance, both of which are shared with the student and are part of the student record. The APC for students in a particular year will consist of the course directors for that year plus a standing core of faculty. The APC will recommend an action to the Dean appropriate to the particular
student standing and record: warning, promotion to the next year, graduation, probation, probation with remedial action, removal from probation, academic leave, suspension, or other action. Students must be promoted to subsequent year standing by action of the APC. Promotion is not automatic, but must be earned based on appropriate performance and satisfactory completion of prior coursework. The APC may also recommend other actions including, but not limited to, adjustment of academic load, repetition of curriculum segments and participation in counseling sessions. Although the APC considers the overall record of the student in making decisions, the APC will rely on the following:

All students must maintain a minimum GPA\(^a\) of 2.0 and earn a minimum grade of “C” in each course taken during the time they are students in the College of Pharmacy. Further:

1. Any student with a GPA less than 2.0 in a single semester or with a cumulative GPA less than 2.0 will be placed on probation\(^b\) or may be suspended\(^c\) from the College. Students who fail to earn a minimum of “C” in any one course may be placed on probation. The Academic Performance Committee (APC) will determine the remediation required.
2. A failure in a pass/fail course will be considered a grade less than C.
3. Students who fail to earn a minimum of “C” in two courses will be placed on probation and remediation may be required. The APC will determine the level of remediation required.
4. Students who fail to earn a minimum of “C” in three or more courses will be suspended from the College of Pharmacy, regardless of GPA.
5. Students who satisfactorily complete the remediation requirements for probation in two consecutive semesters will be removed from probation.
6. Students who are on probation and fail to meet the requirements for remediation or fail to meet the requirements needed to remove them from probation as determined by the APC will be suspended from the College.
7. Students eligible for probation on a second occasion may be suspended from the College.
8. Repeat Options are not recognized by the College of Pharmacy for students enrolled in the College. The original grade received in each course will remain on the transcript, be averaged into the cumulative GPA, and be considered in discussions of probation and suspension regardless of any grades earned in repeated courses.

\(^a\)Includes all coursework, including PHS, PPS and non-pharmacy electives, that comprise the First through Fourth Professional Years of the Pharmacy program.

\(^b\)Students who are on academic probation may not be allowed:
   a. To serve as officers or committee members in any campus organization
   b. To participate in any University extracurricular activities or in the activities of any University organization if the participation involves the expenditure of an appreciable amount of time.
   c. To be employed by any department or College of the University

Students on academic probation may have a restricted academic schedule as dictated by the Academic Performance Committee. Students placed on academic probation must meet the requirements dictated by the APC before being removed from probation.

\(^c\)Students suspended from the College may petition the Dean for reconsideration of their case and for permission to re-take College of Pharmacy courses to correct their academic deficiencies. That permission may or may not be granted by the Dean. If a student is allowed to re-take required Pharmacy courses, and the academic deficiencies have been satisfactorily addressed, these students may re-enter the College but will do so on probationary status. If the student is judged after two semesters to be performing satisfactorily by the APC while taking normal academic course loads, his/her probation status may be removed.

VI. Dean’s List and Graduation Honors

The Dean's Office compiles an honor roll of students who have demonstrated academic excellence by achieving at least a 3.5 grade point average while enrolled as full-time students with at least eight hours taken for a letter grade. These students also are noted at the College Honors & Recognition Program,
recognizing students who have demonstrated excellence in service, leadership and scholarship at the College.

The University confers three distinctions at graduation:

**Summa Cum Laude** students graduating with a pharmacy GPA of 3.8 to 4.0
**Magna Cum Laude** students graduating with a pharmacy GPA of 3.6 to 3.79
**Cum Laude** students graduating with a pharmacy GPA of 3.4 to 3.59

**VII. Application for Graduation and Attendance**

Students must apply for graduation in the Office of Academic & Student Affairs, Room 114 BPC, during the beginning of the semester in which they will be graduating. Deadline dates for filing graduation applications are published by the University Registrar.

The College has historically held a recognition program for graduates, their families, friends and faculty. Information about the graduate recognition program is handled through the Office of Academic & Student Affairs.

**VIII. Professional Outcomes and Abilities**

*(What should you be able to do when you graduate from this program?)*

An institution must document how it measures the performance of its graduates in achieving specific outcomes developed by each program. Essentially this means each program must describe what its graduates are able to do (*abilities/outcomes*) and provide evidence that they have demonstrated this ability (*assessment*).

The Accreditation Council for Pharmacy Education (ACPE), the accrediting agency for the UK College of Pharmacy, expects each College or School of Pharmacy to demonstrate that it systematically obtains outcome information and that it applies this information to bring about program improvements and enhance student achievement.

Research in measuring effectiveness of instruction reveals that assessment is one method to determine if a program’s expectations are being met. Assessment can measure if individuals completing a program have attained the expected outcomes of the program. If it is completed properly, assessment can provide information about what and how students learn, and it can serve as a tool to collect and utilize information for continuous improvement in the educational process. The following Outcome Statements describe activities and related standards of performance that are the basis for fulfilling the educational mandates in the UK College of Pharmacy, according to the College’s assessment plan.

**General Abilities Outcomes**

1. **Foundation Knowledge**
   1.1 The student must be able to apply basic knowledge and principles about pharmaceutical sciences, clinical sciences and socio-behavioral sciences to engage in critical thinking and solve drug-related problems.

2. **Critical Thinking Skills**
   2.1 The student must be able to use a systematic process to provide and justify a solution to a problem, case and/or issue.

3. **Information Management**
   3.1 The student must be able to use critical thinking and analysis skills to evaluate medication information resources for fulfilling a patient-specific medication information request.
   3.2 The student must be able to resolve specific patient care medication questions, issues or concerns.
   3.3 The student must be able to independently resolve drug-related questions/issues from non-patient sources.
3.4 The student must be able to understand and critically evaluate a research publication using a systematic process.
3.5 The student must be able to understand the importance of informatics in healthcare for continuous quality improvement.

4. Communications
4.1 The student must be able to write, speak and listen, as well as recognize and use nonverbal communication to respond effectively to varied audiences (e.g., diverse patient populations, healthcare professionals, etc.) and varied purposes (e.g., influence, persuade, etc.).

5. Professionalism
5.1 The student must be able to demonstrate a commitment to carrying out professional responsibilities, adherence to ethical principles, and sensitivity to a diverse patient population.

6. Social Interaction, Citizenship, Leadership
6.1 The student must be able to provide service to the profession or to the community.
6.2 The student must be able to practice effective interpersonal and intergroup behaviors in a variety of situations and circumstances.
6.3 Integrate the principles of leadership in the provision of patient care.

7. Lifelong Learning
7.1 The student must be able to assess own learning needs and develop a process for meeting their learning goals.

Professional Outcomes – Patient Care
1. Assessment
1.1 The student collects relevant patient-specific information to use in decision making concerning all medication therapies. The student reviews, analyzes, and makes recommendations on medication therapy related to the following 4 major areas (7 medication therapy problems):
   - Indication
     - Needs additional medication
     - Unnecessary medication
   - Efficacy
     - Ineffective medication
     - Dose too low
   - Safety
     - Dose too high
     - Adverse medication reaction
   - Adherence
     - Inappropriate adherence

2. Care Plan Development
2.1 The student identifies goals of therapy that are individualized to the patient.
2.2 The student develops a plan of care that involves interventions to resolve medication therapy problems and interventions to achieve goals of therapy.
2.3 The student develops a schedule to follow up and evaluate the effectiveness of the outcomes from medication therapies and assess any adverse events experienced by the patient.

3. Follow-up Evaluation
3.1 The student evaluates the patient’s actual outcomes and determines the patient’s progress toward the achievement of the goals of therapy, determines if any safety or adherence issues are present, and assesses whether any new medication therapy problems have developed.

Professional Outcome – Medication Distribution
1. Procurement
1.1 The student understands the pharmacist’s role in procurement of scheduled, non-scheduled and OTC medications.
2. **Security/Control**
   2.1. The student understands the pharmacist’s role in security/ control of scheduled, non-scheduled and OTC medications.

3. **Receipt and review of prescription or medication orders**
   3.1 The student reviews and evaluates prescription or medication orders for validity and appropriateness of:
   - Medication
   - Dose
   - Dosage form
   - Route and/or method of administration
   - Directions for use
   - Compliance with legal requirements
   - Bioequivalency (if multi-source drug)
   - Formulary use
   The practitioner intervenes accordingly when problems are detected.

4. **Transcription/order entry**
   4.1 The student accurately transcribes prescription or medication orders into the dispensing system.

5. **Medication Preparation and Dispensing**
   5.1 The student accurately prepares and dispenses medications to patients in both community and institutional settings.
   5.2 The student accurately compounds both non-sterile and sterile products in response to prescription or medication orders.
   5.3 The student demonstrates appropriate consideration of packaging, stability and storage requirements of drug products when dispensing.

6. **Medication Administration**
   6.1 The student demonstrates proper administration of medications.

**Professional Outcome - Management**
1. **Human Resources Management**
   1.1 Apply concepts of human resource management in hiring, evaluating and terminating pharmacists, technicians and other pharmacy employees.
   1.2 Apply concepts of human resource management in managing groups, organizations, and conflicts in the workplace.

2. **Operations Management**
   2.1 Apply concepts of operations management and marketing to community pharmacy and health-systems pharmacy practice.

**Professional Outcome - Teaching**
1. **Teaching**
   1.1 The student delivers succinct presentations with the purpose of educating a specific target population (i.e., patients, community members, students, healthcare professionals, etc.) using PowerPoint® or other appropriate AV media.
   1.2 The student develops clear, concise, and reasonable learning objectives when presented with a teaching issue.
   1.3 The student composes timely, reflective, and constructive evaluations of their own teaching skills and of others.
   1.4 The student describes and demonstrates to patients and various healthcare professionals the appropriate uses, adverse effects, and methods of administration of medications.

