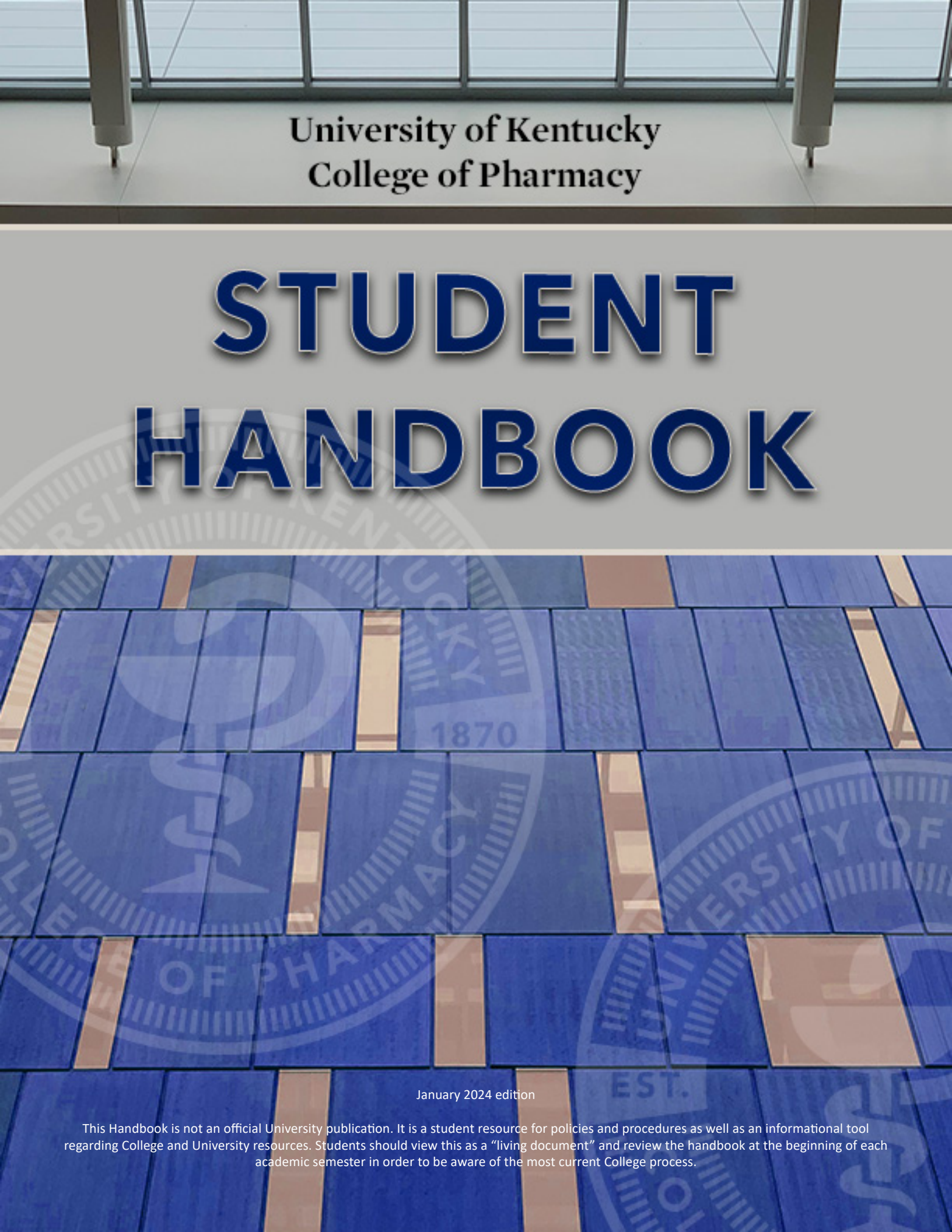


The cover features a top section with a photograph of a modern building interior with large windows and pillars. Below this is a light gray background with the title 'STUDENT HANDBOOK' in large, bold, blue letters with a white outline. The bottom half of the cover is a blue and gold geometric pattern of squares and rectangles. Faint, large-scale watermarks of the University of Kentucky seal and the College of Pharmacy logo are visible across the middle and bottom sections. The seal includes the text 'UNIVERSITY OF KENTUCKY' and '1870'. The logo includes a caduceus and the text 'COLLEGE OF PHARMACY'.

University of Kentucky
College of Pharmacy

STUDENT HANDBOOK

January 2024 edition

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 view this as a “living document” and review the handbook at the beginning of each academic semester in order to be aware of the most current College process.

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I. UNIVERSITY OF KENTUCKY COLLEGE OF PHARMACY

A. Vision, Mission, Indicators of the University of Kentucky College of Pharmacy

Vision:

To boldly lead collaborative innovation that improves health.

Mission:

To provide innovative education, conduct pioneering research, deliver cutting-edge clinical practice, cultivate inclusivity, and lead change to improve health in our communities and beyond.

B. Educational Program

The University of Kentucky College of Pharmacy professional program leads to the PharmD degree. The College is accredited by the Accreditation Council for Pharmacy Education (ACPE).

C. PharmD Degree

The Doctor of Pharmacy degree is awarded to College of Pharmacy students following completion of requisite and elective coursework and after successful completion of mile marker examinations. Students must maintain a grade point average of at least 2.0 on a 4.0 point scale. This requirement includes 162 semester credit hours for the Classes of 2023, 163 semester credit hours for the Class of 2024, 161 semester credit hours for the Class of 2025, and 159 semester credit hours for the Class of 2026.

II. UNIVERSITY OF KENTUCKY AND COLLEGE OF PHARMACY GENERAL INFORMATION

A. 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;
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.

Under this law, students have the right to have access to the academic record, which means that students have a legal right to review their academic record that includes completed examinations and course work. FERPA provides that access to the academic record must be provided within 45 days.

Questions concerning this law and the University policy concerning release of academic information may be directed to the Registrar's Office at 859 - 257-8724.

B. 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 Programs 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 the Office of Academic Programs, 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. 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.

C. Drug('s) 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*.

D. Drug Testing and Criminal Background Checks – CURRENTLY ENROLLED STUDENTS

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. 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 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 will be included in the UK College of Pharmacy annual fees. 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 Programs 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:

<https://www.uky.edu/regs/sites/www.uky.edu.regs/files/files/HCCcode.pdf>

6. Additional information regarding drug screening is provided in the “Impaired Student Policy.”

E. 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 concerned student. 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.

F. Complaints Policy

Procedures below are regarding general student complaints and those relating to the standards of Accreditation Council for Pharmacy Education (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 Office of Academic Programs, (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, and program assessments near graduation. All suggestions, complaints and concerns are considered carefully.

2. Complaints Related to ACPE Standards

The College of Pharmacy is accredited by the Accreditation Council for Pharmacy Education (ACPE) Doctor of Pharmacy program standards, policies, and procedures published by the Council are available at www.acpe-accredit.org. Any student may lodge a complaint 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. Any student can directly file a complaint with the ACPE using the following link: https://acpe-accredit.formstack.com/forms/complaint_form_copy. 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.

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.