**Professional Outcome - Research**
1. **Research question**
1.1 Given sufficient information, the student shall be able to state rational, succinct research questions and accurately formulate testable hypotheses based on the research questions.

2. Research methodology

2.1 For a given research question, the student can identify and defend various approaches for appropriately designing the methods of evaluation.

2.2 The student is able to compare and contrast the concepts of internal and external validity, and can discuss how these two are interrelated and influenced by various forms of bias and random variation.

3. Sources of bias

3.1 Given a research question or hypothesis, the student is able to identify an appropriate sample from the population of interest.

3.2 The student can identify potential sources of bias that may be introduced into study design and can describe the advantages and disadvantages of various techniques and methods used to minimize bias.

3.3 The student accurately describes measurement reliability and validity for a given scenario.

4. Ethical principals

4.1 For a given research question, the practitioner can identify and employ appropriate ethical standards.

5. Statistical methodology

5.1 Given a research question and sufficiently detailed methodology, the student can assess the appropriateness and adequacy of the statistical analyses employed to address the research question.

5.2 Given a research question and sufficiently detailed methodology, the student can correctly interpret the statistical analyses.

6. Results and conclusions

6.1 Given the results from a research study conducted on a sample, the student is able to appropriately apply those results to the population of interest.

Professional Outcome – Public Health

1. Public Health (defined as “the science and art of preventing disease, prolonging life, and promoting health and efficiency through organized community effort.”)

1.1 Assure the availability of effective, quality health and disease prevention services for populations going beyond individual patient healthcare.

1.2 Develop public health policy.

1.3 Improve the medication use process through the development of medication use policy.

IX. Elective Courses

Electives taken at UK: Pharmacy students taking elective courses should be aware that elective courses do not adhere to the block exam schedule currently in place for the required core sequences. Elective course instructors (both in the College of Pharmacy and in other departments in the university) will schedule exams (including finals) at their convenience. If an elective course falls on a day that is scheduled as a pharmacy required core course review session day or exam day, the elective will not be cancelled. Pharmacy students should not expect or request special accommodation on those “question and answer” days. If an exam is scheduled during a time that overlaps with an elective class, the student may request an alternate time for the exam rather than miss class and every attempt will be made to accommodate the exams. This request should be made at the beginning of the semester and to the Office of Academic and Student Affairs. Most elective courses need every class meeting to cover all the material during the semester.

In addition, the College of Pharmacy semester schedule may differ from that in the University. It is not uncommon for the College to begin or end a semester before the general University schedule, have
final exams at a time different from the general University, or have Spring Break at a time different from the University. Students should be aware of these potential scheduling conflicts when registering for electives outside of the College of Pharmacy.

Most elective courses offered by the College of Pharmacy start the week after the beginning of classes. For elective courses offered outside the College of Pharmacy, students should attend the class meeting time after University classes begin.

In addition, some electives in the University are offered by departments outside the College. Students interested in registering for such courses should be aware that there is a possibility your registration will be restricted. This means that the department or college offering the course is limiting enrollment in that course to their students only.

**Electives NOT taken at UK:** Elective courses may be taken at any college or university provided the course is equivalent in level and approximate content to one at UK, or the student requests and receives prior approval from the Associate Dean of Academic and Student Affairs, Office of Academic Affairs, for the course.

Non-UK electives must be listed on the UK transcript to count toward the credit hour requirement for graduation. To have the course listed on the UK transcript, the student should request a transcript from the registrar’s office at the issuing institution. The transcript should be sent directly to the UK College of Pharmacy, 789 S. Limestone, Lexington, KY 40536-0596, ATTENTION: Academic & Student Affairs. Students should check their UK transcript about the middle of the next semester to make sure the process was completed. Credit for the course will transfer, but not the grade.

**X. Dual Degree Programs:**
Several dual-degree programs are available through the College of Pharmacy. They are:

- Pharm.D./MBA
- Pharm.D./MPA
- Pharm.D./Masters of Public Health
- Pharm.D./M.S. Physician Asst. Studies
- Pharm.D./M.S. in Pharmaceutical Sciences

The dual-degree programs allow students to earn both degrees in a total time period less than if the degrees were earned independently and sequentially. For example, with judicious use of electives it may be possible to complete a dual-degree program, at the same time, or within four months of when a Pharm.D. alone would be earned. The PharmD/MS Physician Assistant Studies is an exception, requiring an additional year of study for graduation with both a PharmD and MSPAS degree. The MS degrees in Pharmaceutical Sciences is in development (2013).

Admission requirements for the dual-degree programs are separate from admission to the College of Pharmacy, and a separate admission procedure must be completed, some including a GRE requirement. Students apply to the dual-degree programs after admission to the College of Pharmacy; a prior bachelor’s degree is not required. Additional information including ‘Frequently Asked Questions’ is available at [http://pharmacy.mc.uky.edu/programs/prepharm/dualdegree.php](http://pharmacy.mc.uky.edu/programs/prepharm/dualdegree.php)

**XI. Pharmacy Practice Experiences/Internship Credit**
Various terms are used in reference to practice experiences. The most common are Introductory Pharmacy Practice Experience (IPPE) and Advanced Pharmacy Practice Experience (APPE) formerly known as clerkships or rotations. Practice experience that may not be associated with academic coursework is referred to as “internship.”
IPPE (PPS 928,948) and APPE (PPS 991-996) refer to pharmacy practice experiences in patient care and other settings. IPPE concentrates on covering the traditional components of pharmacy practice as well as exposing the student to opportunities that pharmacists have to participate in patient care activities. APPE concentrates on proper use of pharmacotherapeutic agents and involves the selection of an agent, selection of the dosage form, preparation and delivery to the patient, ensuring compliance with drug therapy, monitoring for efficacy and side effects, conducting appropriate patient counseling, etc. IPPE and APPE are graded academic experiences. Pharm.D. students complete 8 weeks of IPPE and 42 weeks of APPE during the Pharm.D. program curriculum.

Internship refers to time spent working directly with a licensed pharmacist in a pharmacy after receiving an "intern" registration from the Board of Pharmacy. Internship in Kentucky may be acquired only under the supervision of a preceptor certified by the Kentucky Board of Pharmacy. (Out of state internship hours must follow the laws of that state. Please contact the out of state Board of Pharmacy for further information.) Hours worked are tabulated on a form signed by both the pharmacist and the intern and submitted to the Kentucky Board of Pharmacy. Currently in Kentucky, a minimum of 1,500 hours of "internship time" are required before a student may take the licensing exam.

Internship hours may be earned in IPPE and APPE courses, through nontraditional experiences, or work experiences outside the curriculum. The Kentucky Board of Pharmacy allows IPPE and APPE hours to count as "internship" time provided students register as an "intern" with the Board. Internship forms for the hours obtained as part of the student's academic experience will be provided by and submitted to the Kentucky Board of Pharmacy by the IPPE and APPE Course Directors.

The Kentucky Board of Pharmacy determines all internship rules and regulations independent of the College of Pharmacy. Address all questions on internship requirements directly to the Kentucky Board of Pharmacy.

XII. Application for Registration as a Pharmacist Intern/Obtaining Internship Credit

The Pharmacist Intern application (Form 1) must be submitted to the Kentucky Board of Pharmacy, requesting registration as a pharmacy intern and accompanied by the fee. Intern registration is required for obtaining internship credit for experiential coursework, must be obtained before the coursework is initiated, lasts for six years and must be renewed if the student has not completed all Advanced Pharmacy Practice Experience (APPE) requirements by that time. (The form is available from the KY Board of Pharmacy at http://pharmacy.ky.gov/) Please note: the Class of 2017 MUST obtain their Kentucky Board of Pharmacy Internship Registration by April 1, 2014 or they may not be eligible to register for the IPPE I (PPS 928) course.

Licensure as a pharmacist in Kentucky requires a minimum of 1500 internship hours. (Please note: Other states have varied requirements, please consult the Board of Pharmacy for these states in which you plan to become licensed.) The internship requirement for licensure in Kentucky is met through completion of the UK Introductory Pharmacy Practice Experiences (IPPE I and II) and the Advanced Pharmacy Practice Experience (APPE) component of the required Pharm.D. curricular core, which in total may provide up to 2000 hours of internship credit. Students must apply for intern registration through the Kentucky Board of Pharmacy at http://pharmacy.ky.gov/ as described above. Students who wish to receive internship credit for work experiences outside those in the curricular core should contact the Board of Pharmacy for additional information.

Internship registration shall be limited to those persons who are actively engaged in meeting the academic or practical experience requirement for licensure examination. No person who terminated the educational requisites is entitled to the privileges of internship registration, with the exception of any hardship case given written approval by the Board. No person not registered with the Board as a pharmacy intern shall take, use or exhibit the title pharmacy intern, pharmacy apprentice, pharmacy extern or any term of similar or like import.
Note: Students in the College of Pharmacy should address all questions concerning internship requirements to the Board of Pharmacy directly. The Board of Pharmacy is separate from the College of Pharmacy, and it reserves the right to change internship requirements at any time.

All pharmacist interns are required to notify the Board of any changes in address within 30 days of moving. Address changes may be made electronically. Use the 'Contact Us' option on the Kentucky Board of Pharmacy web page to submit address, employment or email changes to the Board. Please provide your license number with your information.

The Kentucky Board of Pharmacy has started sending important information by email. This mailing involves a 'mass email program'. Some email settings do not allow mass email messages. They will interpret these emails as spam. Please check your settings to allow emails from the Kentucky Board of Pharmacy.

KENTUCKY BOARD OF PHARMACY
State Office Building Annex, Suite 300
125 Holmes Street
Frankfort, KY 40601
Phone: 502.564.7910
Fax: 502.696.3806
Email: pharmacy.board@ky.gov
Web site: http://pharmacy.ky.gov/

XIII. IPPE/APPE/Off-Campus Course Requirement/Assignments

IPPE rotations must be completed within the Commonwealth of Kentucky. No exceptions will be made for rotations outside Kentucky. The student may be required to travel outside the greater Lexington area and may incur additional expenses, etc.

PPS 928 is completed in the summer session following the PY1 year and PPS 948 is completed in the summer session following the PY2 year. Student pharmacists should not make any plans that would potentially conflict with the four-week required course. Assignments will be made in the spring semester prior to the summer session.

Transportation to/from both IPPE and APPE sites is the responsibility of the student. Many rural sites fall within the Area Health Education Center (AHEC) areas. Financial assistance in the form of a one-time roundtrip travel allowance and housing may be available in some AHEC areas. Assignments are normally made as early as possible, giving students time to work with local AHEC coordinators to secure housing. The College of Pharmacy has established Clinical Education Centers (CECs) across the Commonwealth. These centers serve as the home base for students on APPE rotations during their 4th year. Students admitted to the College may be assigned to a CEC to complete their entire 4th year of APPE, or students may be assigned to APPEs statewide. Students assigned to the statewide APPE group are required to complete one rotation Block at a rural site. Every attempt will be made to secure financial assistance during these rotations through the statewide Area Health Education Center (AHEC) system. However, students should be prepared to incur additional expenses and inconvenience during the time he/she is assigned to sites outside the greater Lexington area, or at sites within one of the CECs. Assignments are normally made as early as possible, giving students time to work with local AHEC coordinators to secure housing. Some international rotations may be available. While counting towards academic credit, internship hours are not available for international rotations. Contact Dr. Melody Ryan at (859) 257-8790 to learn more about those opportunities.

The UK College of Pharmacy conducts Advanced Pharmacy Practice Experiences (APPE) during the fourth professional year (PY4) using a 6-week model. The PY4 year is divided into eight 6-week blocks with four one-week breaks throughout the year. To meet requirements for graduation, the student must
complete 7 of the 8 available blocks. A student may elect to take rotations during all 8 blocks with approval of the Director of Experiential Education.

A. Required Rotations
Students must complete four APPE required rotations. All of these experiences are conducted in-state. Each student must complete a minimum of one from each of the following rotation types:

1. Advanced Community Pharmacy Practice (ACP)
2. Advanced Hospital Pharmacy Practice (AHP)
3. Ambulatory Care Pharmacy Practice (AMP)
4. Acute Care Inpatient Pharmacy Practice (ACI) – must have one ACI rotation completed in an approved academic medical center (UK, Lexington VA, U of L, Baptist Health Madisonville -formerly Trover Health System) that involves interprofessional rounding experience with a medical team.

B. Elective Rotations
Students may select from a variety of rotations to complete the remaining three APPE rotations required for graduation.

1. Students may choose a rotation from any of the required rotation types.
2. Students may select from a list of rotations that are classified as “Patient Care Electives.”
3. Students may select from a list of rotations that are classified as “Non-Patient Care Electives.”
4. In special circumstances, students may be allowed to complete a second rotation at the same site. The student and the preceptor must develop a set of specific objectives to be completed during the second rotation. These objectives may either expand on activities from the first rotation or be concentrated on areas that they did not have an opportunity to address the first time. Special projects will also be considered. The second rotation must be approved by the Director of Experiential Education. The student will be expected to provide a progress report on how they are meeting the specific objectives at the midpoint of the rotation to the Director of Experiential Education.

For the following rotation types, please note: Rotations not identified on the UK College of Pharmacy rotation selection list are subject to execution of a Clinical Education Agreement with the rotation site and approval of the preceptor’s credentials.

1. Students may choose to complete approved rotations that are outside the Commonwealth of Kentucky. Rotations performed outside the Commonwealth of Kentucky are designed for students to obtain experiences that cannot be obtained within the state. Students choosing this option must have a cumulative GPA of 3.0 or above at the end of the fall semester of the third professional year. Students also must continue to maintain a GPA of 3.0 or above throughout the remainder of their academic career to remain eligible to complete these specialized rotations. There are no exceptions to the GPA requirement. Additional individual requirements (such as obtaining intern registration or immunizations) may also apply for rotations outside the Commonwealth of Kentucky. Additional requirements are the responsibility of the student. A maximum of 2 of the required 7 rotations for graduation may be completed out of state.
   a. A number of organized rotations are available through professional associations, industry, and governmental agencies. These are available through a competitive application process with selection made by the rotation sponsor. A student may complete a maximum of 2 rotations of this type, if selected.
   b. Approved international rotations are made available through the Director of International Professional Student Education at the UK College of Pharmacy. Internship hours are not obtainable for international experiences. A student may
complete a maximum of one international rotation to meet the 7 rotation requirement for graduation.

c. Practice options or experiences that cannot be obtained or arranged in the Commonwealth of Kentucky may include a practice specialty not available in Kentucky, a required practicum for a dual degree student, or allowing a student the opportunity to gain practice experience under the laws of another state that they anticipate licensure in following graduation. The student must identify these rotations on their own and provide the location site with complete contact information, reason for the rotation and a suitable preceptor to the Director of Experiential Education no less than 6 months prior to the desired start date of the rotation. Rotations of this type must be approved through the Director of Experiential Education. A student may complete one rotation of this type to meet the 7 rotation requirement for graduation.

Registration for Advanced Pharmacy Practice Experience (APPE)

All students on experiential rotations (Advanced Pharmacy Practice Experiences) must be registered for each clinical rotation section in which they will be participating.

If you do not complete a rotation for which you were previously registered, you should drop the section corresponding to that rotation.

If you add a rotation in which you were not registered, you have to add that corresponding rotation to your class schedule.

XIV. Course Credit and Student Compensation: Policies/Procedures (Professional i.e. Pharm.D. students)

Students on experiential education rotations (IPPE and APPE) may not be paid for their activities by the site to which they are assigned. This is an accreditation requirement of ACPE. Students may receive housing, meal and travel allotments for off-campus educational experiences through the Area Health Education Center according to AHEC guidelines.

Students who work on research projects with faculty or in summer internship type experiences with off-campus pharmaceutical industry, regulatory agencies or professional societies/associations, may either receive Independent Problem course credit or payment for their work, but not both. Activities can be classified as either credit/no compensation or compensation/no credit.

Students on unpaid summer internship type experiences at off-campus locations may receive Independent Problem course credit provided:

1. they work on specific supervised projects involving College of Pharmacy faculty,
2. they obtain prior Independent Problem course approval and submit the necessary paperwork before and after the experience.
3. any remuneration from the off campus organization/agency hosting the student in these activities is only for housing, meals and travel.

There are two clarifications to these policies:

1. Students who obtain a competitive scholarship/fellowship from a national professional organization may receive any stipend that accompanies the award, and receive Independent Problem course credit for the work described in the award, provided:
   a. the work is under the direction of College of Pharmacy faculty
   b. the student has prior Independent Problem course approval and submits the necessary paperwork before and after the experience.
2. Students may work in laboratories or other environments under the supervision of College of Pharmacy faculty either collecting data or working in general support of a research project then subsequently participate in analyzing the data and preparing posters, presentations,
publications or other reports on that work. These can be considered two different activities and handled differently. For example, the activity of the former could be paid on an hourly basis and not eligible for course credit (compensation/no credit). The activity of the latter could then be on a non-paid Independent Problems course credit basis (credit/no compensation). Up to four hundred (400) internship hours may be obtained in areas other than traditional community or institutional pharmacy practice settings (e.g., research, manufacturing). To receive internship credit for such experience, a written request must be submitted to the Board of Pharmacy for approval prior to beginning the experience. The request shall include a description of the place, duties, dates, and professional supervision of the contemplated internship. Upon completion of the experience and before approval for credit by the board, the pharmacy intern must submit a descriptive essay of the experience obtained.

D. GENERAL COURSE POLICIES

Unless otherwise specified in a course syllabus, the following policies will be in effect for all College of Pharmacy courses:

I. Minimum Examination and Quiz Guidelines

All examinations and quizzes are given in accordance with the College of Pharmacy Honor Code. Students are expected to behave in a manner such that no doubt could possibly exist about their academic integrity and must follow guidelines imposed by the faculty member. Generally, students should:

- Space themselves evenly in the exam room or sit in pre-assigned seats
- Place all books, papers, coats, purses, etc. in their lockers, or for exams outside the College, in the front of the room, unless exams are open-book
- Wear Medical Center ID badge
- Not wear hats
- Not share calculators (if calculators are allowed)
- Turn off cell phones, keep them off during the entire exam and not turn them back on until after having left the room
- Put all pens and pencils away before getting up to turn in papers
- Wear appropriate attire (as defined in the Personal Appearance Standards, Section III)
- Quietly move seats if requested to do so before or during the exam

Examinations are given in a “block” or “cluster” format. Rather than being spread out during the semester, exams are given over a period of several days, and may be given outside of regular class hours in the evening or on weekends.

II. Teacher/Course Evaluations

The University policy on faculty performance review requires student evaluation of teaching for every course every semester (didactic and experiential). Evaluations of instructors are important to the College of Pharmacy. The College strives to continually improve and uplift its curriculum and teaching. Constructive criticism is valued. Course evaluations are used as part of the information for faculty evaluations, assignments for courses and curricular changes. Information is collected from students near the end of each semester, compiled and shared with individual faculty members, department chairs and the dean. Students failing to complete a course evaluation may receive an incomplete in the course until the evaluation is received. Students should take this opportunity to provide serious input worded in an adult, professional and constructive manner. All student comments, or a summary of them, will be forwarded to faculty after grades are turned in and the Academic Performance Committee has met.
III. Personal Appearance Standards

As part of their development as professionals, students are expected to dress appropriately. The following minimum standards for personal appearance have been set for students within specific settings. Additional requirements will be in effect for particular courses and experiences in the College.