G. Discrimination and Harassment

In an effort to foster an environment of respect for the dignity and worth of all members of the University community, the University of Kentucky is committed to maintaining an environment free of prohibited discrimination. Any member of the University of Kentucky community who believes he/she has experienced discrimination, harassment, or retaliation may bring those concerns to the Office of Institutional Equity and Equal Opportunity (IEEO). A staff member of IEEO is available to provide information on the

investigative and resolution process. More information about this process can be found at the UK (IEEO) homepage: <http://www.uky.edu/eeo/>

A staff member of IEEO is available to provide information on the investigative and resolution process. If you have questions related to possible discrimination and harassment issues students are also encouraged to consult with any one of these individuals within the College:

Frank Romanelli, Associate Dean for Academic Programs/Chief Academic Officer
Trenika Mitchell, Associate Dean, Diversity and Inclusion
Nicole Keenan, Director of Student Success and Career Development

I. Diversity and Inclusion

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.

We strive to rectify and change behavior that is inconsistent with our principles and commitment to creating a safe, equitable, and inclusive environment. If students experience discrimination in a course, they are encouraged to speak with the instructor of record or Dr. Trenika Mitchell, who is charged with addressing concerns about diversity, equity, and inclusiveness. Students may also contact a faculty member within the department, the director of graduate studies, the department chair, or the dean. To submit an official report of bias, hatred, racism, sexual harassment or identity-based violence, visit the Office of Institutional Equity and Equal Opportunity [website](#) or submit the report directly using this web-based [form](#).

J. 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.

K. BLS Certification

All pharmacy students must obtain certification in the American Heart Association's Basic Life Support (BLS) Providers program by October 1 of the first professional year, and maintain certification throughout their enrollment. There are several programs available which provide training, certification and re-certification. However, the College of Pharmacy requires the BLS for Health Care Providers certification endorsed by the American Heart Association. This certification requires classroom time for hands on training and demonstration of skills. Students are required to maintain an updated certification. A copy of the certification card must be kept current and on file in the Office of Academic Programs while students are enrolled in pharmacy school. All BLS certifications and updates are at the expense of the student.

L. Health Insurance Portability and Accountability Act (HIPAA)

All Medical Center students are required to complete HIPAA training that can be accomplished and verified online. Conditionally accepted complete HIPAA training prior to the mandatory Orientation held in August. HIPAA requirements are federal regulations. All students are required to comply with all HIPAA requirements throughout their professional training, paying special attention to patient confidentiality. A violation of HIPAA is, at a minimum, considered a violation of the Health Care College Behavioral Code.

M. 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. First year pharmacy students MUST complete all required vaccinations by October 1. Failure to comply may result in repeated vaccinations and registration cancellation in courses for which immunizations are required. All pharmacy students MUST complete an annual TB screening. Additionally, Pharmacy students must meet the following requirements:

1. Incoming Students

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). More information on current immunization guidelines can be found at <https://www.cdc.gov/vaccines/index.html> which is the CDC Immunization website.

Immunization Requirements for UK Pharmacy students with clinical responsibilities can be found at <https://ukhealthcare.uky.edu/university-health-service/student-health/compliance>

* Students are encouraged to have all immunizations prior to initial enrollment and as a prerequisite for experiential education rotations. Immunizations are also available for students through the University Health Service upon enrollment. **Appointments are necessary and may be made by calling 859-323-2778.** Entering PY1 students are advised not to complete a TB skin test prior to August 15, due to its likely expiration prior to their enrollment in IPPE. All immunizations are at the expense of the student.

2. Immunization Requirements for Students with Clinical Responsibilities

An inability to comply with a specific vaccine mandate (including COVID-19) and parameters surrounding authorized exemptions may limit the placements that the Office of External Studies can reasonably or possibly accommodate given accreditation and graduation requirements as well as the sheer number of available sites. This in turn can effect a student's ability to graduate on-time.

University Health Service (UHS) supports the immunization requirements for pharmacy students. These 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. Some health systems or pharmacies outside UK HealthCare may require student pharmacists who are assigned to experiential courses in their facilities to obtain or provide documentation for immunizations or screenings in addition to the core UHS requirements below. Student pharmacists are responsible for communicating with sites as directed by the experiential education office in advance of their assigned rotation to determine any pre-rotation requirements. The compliance policies website can be found at <https://ukhealthcare.uky.edu/university-health-service/student-health/compliance>.

3. Annual Immunization Record Form submission

Please check for updated compliance information directly on the University Health Service website <https://ukhealthcare.uky.edu/university-health-service/student-health/compliance>.

- Students must upload their TB screening and Vaccine documents to University Health Services through the UK Healthcare MyChart Health Portal.
- Students may make an appointment with a nurse to receive TB screening or vaccines. Please call 859-323-APPT(2778) for your first appointment at UHS (after your first appointment you should be able to schedule future appointments via MyChart). Bring paper copies of all immunization records and TB testing to University Health Service for verification at the scheduled appointment.
- It is very important that you inform the nurse that you are a College of Pharmacy student.
- Student Immunization compliance appointments are on the second floor of the University Health Service building at 830 South Limestone.
- Once all requirements are met and updated on MyChart, you must download and submit a pdf copy of your letter of compliance to COPCompliance@uky.edu.

Entering Students:

University Health Service (UHS) Immunization Record is due to the Office of Academic Programs by October 1st. Download the Immunization Record issued by UHS from the UK MyChart Health Portal. Entering students will be requested to submit their Immunization Record as an assignment to the Canvas platform established during orientation for each incoming class.

All Students:

PY2 and PY3 students must maintain a current annual TB skin test and influenza immunization. An updated UHS issued Immunization Record must be submitted to COPCompliance@uky.edu. Once a TB test has been obtained and uploaded through the MyChart health portal, a staff nurse will complete the compliance form and provide copies to the MyChart health portal download and for submission of a digital pdf copy to the Office of Academic Programs.

N. Bloodborne Pathogens – University Health Service Educational Exposure Protocol

If you come in contact with another person's blood or bodily fluids (e.g., through a needle stick injury or mucous membrane splash), consult the [UHS Bloodborne Pathogen Occupational Exposure Protocol](#) and the UK COP Experiential Education General Information and Course Policies.

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 with water or normal saline solution for several minutes or use an eye wash station.
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, identify 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 him/her 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. 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, he/she 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. Students must also notify the course director.

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

O. 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 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 can be found at [Tobacco Free Policy](#).

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 Care Colleges Professional Behavior Code.
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.

P. Student Commitment, Employment and Special Considerations

Success in the Doctor of Pharmacy program requires a full-time commitment. Pharmacy courses can average up to seven hours per day of required classes, laboratories, and other activities outside the classroom. This figure does not include the necessary study time for each course. Because of the demands of the Doctor of Pharmacy curriculum, upon acceptance 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 hour time frame may occur. Clinical responsibilities include evening and weekend work.

It is vital that students with external commitments of at least 20 hours each week meet with the Director of Student Success and Career Development. The Director of Student Success and Career Development will discuss the rigor of the College of Pharmacy program, current course schedule, and assist the student in creating a structured study plan to support academic success.

Q. Office of Academic Programs (OAP)

The Office of Academic Programs works closely with faculty and students to ensure that the professional curriculum is contemporary, in compliance with accreditation standards, and relevant for training pharmacists for the 21st century.