1. Classroom Settings

   T-shirts and sweatshirts may be worn, but they must be clean and in good condition. Garments with words or illustrations which are obscene, offensive, or unprofessional are not allowed. Tank tops, muscle shirts and bare midriffs are also not allowed. Jeans, sweat pants and jogging suits may be worn, but garments which are dirty, torn or patched, are not allowed. Students may wear shorts, but cut-off shorts and "short" shorts are not allowed. Shoes should be neat, clean and in good condition.

2. Practice Settings

   All students should dress in accordance with Medical Center Standards for Dress and Appearance when participating in patient-oriented activities or when attending certain classes or laboratories, which simulate pharmacy practice settings (e.g. dispensing labs or communication labs).

3. General Statements

   I. All students should maintain a clean, neat appearance at all times, and a student's attire should be commensurate with the activities in which the student will participate during that day.

   II. Wearing hats during exams is not allowed.

   III. Students should avoid extremes in hairstyles, cosmetics and jewelry. No jewelry of any kind is permitted during lab sessions, including wedding rings, watches, earrings, nose rings, eyebrow rings and other visible piercings. Refer to laboratory syllabus for additional dress code regulations.

   IV. A faculty member may set forth additional standards of attire in his or her course.

This policy is designed to provide a reasonable standard of dress and appearance for College of Pharmacy students. If a faculty member of the College deems a particular student's attire inappropriate according to the above guidelines or according to the class syllabus, he or she may notify the student privately at any time before, after or outside of class and ask the student to correct the problem.

IV. Class Attendance

Every student is expected to attend all class sessions, including laboratories and other activities outside the classroom as deemed necessary by the course instructor, and to take all examinations. All instructors determine their individual policy for class attendance, completion of assigned work, absences at announced and unannounced examinations and excused absences limited to one-fifth of class contact hours. A student has the right to expect this policy to be in the course syllabus and given to him or her by the first or second meeting of the class. Failure to comply with these rules may result in lowered grades.

The following are defined as excused absences by the University Senate Rules and general College guidelines:

- Student illness or illness of a student's immediate family. (Instructors have the right to request appropriate verification of family member’s illness.)
- Death of a member of a student's immediate family. (Instructors have the right to request appropriate verification.)
- Travel for participation in intercollegiate athletic events; travel to professional meetings for members of student professional organizations (e.g., APhA-ASP, ASHP, SNPhA or NCPA) sponsored by the College of Pharmacy; travel for COP classes; or travel by individual students representing the College of Pharmacy in special circumstances. (All special circumstances must be pre-approved by the Office of Academic Affairs.) Instructors may request
documentation from appropriate College of Pharmacy personnel to verify the student's participation in the event.)

- Major religious holidays: Students are responsible for notifying the instructor in writing of anticipated absences for their personal religious holidays before the last day to add a class at the beginning of the semester.

In all cases, the student bears the responsibility for notifying the instructor before the absence and for making up any missed work. If feasible, the instructor will give the student an opportunity to make up the missed work or examination due to an excused absence during the semester in which the absence occurred. If the instructor feels that the nature of the course is such that classroom participation by the student is essential for evaluation, the instructor, if feasible, gives the student an opportunity to make up the work missed during the semester in which the absence occurred. **Exceptions are made in cases of hospitalization or death of an immediate family member.** In these cases, students may call 323-6163 to inform the Office of Academic Affairs, which will notify the faculty of the initial absence. However, students must make arrangements to complete all missed assignments and notify their instructors of additional days of absence.

One-tenth rule: If, in the opinion of the instructor, an excused absence in excess of one-tenth of the class contact hours or the timing of the excused absences prevents the student from satisfactorily completing work for the course, the instructor counsels the students about the options of an "I" grade or withdrawal from the course that semester.

V. Use of Digital Devices in the Classroom

Students are required to have mobile computers for use throughout the PharmD program. However, the use of digital devices for purposes outside of curricular use is not allowed in the classroom or practice laboratory settings. In keeping with standards of the pharmacy profession, all cell phones and audio devices should be turned off or placed in the silent setting while the student is in the classroom. Each instructor may set a course policy to allow the use of certain tools (e.g., calculators, smartphones, mobile computers) for specific uses.

VI. Class Cancellations/Severe Weather Policy

PharmD program operations may be temporarily suspended or altered in response to severe weather conditions.

Types of Alterations:

1. Cancellation – weather conditions are sufficiently extreme to cancel ALL academic operations that day.
2. Delayed Opening – weather conditions warrant a delayed start to academic operations. This is most often a two-hour delay (i.e., 10:00 am beginning of academic day).
3. Mid-Day Cancellation – weather conditions arising throughout the day warrant cancelling the remainder of that day’s academic operations.

Impact on Course and Exam Schedules

1. Cancellation
   - Courses will not meet during the period of cancellation. The course instructor may choose to reschedule the course meeting for a future day, in consultation with the Office of Academic and Student Affairs.
   - Laboratory examinations (e.g., practicals, standardized patients) will be rescheduled for a future day, in consultation with the Office of Academic and Student Affairs.
   - Block examinations will not be held during the period of cancellation. Block examinations that were scheduled to be held during the period of cancellation will be “shifted” to the same time on Tuesday immediately following normally scheduled block exams.
2. Delayed Opening

- Courses will not meet during the period of delay. The course instructor may choose to reschedule the course for a future day, in consultation with the Office of Academic and Student Affairs.
- Laboratory course sessions that are scheduled to meet during any portion of the delay will not be held. One of two plans is likely to be invoked based upon the circumstances.
- When a delay is announced by the university, the course coordinator will email the class by 7:00am the day of the activity, or within 1 hour of the announcement if it occurs after 7:00am, to specify which of the following plans will be deployed.
  1. Plan 1: Retain schedule for all UNAFFECTED sessions, and reschedule the affected (e.g., first AM) lab to either later that day or another time.
     a. “Another time” could be one of the following:
        i. Pre-scheduled “Severe Weather Lab make-up day”
        ii. A continuous 2 hour block of time in which students do not have other course work scheduled. This activity will be scheduled in consultation with Academic and Student Affairs.
  2. Plan 2: Retain schedule for all UNAFFECTED sessions that day, and integrate the students who are affected by the delay (e.g., first AM) lab into other sessions that day. Students affected will be notified directly by the course coordinator.
- Block examinations will not be held during the period of a delay. All block examinations on the affected day will be “shifted” to later that same day according to the delayed start (e.g., for a 2-hour delay, 8:00am exam start will be shifted to 10:00am start time, 1:00pm will be shifted to 3:00pm). Should the period of the delay exceed 2 hours, examinations that were scheduled to be held during the period the delay will be “shifted” to the same time on Tuesday immediately following normally scheduled block exams.

3. Mid-Day Cancellation

- Courses scheduled to meet following a mid-day cancellation will not be held. The course instructor may choose to reschedule the course meeting on a future day, in consultation with the Office of Academic and Student Affairs.
- Laboratory course sessions will not be conducted following a mid-day cancellation. The affected sessions will be rescheduled on a future day, in consultation with the Office of Academic and Student Affairs.
- Laboratory examinations (e.g., practicals, standardized patients) affected by a mid-day cancellation will be rescheduled for a future day, in consultation with the Office of Academic and Student Affairs.
- Block examinations will not be administered following a mid-day cancellation. The Office of Academic and Student Affairs will consult with the instructors of affected courses to reschedule the examinations.

Decision to Alter Operations Made by the University

In the event of severe weather conditions during the normal business week, the College of Pharmacy professional degree (PharmD) program curriculum operates according to the University of Kentucky’s Severe Weather Procedure.

Alterations Made by the College of Pharmacy

1. The University may not announce alterations to academic operations (e.g., courses) on weekends. Because the College of Pharmacy has required curricular elements that are delivered on weekends (e.g., block exams administered on Saturday), a decision regarding alterations on weekends will
be made by the Academic and Student Affairs Dean, following consultation with the Dean or Senior Associate Dean.

2. Road conditions, weather reports, local transit service, and area business and industry response will be evaluated when determining the College’s plan.

Communication about Alterations

1. Alterations Made by the University
   - Delays or cancellations made by the University will be normally made by 6 a.m. through UK Alert, the local media, UK Infoline at (859) 257-5684, UK TV Cable Channel 16, Digital Cable Channel 219, or the UK websites at www.uky.edu/uknow and www.uky.edu.
   - Announcements reinforcing the impact of the University’s alteration on pharmacy academic operations will be made by the Office of Academic and Student Affairs through the official pharmacy class listservs.
   - Mid-day cancellations will be announced by the Office of Academic and Student Affairs in classes and through posts on official pharmacy class listservs.

2. Alterations Made by the College of Pharmacy
   - Delays or cancellations made by the College of Pharmacy will be normally made by 6:00 a.m. by the Office of Academic and Student Affairs through the official pharmacy class listservs.

Communication Considerations

Reminders of this procedure will be sent by the Office of Academic and Student Affairs to course coordinators and class listservs prior to the administration of block exams. The communication sequence for rescheduling events (notably, block exams) is:

1. The Office of Academic and Student Affairs will first communicate alterations about examination administration to the course coordinators and collaborate to revise the schedule, as needed.
2. Once the revisions have been made, a confirmatory email will be sent to course coordinators and examination teaching assistants (exam proctor and learning accommodations proctor).
3. A final announcement of the revised schedule will be sent to course coordinators, examination teaching assistants and students.

Impact on Testing Accommodations

The same general approaches will be used to schedule examinations for students with testing accommodations, with the added considerations of suitable testing environments (e.g., classrooms or conference rooms) and proctor availability. For example, in the case of a delay, all block examinations on the affected day will be “shifted back” according to the delayed start (e.g., for a 2-hour delay, 8:00am will be shifted back to 10:00am start time, 1:00pm will be shifted back to 3:00pm).

Once notified by the Office of Academic and Student Affairs about any weather delay or cancellation, the Accommodations TA will contact the Disability Resource Center to determine proctor availability for the revised exam schedule pattern.

If proctors are available, a confirmation email will be sent by the Accommodations TA to all accommodation students confirming that they are to adhere to the newly revised exam schedule.

If proctors are not available for the revised schedule, the Accommodations TA will either:
   a. Arrange to proctor the exams themselves (e.g., Saturday exams); OR
   b. Solicit the assistance of available COP personnel (e.g., graduate students, staff) to proctor the exam(s); OR
c. Notify course coordinators that exams cannot be proctored during the rescheduled times and to develop a course of action for students affected. Each coordinator may choose to proctor the exam him/herself, identity another individual to proctor the exam, reschedule the exam to a time during which a proctor is available, or to develop an alternate plan. In ALL cases of schedule alterations, the accommodations TA will send an email to affected students outlining the revised plan.

VII. Class & Exam Schedule Change Requests (Student-Initiated)

This policy is designed for the rare occasion where a student or class wishes to change an exam or class meeting time. These steps must be followed:

1. President/Class Representative (PY1 prior to officer elections):
   - Checks academic calendar with Academic & Student Affairs Office to ensure no other parties will be affected by the change
   - A room (s) is available;
2. President/Class Representative:
   - Contacts the course director for approval to proceed.
3. Course Director:
   - Approves or disapproves proceeding with the request.
4. President/Class Representative:
   - Communicates proposal to class via the official class listserve;
     a. Email to include class course director’s email address, phone number, and office number;
     b. Email to instruct any student who is opposed to the proposed change to lodge that opposition with the course director within 24 hours.
5. Course Director:
   - Allows 24 hours (or time of his/her discretion) from announcement for students to respond to the faculty member. (Not the president or representative.)
     a. There must be 100% of class support for the move; i.e. if one person does not want to change, the class cannot be moved unless the faculty member overrules. The faculty member may choose to independently accommodate students opposed to the move if he or she chooses to do so.
6. Course Director:
   - Informs class president/representative of the decision.
7. President/Class Representative:
   - Sends confirmed change to class via email with a copy to the course director.
8. President/Class Representative:
   - Contacts Academic & Student Affairs Office to make arrangements (e.g., classroom reservation, update academic calendar) to reflect the class or exam schedule change.

E. HONOR CODE (UNIVERSITY OF KENTUCKY COLLEGE OF PHARMACY)

Students are required to adhere to the College of Pharmacy Honor Code and University regulations. Honor codes undergo periodic revision. As soon as an existing honor code is revised and the revision(s) accepted by the appropriate University governing council, students will be notified of the revision(s) and will be held to them.

I. Introduction

Students of the University of Kentucky College of Pharmacy recognize that members of the pharmacy profession should subscribe to a set of ethical standards that recognize our primary obligation to the patient and which foster integrity and honor within our profession. We recognize our responsibility to our patients, society, other health professionals, and self. Furthermore, we recognize the great trust society bestows on us as we serve the health care needs of our patients. Because of this responsibility,
we do hereby affirm and undertake to live within the privileges and duties accorded us and required by this Code.

II. Principles
A. The purpose of the Honor Code is to promote and embrace the ideals of honesty and integrity. Furthermore, if each student and each faculty member fulfill their responsibilities to maintain these ideals, the culture promoted by the Honor Code will be maintained.

B. The Honor Code is based on the principle that a student, when placed on his or her honor, will not violate that trust.

C. Both students and faculty have an ethical and professional obligation to report any suspected violation.
   1. Student Responsibilities:
      a. Understand the definition of academic misconduct
      b. Refrain from committing any acts of academic misconduct
      c. Understand the instructions for each assignment, quiz, or examination
      d. Engage in appropriate classroom and laboratory conduct
      e. Take appropriate actions when acts of academic misconduct are observed
   2. Faculty Responsibilities
      a. Communicate clearly in writing the instructions for each assignment
      b. Design and administer examinations that minimize the opportunity for scholastic dishonesty
      c. Actively and consistently promote a classroom environment conducive to learning
      d. Evaluate assignments on the basis of reasonable expectations given the difficulty of the assignment
      e. Support the Honor Code

III. Prohibited Conduct
A. Lying
   A pharmacy student must not deliberately misrepresent the truth. Lying includes gross disregard for the truth or intentional misrepresentation within the academic setting. Students must deal honestly with patients and colleagues, and report those pharmacy students deficient in character or competence, or who engage in fraud or deception.

   If an individual lies concerning some matter but, later on his or her own initiative, tells the truth concerning the same matter before the individual is confronted with committing a breach of honor, this will be considered a mitigating factor in the case.

B. Cheating
   A pharmacy student must not cheat. Cheating is defined, but not limited to, the wrongful giving, taking or presenting of any information or material by a student with intent of aiding the student or another in any academic work. Cheating can also include a student intentionally listening to or participating in a discussion of any graded activity (referred to collectively hereafter as examination), which the student has yet to take. It is understood that because of the nature of the pharmacy curriculum at the UK College of Pharmacy, a certain amount of teamwork and sharing of information is necessary for completion of assignments; however, these situations will be clearly identified by the course instructor.

   Cheating in the context of an assignment or examination can take a variety of forms, including but not limited to: a) discussing the examination with anyone who has not taken the exam; b) giving, receiving, or soliciting unauthorized aid during any examination, take-home exam, or make-up exam before or after the regularly scheduled exam has been administered; c) using materials in any examination except those that are specifically authorized by the instructor; d) exchanging
materials with another student during the examination unless authorized to do so by the written exam instructions; e) use of previous examination materials, without the consent of the instructor, that would give a student a perceived unfair advantage; or e) violating any rules that the instructor has established for an examination period.

C. Plagiarism

All academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about a question of plagiarism involving their work, they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording or anything else from another source without appropriate acknowledgment of the facts, the students are guilty of plagiarism.

Plagiarism includes reproducing someone else's work, whether it is a published article, chapter of a book, a paper from a friend or some file, or wherever. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work that a student submits as his/her own, whoever that other person may be. Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and the student alone.

When a student's assignment involves research in outside sources or information, the student must carefully acknowledge exactly what, where and how he/she has employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to those ideas that are so generally and freely circulated as to be a part of the public domain.

D. Failure to Report an Honor Code Violation

Failing to report a suspected Honor Code Violation to the Honor Code Committee (HCC) is itself a violation of the Honor Code.

IV. Reporting Process

Students, faculty or staff shall report any suspected violation of the Honor Code directly to the Chair of the HCC.

V. Honor Code Committee

A. Function

The HCC serves to advise the Dean of the College of Pharmacy in suspected cases of academic misconduct. Specific committee charges include:

1. Administering the student inquiry process as defined by the College of Pharmacy Honor Code.
2. Influencing the culture of the institution by regularly reviewing the Code and educating incoming students about the Code and regularly re-educating students, faculty and staff about the Code.
3. Developing materials and fair procedures as necessary.

B. Composition, Member Selection and Roles

1. There will be a standing College of Pharmacy Honor Code Committee (HCC). The HCC will consist of one Pharmacy First Year (PY1) student, two Pharmacy Second Year (PY2) students, three Pharmacy Third Year (PY3) students, four Pharmacy Fourth Year (PY4)
students, one administrative staff secretary, and one faculty advisor from each department in the College of Pharmacy.

2. The first PY 1 student will be elected from their class in January. Each April, the PY1, PY2 and PY3 classes will each elect one additional student from their respective classes to serve on the HCC. Once elected, students will remain on the HCC until graduation, resignation by the student, removal of the student from the HCC by majority vote of the HCC, or removal of the student by the Dean for failure to maintain good academic or professional standing. A new student representative shall be elected by the class affected.

3. An administrative staff member will be appointed annually by the Dean to serve as Committee Secretary. This member will not have voting privileges.

4. Faculty advisors will be nominated by the Faculty Council and appointed by the Dean. Each term will be two years and each year new faculty advisor(s) will be appointed to replace the outgoing faculty from that department. A faculty advisor may not serve more than two consecutive terms on the HCC. Faculty advisors will not have voting privileges.

5. Elections will be held annually in April by the student members of the HCC to select a Chair and Vice Chair. The term of office for each position will begin on graduation day of the year they are elected and conclude on graduation day the following year. The Chair of the HCC will be a PY3 student during the year they serve. The Chair must have at least one year of experience on the HCC to be eligible to serve. The Chair will coordinate all business of the committee, facilitate preliminary inquiries, facilitate inquiries of the HCC, and provide all official committee communications. The Vice Chair will be a PY3 student with at least one year of experience on the HCC. The Vice Chair shall serve in the absence of the Chair, or in cases in which the Chair shall recuse him/herself from participating.

VI. Committee Procedures (See Figure)

1. When a Pharmacy student, faculty member or staff member knows or suspects an Honor Code violation, he/she shall report the violation to the chair of the HCC.

2. A complaint or concern shall be forwarded to the HCC chair by a student, faculty or administrator in writing or by appearance at the committee meeting.