OAP provides the following services:

- serves as the central contact point for all issues related to curriculum
- assist in development and implementation of active learning techniques and incorporation of new instructional technology methods in the classroom
- conduct faculty development related to pedagogy and pedagogic research
- assist with formative and summative curricular assessment(s)
- coordinate faculty and course evaluations

- coordinate integration of curriculum content
- support small-group assignments and scheduling
- assist students in management of Student Liaison Committees (a forum for gathering immediate student feedback about instructional effectiveness)

OAP 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.

R. Facilities

1. Building Safety and Security

The Building Emergency Action Plan (posted on the [Intranet Site](#)) is a guideline for occupants to follow in case of a building wide emergency. It contains important information on procedures for several emergency scenarios and provides diagrams detailing evacuation exits, meeting locations, and severe weather shelter locations for the Lee T. Todd Jr. 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 basement and in the public restrooms on each floor.
- 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 Lee T. Todd Jr. BLDG and neighboring Speedway.

Safety and Security Reminders:

- In the event of an emergency, building occupants should contact 911 from a campus phone or from your personal cellphone. If possible, 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 Medical 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
- LiveSafe Mobile App is available to download from <http://www.uky.edu/EM/LiveSafe.html> This app provides reporting a crime tips, emergency response options, and a safety map of campus at all times.

2. Classroom and Building Monitoring

Student images may be captured during class time by the lecture recording system present in classrooms 124, 152 and 234. In addition, the building is outfitted with video surveillance cameras. This system is not actively 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 Lee T. Todd Jr. Building (College of Pharmacy), along with

the need to ensure adequate safety and security precautions are in place, the following rules have been developed in order to gain access to the building with a medical center ID badge or UK Wildcard:

- 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 and 236) from 6:00am until midnight each weekday and weekend.
- 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 midnight.
- 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 Programs, and security arrangements must be made accordingly.
- Pharmacy students must wear their ID badges and UK Wildcards at all times. If they do not wear their badges, they may 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.
- In the event of a University announced cancellation of classes, the University policy is to close all buildings to student access. As such, the Todd building will be closed to student access if classes are cancelled.

Any student **resistant to cooperation** with these occupancy rules should be reported to the Office of Academic Programs.

4. Room Reservations and Etiquette

Classrooms (124, 152, 170 & 234) in the Lee T. Todd Jr. Building should be reserved by contacting the Office of Academic Programs.

Group Learning Rooms (GLRs) are open study spaces for students. 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. Single User Restrooms

Restrooms in the Lee T. Todd Jr. Building that are identified as single user restrooms are located in suite 114, suite 214, and the basement near the service elevator.

6. Lost and Found

Items found in the classrooms and Group Learning Rooms will be taken to the Academic and Student Affairs suite (114). At the end of each term, all unclaimed items will be donated to a non-profit organization or destroyed.

III. ACADEMIC EXPECTATIONS AND REQUIREMENTS

[Course Bulletin](#)

A. 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.

These rules and expectations bind students enrolled in the College of Pharmacy and are designed to protect them:

1. [University Students Rights and Responsibilities](#)
2. [Health Care Colleges Code of Student Professional Conduct](#)
3. [UK Behavioral Standards in Patient Care](#)
4. [Code of Student Conduct](#)

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.

B. Social Media Use Guidelines

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 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.

C. Academic Programs Office

The Office of Academic Programs is responsible for all academic aspects relating to student life and subsequent graduation. This includes admission, course registration, approval of elective options, requirements and certifications, classroom scheduling, regulatory reporting requirements, and implementation of recommendations from the Academic Performance Committee. Located in Suite 114 of the Lee T. Todd Jr. Bldg., students can also reach the office by calling 859-257-5304.

D. Academic Performance

Students are expected to pass all courses, maintain both a semester and cumulative pharmacy GPA ≥ 2.0 , successfully pass each MileMarker examination, and fully participate in the interprofessional Collaboration And Team Skills (iCATS) curriculum. Individual faculty coordinators shall determine the minimum requirements needed to earn a passing score in a respective Doctor of Pharmacy degree course. Specific requirements may differ from course to course and appear in course syllabi. Failure to earn a minimum of "C" in any one course or failure to meet academic standards will prompt a review by the College of Pharmacy Academic Performance Committee. Academic rules and the function of the Academic Performance Committee are explained in the [UK College of Pharmacy Rules of Shared Governance](#). A student who believes his/her grade in a course is inappropriate or erroneous should first contact the course coordinator for an explanation. If the answer from the course coordinator is unsatisfactory, the student should then contact the Chair of the Department responsible for the course.

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

E. Academic Performance, Progress and Guidelines [US: 11/13/95; US: 4/12/2004; US: 9/2019]

The 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 regarding each student's academic performance and professionalism - both of which are shared with the student and are part of the student record. The APC for each professional year consists of the course coordinators for that academic year, plus a standing core group of faculty. The APC will recommend an action appropriate to the particular student standing and record (i.e., proceed to the next series of courses, promotion to the next year, graduation, probation, probation with remedial action, removal from probation, academic leave, suspension, or other action). Recommendations are made through the Dean for approval by the Faculty. Students must be promoted to subsequent year standing by action of the APC. Promotion is not automatic but

is earned based on appropriate academic and professional performance and satisfactory completion of coursework. The APC may also recommend other sanctions, including but not limited to adjustment of academic load, repetition of curriculum segments, and referrals to appropriate services. Although the APC considers the overall record of the student in making decisions, the committee will rely on the following guiding principles:

Academic Policy for Professional Students in the College of Pharmacy

All students must maintain a minimum Pharmacy GPA of 2.0, pass each MileMarker exam, fully participate in the interprofessional Collaboration And Team Skills (iCATS) curriculum, and pass each course taken during the time they are students in the College of Pharmacy. This includes all coursework, including PHR and non-PHR electives, which comprise the first through fourth professional years of the Doctor of Pharmacy degree program. Failure to earn a minimum of a “C” in any one course or failure to meet the academic standards outlined above will prompt a review by the APC.

Repeat Options are not recognized by the College of Pharmacy for courses taken by students after enrolling 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. [US: 5/7/2007]

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 or may be suspended from the College.
2. Students who fail to earn a minimum of “C” in any one course may be placed on probation. The APC will determine the remediation required.
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 remediation requirements for probation 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 will be suspended.
7. Students eligible for probation on a second occasion may be suspended from the College.

Milemarker Exams / Policies and Procedures

Background

The MileMarker 1 (MM1) and 2 (MM2) examinations are summative, psychometrically sound assessments and graduation requirements encompassed within the Doctor of Pharmacy (PharmD) degree program. The examinations are intended to assess progression readiness. Construct, maintenance, and evaluation of the MM1 and MM2 examinations is overseen by the MileMarker committee. The examinations are administered by the University of Kentucky (UK) College of Pharmacy (COP) Office of Academic Programs (OAP).

MileMarker 1

MM1 is a multiple-choice pass/fail examination administered in April of the Spring semester of the second professional year. The examination is designed to test basic and fundamental science and clinical concepts and is constructed by faculty who instruct in the first and second professional years of the PharmD curriculum.

Students who are in good standing and pass MM1 are allowed to progress un-interrupted to the third professional year.

Students who fail the initial administration of the MM1 examination will be provided an ExamSoft strengths and opportunities (S/O) report which highlights deficiency areas by topic. Students are expected to use the S/O report to prepare for a MM1 re-test (in its entirety). In addition to being provided the S/O report, students are required to meet with the Director of Professional Studies and may also contact course coordinators, access course material, and/or utilize course notes. The re-test is administered immediately following final examinations in the Spring semester. Students **who fail the MM1 re-test will be placed on probation (or continued probation if not in good academic standing a priori)** and must follow a prescriptive remediation plan designed to improve basic and foundational knowledge, with a focus on the areas deemed deficient in the provided S/O report. The remediation plan will discourage participation in activities that may compromise the ability to pass the next (final) MM re-test (internships, outside work and other extracurricular activities, etc.) The plan will be developed by and under the direction of the Director of Professional Studies in coordination with the Associate Dean for Academic Programs and the course directors responsible for MM1 content. Remediation plans will be individualized for each student and approved by the Academic Performance Committee (APC). The plan will be developed based on the S/O report from each examination administration as well as upon discussion with the student to identify areas of weakness and opportunities for improvement and consolidation of knowledge base. The remediation plan will span the summer between PY2 and PY3. Students will re-test in August. Students who **pass this re-test** will be immediately removed from probation (associated with MM failure) and will be allowed to progress to the third professional year. Students who **fail this re-test will be dismissed from the College**. Students may appeal decisions rendered by the APC following the process outlined in standard operating procedures of the APC.

MileMarker 2

MM2 is an Objective Standardized Clinical Examination (OSCE) which is administered in March of the Spring semester of the third professional year. The examination is designed to test fundamental basic and clinical concepts as applied to the management of patients with altered disease states. The examination is constructed by faculty who instruct in the college's Integrated Drugs and Disease (IDD) course series as well as the Differential Diagnosis course.

Students who are in good standing and **pass** MM2 are allowed to progress un-interrupted to the fourth professional year.

Students who **fail** the initial administration of the MM2 examination will be provided a summary of the statistics related to their performance including the OSCE stations where they did not achieve a pass rating. In addition to the data reports provided, students are required to meet with the Director of Professional Studies and may also contact course coordinators, access course material, and/or utilize course notes. Students are expected to use the data provided to them to prepare for a MM2 re-test. The re-test is administered in April of the Spring semester prior to finals week and consists of stations where the student failed to achieve competency.

Students **who fail the MM2 re-test will be placed on probation (or continued probation if not in good academic standing a priori)** and must follow a prescriptive remediation plan under the direction of the Director of Professional Studies in coordination with the Associate Dean for Academic Programs and course directors responsible for MM2 content. This remediation plan will be individualized for each student and approved by the APC. The remediation plan will discourage participation in activities that may compromise the ability to pass the next (final) MM re-test (internships, outside work and other extracurricular activities, etc.) The plan will be based on summary statistics derived from each OSCE station as well as upon consultation with the student to identify areas of weakness requiring consolidation and consists of stations where the student did not achieve competency. Students will be required to use Block 1 of the Advanced Pharmacy Practice Experience (APPE) schedule as an intensive remediation period. Therefore, Block 1 of the APPE scheduled must be utilized as a vacation block. Students will re-test in the final week of Block 1. Students who **pass this re-test** will be immediately removed from probation (associated with the MM failure) and will be allowed to progress to the fourth professional year (Block 2). Students who **fail this re-test** will be dismissed from the College. Students may appeal decisions rendered by the APC following the process outlined in standard operating procedures of the APC.

Guidelines and Procedures:

- Students will be provided a priori with a listing of MM1 and MM2 testing dates for a given academic year.
- Passing scores for the MM1 and MM2 examinations are determined by the MM Committee in consultation with a contracted psychometrician.
- As with all College assessments, the College of Pharmacy Honor Code will be in effect for both MM1 and MM2.
- Students will be expected to test on the examination date(s) as assigned by the Office of Academic Programs.
- The determination of exemptions to testing dates in cases of medical or other emergencies or in cases where an excused absence may be appropriate (as defined by Senate Rules) shall be made by the Associate Dean for Academic Programs in consultation with the Academic Performance Committee. When a testing date displacement occurs, the Associate Dean will determine the next most logical and expedient revised testing date.

Probation-

Students who are on academic probation may not:

1. Serve as officers or committee members in any campus organization.
2. Participate in any University extracurricular activities or in the activities of any University organization if the participation involves the expenditures of any appreciable amount of time.

Students on probation may have a restricted academic schedule as dictated by the APC. Students on probation may be subject to penalties related to scholarships and/or incentive awards. Students placed on probation must meet the requirements dictated by the APC before being removed from probation. If the student is judged after 2 semesters to be performing satisfactorily by the APC while taking normal academic course loads, probation status may be revoked.

Suspension

Students suspended from the college may petition the APC for reconsideration of their case and for permission to re-take College of Pharmacy courses to correct their academic deficiencies (see appendix page 51 for process). That permission may or may not be granted by the APC. If a student is allowed to re-take required Doctor of Pharmacy degree courses, and the academic deficiencies have been satisfactorily addressed, these students may be allowed to re-enter the College of Pharmacy but will do so on probation status.

Special Considerations

1. Because of the demands of the Doctor of Pharmacy curriculum, students are expected to devote their energies to the academic program. The College cannot take outside employment or activities into account when scheduling classes, examinations, reviews, field trips, or individual course functions or special projects.
2. Due to curricular requirements, course functions and/or examinations may occur outside the normal business hours of Monday through Friday, 8 AM to 5 PM.
3. Clinical responsibilities will include evening and weekend work.
4. All College of Pharmacy students are subject to the rights, rules, and regulations governing University students in all matters not specifically covered in College of Pharmacy documents.

F. UK Academic Ombud

The UK Ombud is responsible for assisting students and instructors to 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

G. Graduation with Honors

The Office of Academic Programs compiles a roll of students who have demonstrated academic excellence by achieving at least a 3.4 cumulative grade point average while enrolled as full-time students.

The College 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

H. Application for the Graduation Recognition Program and Attendance

Students must apply for the graduation recognition program with the Office of Academic Programs 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 conducts a graduation recognition program for PharmD, Ph.D., and MS graduates separate from UK's commencement Ceremony. Information about the graduate recognition program is communicated through the Office of Academic Programs.

I. Technical Standards

(Approved by Faculty - December 18, 2017; Approved by Senate vote - May 7, 2018)

The University of Kentucky College of Pharmacy (UKCOP) has a responsibility to educate competent pharmacists and prepare them to be "practice-ready." In this regard graduates must be able to directly contribute to patient care and be "team ready" in order to work in collaboration with other healthcare providers.¹ Strong foundational knowledge, astute clinical decision-making, and well-developed professional practice skills are the underpinnings of pharmacist competency. Accordingly, the UKCOP has established academic and technical standards that must be met by students to successfully progress in, and graduate from, its doctor of pharmacy degree program.

The UKCOP provides the following descriptions/examples to inform prospective and enrolled students of the technical standards required to complete the doctor of pharmacy curriculum and to achieve the educational outcomes deemed essential to the contemporary practice of pharmacy. The technical standards and example competencies described herein reflect the performance abilities and characteristics necessary to successfully complete the requirements of the UKCOP program and should not be viewed as all inclusive. Individuals interested in applying to the UKCOP should review the technical standards in order to develop a better understanding of the skills, abilities, and behaviors required to successfully complete the doctor of pharmacy degree program.