3. When a complaint or concern is received by the HCC chair, the following shall occur within ten (10) working days:
   a. A preliminary inquiry panel shall be empanelled to determine if there is sufficient evidence that an Honor Code violation has occurred.
   b. This preliminary inquiry shall be conducted by the HCC Chair, advised by one HCC faculty advisor, and assisted by the Secretary. Two HCC student members, who are at least in their third professional year, shall be named to the panel.
   c. The preliminary inquiry shall include the following:
      i. A meeting with the person who allegedly violated the Honor Code;
      ii. A meeting with the person(s) who reported the alleged violation;
      iii. A meeting with other witnesses with direct knowledge of the alleged violation; and
      iv. A review of any other relevant evidence and the applicable policies, standards, and rules.
   d. A simple majority vote of the preliminary inquiry panel shall be sufficient to determine if there is sufficient evidence that an Honor Code violation occurred, or that the charges should be dismissed. The Chair shall cast a vote only in the case of a tie.
   e. The preliminary inquiry panel shall complete its investigation and vote on the matter within fifteen (15) business days after being empanelled. If after the preliminary inquiry it is determined that there is not sufficient evidence that an Honor Code violation occurred, the Chair shall send official communication of the outcome of the preliminary inquiry to the alleged violator, the course instructor, the chair of the department for the corresponding course, the Academic and Student Affairs Dean, and the Dean.
f. If after the preliminary inquiry it is determined that there is sufficient evidence that an Honor Code violation occurred, the HCC Chair shall notify the Dean of the preliminary inquiry panel’s findings. The accused student shall receive written notice via first class mail and by email within the UK email system from the Dean informing him/her of (1) the charge; (2) the policies or regulations the student is charged with violating; and (3) the possible penalties if found responsible for the charge.

g. Within fifteen (15) business days of the date the written notice is mailed to the student, the Dean shall schedule an informational meeting with the student during which the accused student shall be asked to state whether he/she is “responsible” or “not responsible” for the alleged violation of the Honor Code. The Dean shall counsel the student and outline the proposed disciplinary sanction, following a consultation with the faculty coordinator of the course in which the violation occurred, that will be imposed on the student. If the student denies responsibility for the alleged violation or refuses to comply with the proposed sanction, the Dean shall refer the matter to the Chair of the HCC for consideration by the full HCC. If the student fails to respond to the letter or fails to attend the informational meeting within the specified time period, the Dean will deem that the student has denied responsibility for the pending charges and refer the matter to the Chair of the HCC for consideration by the full HCC.

When the Dean refers an alleged Honor Code violation for consideration by the full HCC,

The Chair shall:

i. Convene the HCC within fifteen (15) working days of the Dean’s referral of the matter;

ii. Cast a vote only in the case of a tie;

h. The Chair must be present for the HCC to conduct its business.

i. The following procedures shall be followed by the HCC:

i. The student shall be notified by the Chair of the HCC’s composition with sufficient time to permit the student to identify any member of the panel who in the opinion of the student has a conflict of interest and recommend the member be recused;

ii. The student may request that any member of the HCC be disqualified on the ground of personal bias. The Chair shall make the determination either to retain or disqualify a member;

iii. A simple majority of the voting members of the HCC shall constitute a quorum;

iv. The HCC inquiry shall include the following:

(a) A meeting with the person who allegedly violated the Honor Code;

(b) A meeting with the person(s) who reported the alleged violation;

(c) A meeting with other witnesses with direct knowledge of the alleged violation; and

(d) A review of any other relevant evidence and the applicable policies, standards, and rules.

(e) The information discussed by the HCC shall be treated confidentially and shall not be discussed with those not involved with the inquiry;

(f) The standard of proof that shall apply is that a finding of responsibility is to be established by a preponderance of the evidence. A preponderance of the evidence means that there is evidence that it is more probable than not that the violation occurred;

v. After considering all the evidence, the HCC shall reconvene without the student present to discuss and determine whether a violation of the Honor Code has occurred and, if so, to recommend a sanction to the Dean;

vi. At the conclusion of its deliberations, the HCC shall provide a written report to the Dean within seven (7) business days that summarizes whether or not a
violation of the Honor Code has occurred. If yes, the HCC shall recommend an appropriate sanction to the Dean in the written report.

vii. If after the deliberations it is determined that an Honor Code violation did not occur, the Chair shall send official communication of the outcome of the committee’s deliberations to the alleged violator, the course instructor, the chair of the department for the corresponding course, the Academic and Student Affairs Dean, and the Dean.

VII. Sanctions

1. The Dean shall accept the determination of the HCC as to whether a violation of the Honor Code occurred. Following a consultation with the faculty coordinator of the course in which the violation occurred, the Dean may impose a sanction that is less than, the same as, or greater than that recommended by the HCC. The Dean shall notify the student in writing by first class mail of the decision within seven (7) business days following the receipt of the HCC’s report. The Dean shall also inform the Chair of the HCC, the course instructor, the chair of the department for the corresponding course, and the Academic and Student Affairs Dean. The Dean’s decision shall be final.

2. All disciplinary sanctions imposed on a student are cumulative in nature. All prior disciplinary actions noted in a student’s file may be used in the punishment phase of subsequent cases of Honor Code violations committed by that student, and may result in more severe consequences than would otherwise have been the case.

3. Sanctions imposed by the Dean for violation(s) under the Honor Code shall include, but are not limited to, one or more of the following:
   a. A written warning, including statements on expectations for future conduct and consequences if a subsequent violation of the Honor Code occurs;
   b. A requirement that the student perform extra academic work (failure to complete the extra work will result in a grade of E);
   c. A failing grade for an assignment or examination;
   d. A reduction in the final grade in the course by a specified number of levels;
   e. A final grade of E for the course;
   f. A final grade of XE (representing failure in a course due to an academic offense) or XF (representing failure in a pass—fail course due to an academic offense) for the course, as defined by University Senate Rules.
   g. Dismissal from the College with possible readmission under conditions specified at the time of dismissal and upon successful petition of the Dean; and
   h. Termination as a student without the possibility of readmission to the College.

4. The record of disciplinary cases shall be maintained in the College of Pharmacy Office of the Dean of Students.

5. All actions of the HCC must be kept in complete confidence to ensure the protection of all participants. Any member breaching confidentiality may be subject to removal from the HCC.
VIII. Appeal

A student found guilty of committing an offense subject to the College of Pharmacy Honor Code may, pursuant to University Senate Rule 6.6.0, appeal through the Academic Ombud to the University Appeals Board.

Figure 1. Honor Code Case Flow
F. STUDENT SUPPORT – ACADEMIC AND STUDENT AFFAIRS

The education of students in the College of Pharmacy is not limited to the classroom; students in the Pharm.D program find a world of opportunity for personal and professional development available outside of formal classes. The choice of activities, organizations and programs found in the College and at the University of Kentucky is as diverse as the variety of coursework found in the curriculum. Academic and Student Affairs offers learning-skills training, career development and placement guidance, assessment and referral services, and assistance with personal issues. PharmD students may call 257-5266 to arrange appointments. This office also lends special assistance and academic advising to pre-pharmacy students. Pre-Pharmacy students should call 323-2130.

In addition, Academic and Student Affairs is responsible for the coordination of special events and programming, including new student orientation sessions, formal academic ceremonies (e.g., Graduation), and student recruitment and admissions activities (e.g., Pre-Pharmacy Open House, admissions interviews). Ms. Nicole Keenan is the Director of Student Success and Career Development, Ms. Stephanie Wurth is the Director of Admissions and Student Diversity and Mr. Clay Arnold is the Director of Recruiting and Pre-pharmacy Advising.

I. Academic & Interpersonal Services/Resources

A. Personal Counseling

Pharmacy students may experience personal difficulty such as family problems, relationship issues, stress and anxiety and are highly encouraged to seek assistance or support when needed. The Office of Academic and Student Affairs provides individual help and, where appropriate, referral for a variety of academic and personal problems. Students should visit the Director of Student Success and Career Development or call 257-5266 to arrange an appointment to discuss their situation. Students are always welcome, and in most cases, a student can be seen the same day. Students also may self-refer to the Counseling Center in Frazee Hall on central campus (257-8701) or Behavioral Health Service, located in the University Health Medical Plaza (323-5511).

B. Library Resources

UK has one of the nation’s major research library systems, which includes the Medical Center Library, William T. Young Library, and 7 other specialized subject libraries. UK Libraries collections contain over 3.7 million volumes, 73,251 current serials including 45,450 electronic journals, 406,014 electronic books, and access to over 400 databases. Services offered by the libraries include an online catalog of holdings, reference assistance, online research resources, library instruction and tours, individual and group study space, and interlibrary loans. The nearest library location for College of Pharmacy students is the Medical Center Library, MS135 Medical Science Building, which contains an electronic computer lab and full wireless access. For more information about the Medical Center Library, see libraries.uky.edu/mcl or contact the College of Pharmacy liaison, Frank Davis at 859-323-3983 or frank.davis@uky.edu.

C. Academic Assistance

Getting the most out of academic course work requires a great amount of effort and involves skills in time management, note taking, test taking and general organization. The Doctor of Pharmacy curriculum is rigorous and challenging. Students seeking academic assistance, study skill development, or other academic support, should contact the Office of Academic and Student Affairs at 257-5266. In addition, there are special study-skills classes offered through the University of Kentucky Thomas D. Clark Study, located in the W.T. Young Library (www.uky.edu/UGS/study/). Call 257-1356 for a listing of these classes or for an appointment with a study-skills specialist. Students dealing with test anxiety or other personal issues may seek assistance through the University of Kentucky Counseling Center, located in Frazee Hall by calling 257-8701 to schedule an appointment.
D. Tutoring
Through assistance from the Director of Student Success and Career Development, faculty members, and graduate teaching assistants help students in academic need in the current first professional year class. (All appointment scheduling is set by the faculty member and/or tutor and the student.) Students should seek assistance as soon as the need for additional help is apparent. Students should first request assistance from faculty. If more intensive help is required than the faculty can provide, a teaching assistant for the course may be assigned by the faculty member to further help.