Technical standards in pharmacy at the UKCOP are derived from the 2016 Standards and Key Elements for professional programs in pharmacy leading to the doctor of pharmacy degree as put forth by the Accreditation Council for Pharmacy Education² and include abilities and skills in the following areas:

1. Acquiring foundational knowledge. (Standard 1)
2. Developing communication skills. (Standards 2-3)
3. Interpreting complex data in the context of patient-centered and population-based care. (Standards 2-3)
4. Integrating knowledge to establish and refine clinical judgement and professional practice skills. (Standards 2-3)
5. Incorporating appropriate professional attitudes and behaviors into pharmacy practice capabilities. (Standard 4)

The UKCOP wishes to ensure that access to its facilities, programs, and services is available to all students, including students with disabilities (as defined by Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990 and the ADA Amendments Act of 2008). The UKCOP provides reasonable accommodations to all students on a nondiscriminatory basis consistent with these legal requirements. A reasonable accommodation is a modification or adjustment to an instructional activity, equipment, facility, program or service that enables a qualified student with a disability to have

1 ACPE standards 2016, philosophy and emphasis.

2 ACPE Standards 2016, standards and key elements

an equal opportunity to fulfill the requirements necessary for graduation. To be eligible for accommodations, a student must have a documented disability of (1) a physical or mental impairment that substantially limits one or more major life activities of such individual; (2) a record of such impairment; or, (3) be regarded as having such a condition.

To be qualified for admission to and on-going progression within the UKCOP doctor of pharmacy program, individuals must be able to meet both our academic and technical standards, with or without reasonable accommodations. For further information regarding services and resources for students with disabilities and/or to request accommodations, please review the UKCOP Disability Accommodation Policy or contact the Director of Student Success and Career Development (859-257-5266) in the Office of Academic Programs.

Requirements	Technical Standards	Example Competencies
Acquiring foundational knowledge	1. Ability to learn in diverse educational settings, including varied clinical practice environments 2. Ability to find and acquire knowledge from a variety of sources 3. Ability to be a life-long learner 4. Ability to cultivate innovative and adaptive thinking	• Acquire, conceptualize and use evidence-based information from discussions, demonstrations and experiences in the basic and clinical sciences, including but not limited to information conveyed through online coursework, lecture, small group activities and physical demonstrations • Plan and execute self-directed learning activities to acquire and apply foundational knowledge concepts • Develop solutions and responses to therapeutic problems beyond that which is rote or rule-based
Developing communication skills	1. Communication abilities for culturally sensitive and effective interaction with individual patients, groups or organizations 2. Communication abilities for effective interaction with the health care team 3. Ability to consider and make sense of elicited information	• Accurately elicit and interpret information, including medical history and other information to adequately and effectively evaluate a patient's condition • Accurately document and convey information using one or more means of communication (e.g., verbal, written, electronic) to patients and the health care team • Validate understanding of communication by eliciting feedback from patients and healthcare team members • Determine a deeper meaning or significance in what is being expressed by others to ensure accurate interpretation of elicited information

Interpreting complex data in the context of patient-centered and population-based care	1. Ability to collect, record and assess subjective and objective data to define health and medication-related problems at both the patient and population health level 2. Ability to develop computational thinking (e.g. problem-solving skills) 3. Ability to effectively manage cognitive load	• Obtain and interpret information from assessment maneuvers (e.g., respiratory and cardiac function, blood pressure, etc.) point-of-care testing (e.g., blood sugar, lipids, PT/INR, etc.) and other objective tests (e.g. Lab values, EKGs, radiographs, etc.) • Translate assessment data into abstract concepts to accurately assess the need for treatment and/or referral • Assess health status and needs of target populations and implement and evaluate interventions designed to improve the health of specific populations
Integrating knowledge to establish and refine clinical judgement and professional practice skills	1. Ability to apply principles of health and wellness to individuals and populations 2. Ability to think critically, solve problems and make decisions to assure safe and effective medication use across the health continuum and within the environments of care	• Design strategies to improve health and wellness of individuals and communities and provide/oversee the provision of preventive health services (e.g, immunizations, tobacco cessation, TB skin testing, etc.) • Identify and prioritize drug-related problems and develop, implement and evaluate plans of care in the management of acute and chronic diseases • Assure accurate preparation, labeling, dispensing/distribution and/or administration of medications in response to prescriptions and medication orders in a variety of practice settings
Incorporating appropriate professional attitudes and behaviors into pharmacy practice capabilities	1. Display characteristics of self-awareness, concern for others, integrity, ethical conduct, accountability, interest and motivation 2. Ability to develop social intelligence and cultivate interpersonal skills for professional interactions with a diverse population of individuals, healthcare team members and communities 3. Acquire the skills necessary to advocate for and promote change	• Make proper judgments regarding safe and effective care and professional practice • Effectively build and maintain mature and sensitive relationships with others to develop trust and foster collaboration and empowerment • Function effectively under stress and adapt to changing environments inherent in clinical practice

J. Elective Courses

Students must successfully complete a minimum of 8 elective credit hours as part of the PharmD graduation requirements. Elective coursework should not be pursued until the completion of the first professional year. A roster of approved elective courses is maintained by the Office of Academic Programs. Students may petition to have a course approved as an elective by contacting the Office of Academic Programs.

The first 8 credit hours of COP, or COP-approved, electives completed are used to calculate GPA within the PharmD program. Students are free to enroll in additional electives but elective hours beyond the first eight will not affect the official PharmD program GPA.

1. Electives taken at UK

Pharmacy students taking elective courses should be aware that these 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.

In addition, the College of Pharmacy semester schedule may differ from that of 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.

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 that registration will be restricted. This means that the department or college offering the course is limiting enrollment in that course to their students only.

2. Electives NOT taken at UK

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 Programs. Students should check their UK transcript at about the mid-point of the next semester to ensure the process was completed. Credit for the course will transfer, but not the grade.

K. Dual Degree Programs:

Several dual-degree programs are available through the College of Pharmacy:

- PharmD/Master of Business Administration
- PharmD/Master of Public Administration
- PharmD/Master of Public Health
- PharmD/Master of Science 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 when a PharmD alone would be earned.

Admission requirements for the dual-degree programs are separate from those of the College of Pharmacy, and a separate enrollment procedure must be completed. Admission to a dual degree program is a competitive process; not all pharmacy student applicants are guaranteed admission. Some dual degree programs require specific program fees in addition to regular Pharm.D. tuition. Students apply to the dual-degree programs during the conclusion of their first (MBA, MPA, MPH) or second (MSPS) professional year; a prior bachelor's degree is not required. Additional information is available at <http://pharmacy.uky.edu/pharmd-professional-program/dual-degrees-and-certificates>

L. Pharmacy Practice Experiences/Internship Credit

Academic practice experiences are also known as Longitudinal Experiential Education in Pharmacy (LEEP), Introductory Pharmacy Practice Experiences (IPPEs) and Advanced Pharmacy Practice Experiences (APPEs). LEEP, IPPEs, and APPEs occur in various pharmacy practice settings including, but not limited to, ambulatory and acute care settings such as community pharmacies, hospitals and health-systems. They are provided throughout the curriculum and are graded academic experiences. PharmD students complete a minimum of 300 hours of IPPE and 42 weeks of APPE during the PharmD curriculum. Internship refers to time spent working directly with a licensed pharmacist after receiving Pharmacist 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. In Kentucky, a minimum of 1500 hours Internship are required before a student may take the licensing exam. The Kentucky Board of Pharmacy allows IPPE and APPE hours to count as Internship hours provided students register as a Pharmacist Intern with the Board. Internship forms for the hours obtained as part of the student's academic experience will be provided and submitted to the Kentucky Board of Pharmacy by the Office of External Studies.

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.

M. Off-Campus Course Requirement

The College of Pharmacy has standards and practice requirements set forth by the Accreditation Council for Pharmacy Education and the Kentucky Board of Pharmacy. In accordance with these mandates, the College of Pharmacy enrolls students in experiential courses (PaCE 1-6, IPPE - Community, IPPE - Institutional, and APPE). PaCE is an integrated course with both simulated and experiential components called Longitudinal Experiential Education in Pharmacy (LEEP). The PaCE experiential components will be conducted each semester during the PY1-PY3 years, primarily in locations in the Lexington and surrounding area. In addition, an immersion multi-week experiential rotation (IPPE I- Community) is required in a community-based ambulatory setting and an immersion multi-week experiential rotation (IPPE - Institutional) is required in an institutional/hospital setting. Students may be assigned to IPPE experiences in locations throughout the state of Kentucky. The PY4 year is composed of 8 six-week blocks with 7 six-week experiential rotations (APPE) required for graduation. Many pharmacy practice experiences are offered in sites off campus. As such, students will be required to complete one or more of these experiences in practice sites away from Lexington. The College of Pharmacy maintains a Clinical Education Center (CEC) in Louisville, KY for APPE rotations. Students admitted to the college may be assigned to a CEC for all APPE rotations or students may be assigned statewide to complete their APPEs. For students assigned to a CEC, this Center will serve as the home base while on APPE rotations. Limited financial assistance for housing and travel is available for some sites outside of the greater Lexington area through the statewide Area Health Education Center (AHEC) system. However, students should be prepared to incur additional expenses and inconvenience while assigned to sites outside the greater Lexington area, or at sites within the CEC. Students should also be prepared to provide their own transportation to/from rotation sites. Assignments will be made as early as possible, giving students time to work with local AHEC coordinators to secure housing and make plans for off-campus experiences. Enrollment in experiential education courses (PaCE 1-6, IPPE - Community, IPPE - Institutional and APPE) requires appropriate immunization status and verification of such status, as well as an updated criminal background check and urine drug screen. To ensure that each applicant understands this before he or she accepts admission, the College requires each applicant to sign the Statement of Acceptance.

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

The Pharmacist Intern application (Form I) must be submitted to the Kentucky Board of Pharmacy, requesting registration as a pharmacy intern and accompanied by the required fee. Intern registration is required for obtaining internship credit for experiential coursework, it must be obtained before the coursework is initiated, it lasts for six years, and it 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: PY1 students MUST obtain their Kentucky Board of Pharmacy Internship Registration by April of their PY1 year or they may not be eligible to register for the IPPE courses. Licensure as a pharmacist in Kentucky requires a minimum of 1500 internship hours. (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 experiential component of the required Pharm.D. curricular core. 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. 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 distributes important information by email. This mailing involves a 'mass email program'. Some email settings do not allow mass email messages. 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 40601-2108
Phone: 502.564.7910
Fax: 502.696.3806
Email: pharmacy.board@ky.gov

IV. GENERAL COURSE POLICIES

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

A. 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.

B. 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 submitted and the Academic Performance Committee has met.

C. 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 established for students within specific settings. Additional requirements will be in effect for particular courses and experiences in the College.

1. General Statements:

- All students must take adequate measures to maintain good personal hygiene and a clean, neat appearance at all times. A student’s attire should be commensurate with the activities in which the student will participate during that day and be clean and pressed, if appropriate.
- Student pharmacists are required to wear their University of Kentucky ID badge at all times in addition to site-specific identification.
 - Name badges will be worn clipped on the pocket of shirts or jackets or worn around the neck.
 - Name badges shall NOT be worn at the waist level or in other inappropriate locations.
- 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, sweatpants, 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.

- Wearing hats during exams is not allowed.
- A faculty member may set forth additional standards of attire in his or her course.

2. Practice Settings and Patient Care (PaCE):

Student pharmacists are expected to abide by the dress and appearance code of the participating experiential site for which they are assigned. If no policy is in place, student pharmacists should defer to the UK HealthCare standards as outlined in the [Observation and Learning Experience \(OLE\) orientation packet](#). That standard states (pg. 7), “UK HealthCare requires individuals to dress in a manner that presents a professional image to our patients, visitors, industry representatives and to each other. The standards should be followed for PaCE, IDD OSCEs, MileMarker 2, and other simulated patient care experiences.

3. Parenteral Compounding Activities in the Patient Care Lab:

- Clean scrubs will be worn during lab manipulations of parenteral products. Closed cuff gowns may also be worn over scrubs.
- No jewelry of any kind, including wedding rings and watches (potential for introduction of bacteria into the work area) may be worn on any visible areas of the body during actual compounding procedures. This also includes earrings, nose rings, eyebrow rings and other visible piercings. You might consider wearing your wedding rings on a chain that can be placed inside your scrubs or using a safety pin to attach rings to an inside pocket on your scrubs.
- No nail polish – this includes clear polish – or artificial nails may be worn. It is also expected that nails will be kept at a reasonable length.
- No makeup will be permitted due to the potential for flaking and contamination of sterile products.
- Hair coverings will be worn during all preparation activities.
- Masks will be worn during manipulations. Masks must cover facial hair
- Gloves will be worn during all manipulations. Latex-free gloves will be available for those with a latex allergy.
- Sterile gowns will be worn during all preparation activities.

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 attire of any student inappropriate according to the guidelines above or according to the class syllabus, he or she may notify the student privately at any time to request that the student correct the problem.

D. 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**. Each instructor determines 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 provided by the first or second meeting of the class. Failure to comply with these rules may result in lowered grades. Faculty are required to note in the syllabus if they wish to account for class attendance when determining a student's grade with specific parameters identified.

A student must submit any written documentation supporting an excused absence within one week after the period of absence.

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 appro-

priate verification of family member's illness.)

- Many students will rely upon UHS when they suffer from significant illness or injury during the semester. UHS will send appropriate Tier 2 or Tier 3 documentation through MyChart which students can provide to course directors. This document confirms a verifiable visit to UHS, and may include restrictions based on illness or injury.
- All excuses (UHS or outside healthcare providers) may be verified to ensure authenticity.
- Death of a member of a student's immediate family. (Instructors have the right to request appropriate verification.)
- Reasonable time for 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. Consultation with instructors is highly recommended, and instructors may request documentation from appropriate College of Pharmacy personnel to verify event participation.
- 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 an 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, can provide 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 contact the Office of Academic Programs, which will notify the faculty of the initial absence. Experiential education absences should be reported to the preceptor at the site and to the course coordinator. Students must make arrangements to complete all missed assignments and notify their instructors of additional days of absence. For experiential education courses, internship hours must also be made up to receive full internship hours/credit.