II. Financial Aid & Payment Info: College Grants, Scholarships, Loan Assistance, Tuition Payment and UK Refund Policy Information
Pharmacy students are considered professional students. This has implications for financial aid, in that students who are considered professional students are not eligible for federal and state grants (Federal Pell Grant, Kentucky CAP grants and Federal Supplemental Educational Opportunity Grant). This professional classification does, however, allow pharmacy students to be considered "independent" from their parents for most federal aid programs (the only exceptions being the Pharmacy Health Professions Loan Program and the Scholarship for Disadvantaged Students Program, which still requires parental income on the Free Application for Federal Student Aid). This professional classification also raised the yearly and aggregate loan limit that students may borrow under the Federal Direct Student Loan Program.

In order to apply for any of the federal aid programs, a student must submit a Free Application for Federal Student Aid (FAFSA) and indicate the University of Kentucky as the college he or she plans to attend (Title IV code -001989). This should be submitted no later than March 15 of each year in order to be considered for all types of aid. Students may submit the FAFSA after March 15; however, funding for some programs may no longer be available.

The FAFSA may be obtained at any financial aid office or high school counselor's office or on the web at www.fafsa.ed.gov. In completing the FAFSA, pharmacy students must answer "yes" to question 47 in Step 3 ("will you be working on a master's or doctorate program?"). Also, the answer to question 29 ("Grade level during the 2013-14 school year.") is 1st-year graduate/professional.

Students who would like to be considered for the Scholarship for Disadvantaged Students Program and the Pharmacy Health Profession Loan Program MUST complete the areas of the FAFSA to include parental financial data and make sure at least one parent signs the form. Please contact the University of Kentucky Student Financial Aid Office at 859-257-3172 if you have any questions about the FAFSA or the financial aid process. The Pharmacy student contact in the UK Financial Aid Office is Robin Gray. Ms. Gray can be reached at 859-257-3172 x230.

Pharmacy students should contact Rene Maldonado in the Office of Academic and Student Affairs with general questions about financial aid, scholarships, tuition and billing.

A. College of Pharmacy Scholarships
Upon acceptance to the College of Pharmacy, students become eligible to apply for scholarship assistance. Many factors are weighed in the allocation decision-making process: grade point average, leadership within the college, financial need and special achievement.

Many scholarships are awarded based primarily on need.
1. An application will be required annually in the fall and will include an itemization of available resources and expected expenses. College of Pharmacy Scholarships are available after completion of the first professional year and thereafter. Things to be considered:
   - part-time employment income,
   - savings,
   - "real" expenses,
• “good” debt vs. “bad” debt,
• involvement in College activities and programs,
• marital status and spouse income,
• dependents (children), and
• the year the applicant is in the program

2. The applicant must also be in good academic standing to be eligible.
3. The Awards will range in value depending on the availability of funds.
4. The Scholarship Committee will determine the recipients.

Scholarships

• **UK Academic Scholarships** are available after your first professional year. Requirements include a GPA of 3.5 or higher in the College of Pharmacy. Average scholarship amount: $1000. Applications will be available through the Student Services office.

• **College of Pharmacy Student Enhancement Scholarship:** Available to all incoming students by application, these scholarships range in value depending on the availability of funds. Factors considered in the evaluation of the application include an essay, leadership experience, awards and recognition, community service and contribution to diversity. Applications are made available throughout the application cycle.

• **Continuing undergraduate scholarships:** KEES, Legacy, Presidential, Singletary, Governor’s, Robinson’s. Students with an undergraduate scholarship such as those noted here (or others) may be able to continue that scholarship for a period of time depending on the criteria set by that scholarship. Contact the scholarship administrator directly or contact Sandy Copher, in the UK Academic Scholarship office, with questions regarding your eligibility to continue to receive the scholarship while in the Pharm.D. program. Contact Sandy Copher at 859-257-4198 or via email slcoph01@email.uky.edu. **Office of Academic Scholarships, University of Kentucky, 217 Funkhouser Building, Lexington, KY 40506-0054. (859) 257-4198. For Kees Scholarship information, contact: Terri Thomas at 257-3172, ext. 230 or via email treed@email.uky.edu.**

B. Loan Assistance

With increasing tuition rates and cost-of-living increases, it is not unusual for students to borrow money to pay for some or all of their education. Federal Perkins Loans (once called National Direct Student Loans) and Federal Health Professions Loans are two such cooperative loan-funding programs available to enrolled students in need of loans to complete their professional education in the College of Pharmacy. For more information about the terms of these loans and for information about other loan programs available to College of Pharmacy students, contact the Office of Financial Aid, 128 Funkhouser Building, or call 257-3172.

C. Tuition Payment

Tuition is payable to the University of Kentucky Billing Office, located in Room 18 of the Funkhouser Building. If students prefer to use the mail service, they can send their checks to Student Billing Services, P.O. Box 931147, Cleveland, OH 44193. Payment can also be rendered online with a credit card using the myUK portal, http://myuk.uky.edu. For specifics about tuition fee payment, go to Tuition Schedule/Fee Payment Instructions at http://www.uky.edu/Registrar/feesgen.htm or call Student Billing Services at 859-257-3406.

D. UK Tuition Refund Policy

The *University of Kentucky Bulletin* sets the refund and fee liability structure by the University calendar for students who withdraw. No tuition/fees will be refunded to students who withdraw after the end of
the fourth week as designated in the official University calendar. Refund amounts are set based solely on the date of withdrawal, regardless of whether the student has attended any classes.

*As required under section 484B of the Higher Education Act (HEA), to assure recovery of federal financial aid funds, a special refund schedule applies to those students receiving Title IV financial assistance who withdraw (officially or unofficially) during the academic term. Questions concerning withdrawal should be addressed to the Interim Assistant Dean for Student Affairs, Dr. Stacy Taylor. Questions concerning tuition refunds may be directed to the Registrar's Office in the Funkhouser Building, phone 257-8729.

III. Student Activities

A. Athletic Events

For information about the athletic sport schedules of the basketball, football, cross country, golf, gymnastics, rifle, soccer, swimming and diving, tennis, track and field, volleyball and baseball teams, visit the Athletics homepage.

B. Committees and Boards

The Student Advisory Council (SAC) consists of presidents from each of the College of Pharmacy classes and student organizations, a council chair, secretary and treasurer. The College's UK Student Senator is elected from the ranks of the College of Pharmacy student body and serves as chairperson of the SAC committee. SAC exists as a forum of student leaders that acts as a voice for its student constituency. The Director of Student Success and Career Development is the advisor to SAC.

C. Convocation

The Kentucky Alliance of Pharmacy Students (KAPS) sponsors a weekly convocation which all College of Pharmacy students are expected to attend. Convocation serves as a supplement to the learning opportunities by providing important and insightful lecture topics into career development, financial planning, and academic options. It also provides for a general forum to conduct business related to KAPS.

Students are strongly encouraged to attend convocation, and particularly the following lectures of consequence: Dean's Convocation and David E. Guttman Memorial Lecture during the fall semester and the Rho Chi Lecture and Swintosky Distinguished Lecture during the spring semester.

D. Recreation Facilities

There are over 25 intramural sports programs on the UK campus, ranging from table tennis to recreational softball. In addition, there are facilities available for students at the Johnson Center (basketball courts, racquetball courts, weight-conditioning rooms, climbing wall, indoor track, cardiovascular equipment, and group fitness classes). For more information about the Center, contact the Campus Recreation Office, Johnson Center, Room 177, or call 257-3928. Contact the Lancaster Aquatics Center for use of swimming facilities by calling 257-7946 (Olympic-size pool, spring board and platform diving facilities, and saunas). Nutter Field House, Boone Indoor Tennis Center, intramural fields, and nearby lighted tennis courts are available for student use through the Athletic Department at 257-3838.

IV. Student Information

A. Address Information, Name Changes and Student Rosters

The College of Pharmacy does NOT make lists of students, addresses, phone numbers, e-mail addresses, etc. available to anyone other than faculty and staff of the College of Pharmacy. Any group may distribute information to students in their lockers, but lists are not provided. Students are instructed NOT to distribute the lists of their classmates to individuals outside the College. Faculty should not make lists available to anyone outside the College and should instead refer all requests to the Office of Academic Affairs.
Students are required to make changes in their telephone and/or address listings with the Academic and Student Affairs Office if they move during the semester by calling 323-6163. Students wishing to change their names must contact the Registrar’s Office and complete an affidavit form. Name changes should also be reported to the UK IT Customer Service Center (257-1300), so that all computing accounts will reflect the correct name.

At UK, students are also responsible for maintaining current addresses with the Registrar’s Office and may do so online using myUK. Students can also use myUK to access important information, including grades, student schedules and registration information. Web resources offered by UK’s colleges, departments and support services are expanding every day. Students can view and update their address, grades, schedule, student profile and other information online at https://myuk.uky.edu.

B. E-mail, Listservs, and SharePoint

Students are to use only their university email addresses to receive and distribute College of Pharmacy related material. Forwarding university email to personal email accounts has proven to be inconsistent and resulted in students not receiving pertinent information. It is the responsibility and expectation of each student to check their UK email account on a daily basis. Students will also be included on course-specific listservs (through Blackboard and/or SAP) which faculty may use to distribute announcements, assignments, and other course information. Please note: Official University or College listservs are for the express use of disseminating information on academic or College organization activities and subjects, and should not be used as a joke list, invitation list for private parties, business or political endeavors.

The College does NOT provide listserv addresses to individuals outside the College of Pharmacy. Students may report problems with their email address to IT Customer Service/111 McVey Hall (support for email accounts): 257-1300 or http://www.uky.edu/IT/CustomerService/

The College of Pharmacy also utilizes a web based internet site called SharePoint, which can be accessed by a link on the College of Pharmacy’s main website. Announcements and college policies are all posted on SharePoint. It is the expectation that students will check this site on a regular basis to stay informed and up to date.