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

E. Use of Digital Devices in the Classroom

All students are issued an iPad for use throughout the PharmD program.

The use of digital devices for purposes outside of educational 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 silent mode while the student is in the classroom. Each instructor may set a course policy pertaining to the use of certain tools (e.g., calculators, smartphones, smart watches, mobile computers) for specific uses within the classroom.

F. Class Cancellations/Severe Weather Policy

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

1. Types of Alterations:

- Cancellation – weather conditions are sufficiently extreme to cancel ALL academic operations that day.
- 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).
- Mid-Day Cancellation – weather conditions arising throughout the day warrant cancelling the remainder of that day's academic operations.

2. Impact on Course and Exam Schedules:

A. 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 Programs.
- Laboratory examinations (e.g., practicals, standardized patients) will be rescheduled for a future day, in consultation with the Office of Academic Programs.
- 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.”

B. 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 Programs.
- 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:
 - a. 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. “Another time” could be one of the following:
 - Pre-scheduled “Severe Weather Lab make-up day”
 - 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.
 - b. 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.”

C. 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 Programs.
- 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 Programs.
- 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 Programs.
- Block examinations will not be administered following a mid-day cancellation. The Office of Academic Programs will consult with the instructors of affected courses to reschedule the examinations.

D. 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.

E. Alterations Made by the College of Pharmacy

- a. 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 Chief Academic Officer, following consultation with the Dean or Chief Operations Officer.
- b. Road conditions, weather reports, local transit service, and area business and industry response will be evaluated when determining the College's plan.

F. Communication about Alterations

a. 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 Programs through the official pharmacy class listservs.
- Mid-day cancellations will be announced by the Office of Academic Programs in classes and through posts on official pharmacy class listservs.

b. 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 Programs through the official pharmacy class listservs.

G. Communication Considerations

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

- a. The Office of Academic Programs will first communicate alterations about examination administration to the course coordinators and collaborate to revise the schedule, as needed.
- b. 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).
- c. A final announcement of the revised schedule will be sent to course coordinators, examination teaching assistants and students.

H. 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).

If there are any accommodation schedule issues, the Coordinator of Student Administration will send an email to affected students outlining the revised plan.

I. Experiential Education Courses

Campus closure or schedule alteration does not apply to experiential education courses due to location variability and student travel abilities. Experiential education course attendance is considered on a one-on-one basis with the preceptor and course coordinator. Any time missed due to weather for experiential courses must be made up due to internship requirements.

G. 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 the Office of Academic Programs 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 listserv;
 - Email to include class course director's email address, phone number, and office number;
 - 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.)
 - 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 they choose 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:
 - Contact the office of Academic Programs to make arrangements (e.g., classroom reservation, update academic calendar) to reflect the class or exam schedule change.

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

Students are required to adhere to the College of Pharmacy Honor Code and University regulations.

A. 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.

B. Principles

1. 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.
2. The Honor Code is based on the principle that a student, when placed on his or her honor, will not violate that trust.
3. Both students and faculty have an ethical and professional obligation to report any suspected violation.
 - a. Student Responsibilities:
 - Understand the definition of academic misconduct
 - Refrain from committing any acts of academic misconduct
 - Understand the instructions for each assignment, quiz, or examination
 - Engage in appropriate classroom and laboratory conduct
 - Take appropriate actions when acts of academic misconduct are observed
 - b. Faculty Responsibilities
 - Communicate clearly in writing the instructions for each assignment
 - Design and administer examinations that minimize the opportunity for scholastic dishonesty
 - Actively and consistently promote a classroom environment conducive to learning
 - Evaluate assignments on the basis of reasonable expectations given the difficulty of the assignment
 - Support the Honor Code

C. Prohibited Conduct

1. 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.

2. 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.

3. 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.

4. 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.

D. Reporting Process

Students, faculty or staff shall report any suspected violation of the Honor Code directly to the Chair, Brock Helper (brock.hepler@uky.edu).

E. Honor Code Committee

1. Function

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

- a. Administering the student inquiry process as defined by the College of Pharmacy Honor Code.
- b. 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.
- c. Developing materials and fair procedures as necessary.

2. Composition, Member Selection and Roles

- a. 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.
- b. The first PY1 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.
- c. An administrative staff member will be appointed annually by the Dean to serve as Committee Secretary. This member will not have voting privileges.
- d. 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.

- e. 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.

F. Committee Procedures (See Figure 1)

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 empaneled 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 as voting members of the panel. The HCC members in their first and second professional years may observe the inquiry but will not be voting members of the panel.
 - c. The preliminary inquiry shall include the following:
 - A meeting with the person who allegedly violated the Honor Code;
 - A meeting with the person(s) who reported the alleged violation;
 - A meeting with other witnesses with direct knowledge of the alleged violation; and
 - 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 empaneled. 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 communication 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 of communication, 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 HCC members in their fourth professional year (PY4). If the student fails to respond to the communication 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 PY4 members of the HCC.

The Chair shall:

- Convene the HCC, comprised of four PY4 HCC members within fifteen (15) working days of the Dean's referral of the matter. If the four members are unable to attend the hearing, the Associate Dean for Academic Programs will appoint additional students in their third or fourth professional year;
 - 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 meeting with the person who allegedly violated the Honor Code;
 - A meeting with the person(s) who reported the alleged violation;
 - A meeting with other witnesses with direct knowledge of the alleged violation; and
 - A review of any other relevant evidence and the applicable policies, standards, and rules.
 - The information discussed by the HCC shall be treated confidentially and shall not be discussed with those not involved with the inquiry;
 - 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 Associate Dean for Academic Programs, and the Dean.
- j. 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;
 - iii. The Chair must be present for the HCC to conduct its business.
- k. 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 meeting with the person who allegedly violated the Honor Code;
 - A meeting with the person(s) who reported the alleged violation;
 - A meeting with other witnesses with direct knowledge of the alleged violation; and

- A review of any other relevant evidence and the applicable policies, standards, and rules.
 - The information discussed by the HCC shall be treated confidentially and shall not be discussed with those not involved with the inquiry;
 - 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, Associate Dean for Academic Programs, and the Dean.