C. ID Cards

College of Pharmacy students have two ID cards:

University of Kentucky ID: All students admitted to the University of Kentucky are expected to obtain UK WildCard Student ID. This is a permanent card, which becomes valid each semester when fees are paid. The card is the property of the dean of students and is to be returned upon termination of student status. The initial cost of this card is $15 and is your official UK identification. The WildCard UKID office is located in Student Center Room 107 and is open between 9 am and 5 pm, Monday through Friday. A $30 processing charge will be collected for any lost, misplaced, stolen or destroyed card. If a student receives two replacement cards, he or she must see the dean of students for authorization for further replacement. For more information on the student ID card, call 257-1378 or visit their website at: http://www.uky.edu/UKID/.

Medical Center ID: All students admitted to the College of Pharmacy must also obtain an ID badge from the Medical Center. It is to be worn at all times, while on the Medical Center campus, on the front upper torso of the body. This identification badge will be obtained during Orientation. There is a fee for replacement ID’s.

V. Additional Services for Students

A. Computing Services: Computer labs
There are a variety of University computer labs across campus. For further information regarding lab locations, equipment, and operating hours, visit [http://www.uky.edu/ukit/labs/lab-information](http://www.uky.edu/ukit/labs/lab-information).

**B. Copying**

The College of Pharmacy has onsite printing available for all pharmacy students. The printers are located in the kitchen/work area. Students must have a “Wildcard” with Plus Account to use the system.

First-Time Setup

1. Send an email to either mobileprint@uky.edu or colormobileprint@uky.edu.
2. Wait for an automated response from the address you sent the file to - and follow the link.
3. Log in with your UK LinkBlue credentials.
4. After logging in you will be able to register email addresses to your mobile printing credentials.
5. You will now be able to send emails with attached documents to the above mentioned addresses and release them for printing at any valid card swipeterminal.

For further information regarding Student Printing, visit [www.uky.edu/studentprt](http://www.uky.edu/studentprt).

To enable printing from a laptop, students may also need to have a print driver set up on their machines. College of Pharmacy IT personnel can assist with the setup.

**C. Mobile Computing**

Students are required to bring a mobile computing device (i.e., laptop or tablet pc) that meet minimum specifications as defined at [http://pharmacy.mc.uky.edu/depts/it/mobile.php](http://pharmacy.mc.uky.edu/depts/it/mobile.php). The College of Pharmacy provides baseline technical support for students. Refer to the previously-listed website for more information about those services. Instructors will vary with regards to mobile computing use within the classroom. Refer to your course syllabi and/or ask your instructors about their policies for laptop use during class.

**D. Housing**

College of Pharmacy students arrange their own housing. The majority of students live in apartment complexes, townhouses, duplexes, or homes near campus. As you might expect in a college town, there are a large number of apartment complexes in the city. Some students choose to live within walking distance of campus while others choose to live farther away.

Professional students who are unmarried may wish to live in residence halls and may apply for Undergraduate Housing. This is not common for students in the Pharm.D. program for a variety of reasons including a differing academic calendar and the rigor and challenge of the academic work in the professional program. If a student does choose to live in Undergraduate Housing, you may want to consider choosing a 12-month dorm option. 12-month dorms are New North, Smith Hall and Greg Page Apartments. Contact information: Undergraduate Assignment Office, 125 Funkhouser Building, Lexington, KY 40506-0054. 859-257-1866. Email: ukhousing@lsv.uky.edu.

Applicants for University Graduate & Family Housing are restricted to full-time single, graduate, doctoral or professional students; full-time students with families; non-traditional adult full-time students; post-doctoral, visiting scholars and others affiliated with the University. Graduate & Family Housing offers efficiency, one-bedroom and two-bedroom apartments. It is not common for students in the Pharm.D. program to live in this housing. We typically have only one or two students choose this option. Contact information: Cooperstown Bldg., C 0132, Lexington, KY 40508. 859-257-3721. Email: ukapthousing@lsv.uky.edu.
E. University Health Service

All students at the University of Kentucky are eligible to use the facilities of University Health Service. All University of Kentucky full-time students pay a mandatory health fee as part of tuition which entitles them to most services at University Health Service at minimal cost. Part-time students may elect to pre-pay the health fee to entitle them to receive the same covered benefits as full-time students or they may use the Health Service on a fee-for-service basis. Part-time UK students may pay the fee at the Student Billing Office in Funkhouser Building.

Location and Hours:

University Health Service is located at 830 South Limestone, directly south of the Kentucky Clinic and in front of the Charles T. Wethington Building.

Student Clinic Hours

During the Spring and Fall Semesters when school is in session:
Monday - Friday - 8 a.m. to 6 p.m.; Saturday - 9 a.m. to 11 a.m.

During summer and when school is not in session:
Monday - Friday - 8 a.m. to 4:30 p.m.

After hours care:

If you are experiencing a medical emergency, dial 911! If it is not an emergency, a University Health Service clinician takes calls from home for urgent situations. The physician is available for telephone consultation only and cannot make appointments. This physician can be contacted by calling the Medical Center paging operator at 859-323-5321 and asking for the on-call physician for student health. During the hours UHS is not open, a student can go to an urgent treatment center, UK Chandler Hospital or UK Good Samaritan Emergency Department, or the appropriate emergency facility for their location. However, students are financially responsible for medical care received outside UHS. No referral from UHS is needed.

F. Insurance

All University of Kentucky full-time students pay a mandatory health fee that entitles them to most services at University Health Service at no cost.

Health insurance is strongly recommended for expenses not covered by the health fee, including most diagnostic procedures (laboratory tests, X-rays, MRIs), surgery, hospitalization, and prescription medication.

UK students are invited to purchase the school-sponsored health insurance plan which is customized to complement the care provided through the health fee at University Health Service. Additional details are available on the University of Kentucky's student health insurance website.

In addition, faculty recommends that students obtain personal malpractice insurance policies for their work as pharmacy student interns. Information can be obtained through KAPS (see student organizations section of this handbook) or through carriers affiliated with KPhA.

Information about both types of insurance is available through private insurance carriers. Students may acquire more information about health insurance coverage through University Health Service, 218-3208 or visit their website at: http://www.ukhealthcare.uky.edu/uhs.

G. Lockers/Mailboxes

The College of Pharmacy provides each student with a locker/mailbox. Students are expected to keep their lockers clean, hygienic and free of any decals or other materials that could be affixed-in any way-to lockers. It is the responsibility of each student to maintain their locker/mailbox and to not damage or deface any locker. Students are not to set, or store items on top of lockers. Locker assignments are
made at the beginning of the school year and changed from year to year. Students must use their own combination/key locks. Locks affixed to unclaimed lockers will be cut off. Students who need a lock cut from their lockers should go to the Office of Academic and Student Affairs. Each locker is examined prior to student assignment and again at the end of the academic school year. Students are responsible for the cost to repair any damaged locker and a “hold” will be placed on their account until the costs of repairs are made. Wet umbrellas are not to be placed in lockers or attached to the outside of lockers to dry. Separate shared bins are provided, when needed, for students to place wet umbrellas.

H. Office of Institutional Diversity

Information about services for underrepresented students can be obtained by contacting the: University of Kentucky Health Center Student Diversity Services Office (257-5197, Room 307A in the Kentucky Clinic; http://www.uky.edu/Diversity/); the College’s Director of Admissions and Student Diversity at 323-5023; or the Director of Student Success and Career Development at 257-5266. The Health Center Student Diversity & Enrichment Services Office serves as the official entity in addressing the needs of underrepresented students in healthcare related fields.

Throughout the year, activities are planned for students to help cultivate relationships, as well as facilitate cross-discipline training. Cultural observances highlight the contributions of women and underrepresented people to medicine and the American fabric. The office sponsors health fairs in the community and helps with programming regarding health issues and disparities among African Americans. Frequently, members of the staff speak to school and other community groups about opportunities in healthcare. In addition, the Martin Luther King Jr. Cultural Center located in Room 124 of the Student Center, offers a variety of cultural, educational and social experiences.

For information on services for international students, contact the International Center, Bradley Hall, at 859-323-2121. This office exists to enhance the learning experience of international students, scholars and to ease adjustment through services and programs related to orientation, counseling, immigration advisement, scholarships, English-language instruction and assistance to international faculty and researchers.

I. Parking

Students must obtain parking permits through Parking and Transportation Services at 721 Press Avenue. Cars illegally parked or parked in the wrong areas are subject to fines and towing. The "K" lot provides free shuttle service from the lot to most areas on campus. Students may call Parking and Transportation Services at 257-5757 for more information or visit their web site at www.uky.edu/Parking.

If you ride a bike to campus, you must register your bike with Parking and Transportation Services (http://www.uky.edu/pts/alternative-transportation_bicycle-information) Permits are free of charge and are available online. Bicycle riders must dismount when they arrive on campus, use the bike lanes on campus streets and park in one of the bicycle rack locations. Failure to do so may result in fines from Campus Police.
J. Post Offices

The University maintains two U.S. Postal Services substations. One is housed in the lower level of the Medical Center (257-6360), and the other is in White Hall Classroom Building (257-6357). Both are full-service substations and have personal-service windows where postal customers can purchase stamps, post mails, arrange for special-delivery mail service, etc. Call for hours.

K. University of Kentucky Federal Credit Union

University of Kentucky students and members of their immediate families are eligible to join the UK Federal Credit Union. Accounts can be opened for $25.00. The UK Credit Union has several convenient locations including branches at Hamburg, Export Street off Virginia Avenue, West Reynolds Road and in the UK Student Center. They now offer "student loans" with flexible payment plans. For more information please visit their website at: http://www.uky.edu/UKFCU.