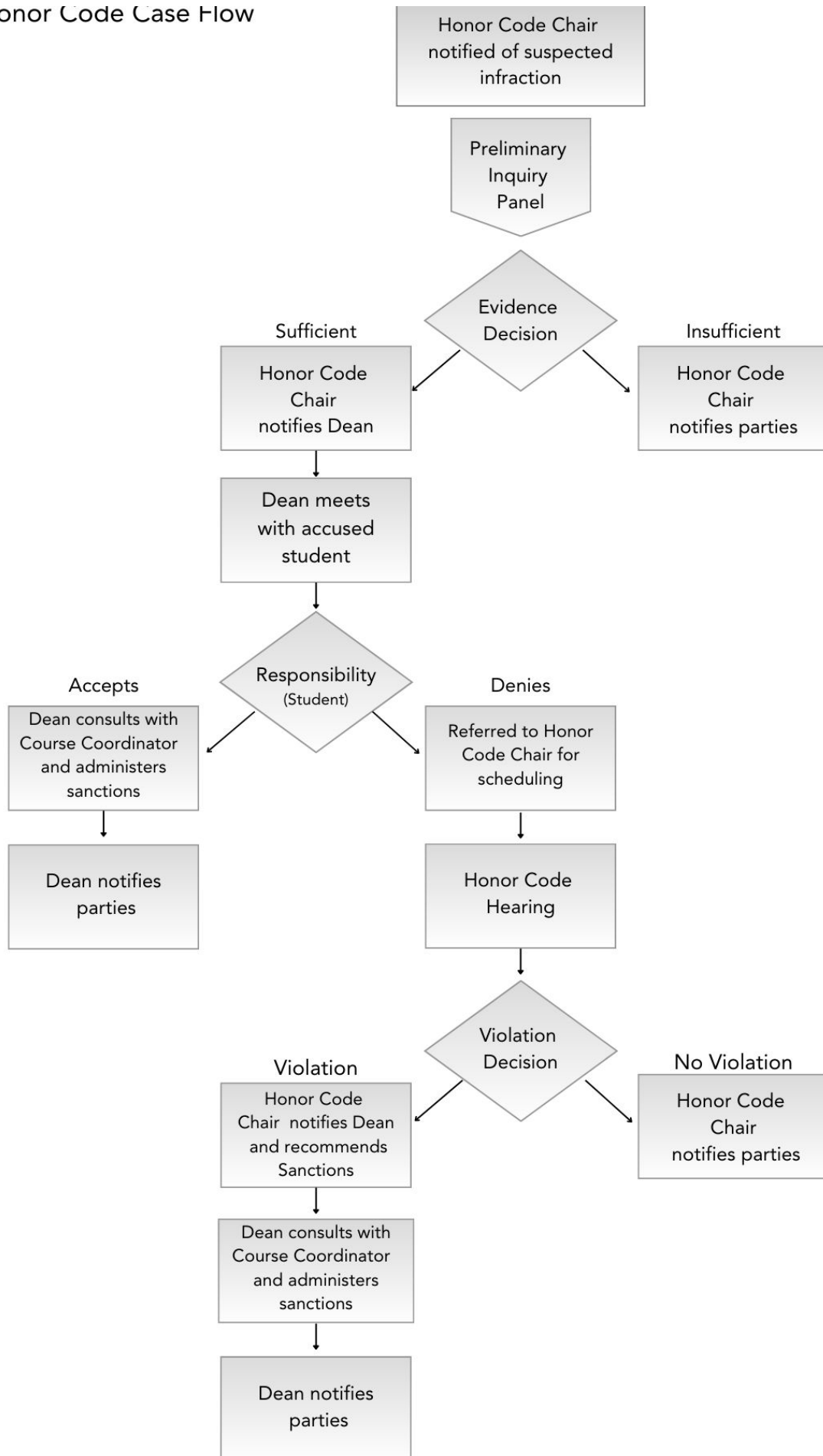
G. Sanctions

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 Associate Dean for Academic Programs. 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 Academic Programs.
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.

H. 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



VI. HEALTH CARE COLLEGES CODE OF STUDENT PROFESSIONAL CONDUCT

This Code provides the standards and procedures to be used where questions of character, to be defined in terms of professional conduct, arise regarding a student enrolled in courses or programs, including clinical programs, in the health care colleges. The purpose of the HCC Code is to provide a professional behavior code that applies uniformly to all students enrolled in a degree program offered by any of the health care colleges (Dentistry, Health Sciences, Medicine, Nursing, Pharmacy and Public Health). The full version is available online at <https://www.uky.edu/chs/sites/chs.uky.edu/files/HCCcode.pdf>

VII. STUDENT SUPPORT – OFFICE OF ACADEMIC PROGRAMS

The education of students in the College of Pharmacy is not limited to the classroom; students in the PharmD 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. The Office of Academic Programs 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, employment interview fair), and student recruitment and admissions activities (e.g., Pharmacy Preview Day, admissions interviews). Ms. Nicole Keenan is the Director of Student Success and Career Development; Mr. Jason Mitchell is the Director of Enrollment Management.

A. Academic & Interpersonal Services/Resources

1. 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 Programs provides individual help and, where appropriate, referral for a variety of academic and personal problems. Students should visit the Coordinator for Student Success and Wellness or call/text 859-295-3820 to arrange an appointment to discuss their situation. Students are always welcome, and in some cases, a student can be seen the same day. Students also may self-refer to the Counseling Center in Mandrell Hall on main campus (859-257-8701) or the Behavioral Health Clinic, located in the University Health Service Building (859-323-5511).

2. 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. Collections and information resources available from UK Libraries include 4,023,142 volumes, 588,428 electronic books, and over 400 commercial databases. Services offered by the Medical Center Library include an online catalog of holdings, reference assistance, consultations, 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 <http://libguides.uky.edu/pharmacy> or contact the College of Pharmacy liaison at 859-323-3983.

3. 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 Programs 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.

4. Tutoring

Tutoring may be provided by faculty or graduate teaching assistants. 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.

B. Tuition, Financial Aid & Payment Information

Current information on **tuition and fees** is provided by the University of Kentucky Office of the Registrar at <http://www.uky.edu/registrar>.

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 Health Professions Student Loan Program and the Scholarship for Disadvantaged Students Program, which still requires parental income tax information 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). UK’s priority date to complete the FAFSA is February 15 to be considered for all types of aid. Students may submit the FAFSA after February 15; however, funding for some programs may no longer be available. UK’s Financial Aid office will notify pharmacy students in mid-June with the amount of aid for which they qualify.

The FAFSA may be obtained on the web at www.fafsa.ed.gov. In completing the FAFSA, pharmacy students must answer “yes” to question 48 in Step 3 (“will you be working on a master’s or doctorate program?”). Also, the answer to question 29 (“Grade level during the 2019-20 school year.”) is 1st-year graduate/professional.

Students who would like to be considered for the Scholarship for Disadvantaged Students Program and the Health Professions Student 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 Ms. Robin Gray. Ms. Gray can be reached at 859-257-3172 x230. For additional information visit: <http://www.uky.edu/financialaid/>.

Pharmacy students should contact the Office of Academic Programs with general questions regarding financial aid, scholarships, tuition and billing.

Filing the FAFSA:

In order to apply for any of the federal aid programs a student must submit a FAFSA or Renewal FAFSA online at www.fafsa.ed.gov, or complete a paper FAFSA, available in college financial aid offices. To have your information sent to the University of Kentucky, enter school code: 001989.

International Student Finances

Students holding an F1 or J1 visa are not eligible to apply for the FAFSA mentioned above. International students must provide proof of 1 year of funding (tuition and cost of living) by method of a bank statement or other document to the Director of Enrollment Management by March 15 for an I-20 to be processed. For Fall 2023, international students must show 1 year of expenses (tuition and cost of living) to total at least \$81,756 (\$54,756 estimated tuition and \$27,000 estimated living expenses). If a student is unable to support this funding through personal funding, the student will be unable to obtain the I-20 to study at UK COP.

1. 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 Student 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. All loans are administered by the UK Financial Aid Office. Students may be eligible to receive a variety of loans through Financial Aid. 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, or by website at <http://www.uky.edu/FinancialAid>.

Student Loans:

Listed below are some of the loan options that pharmacy students may be eligible to receive.

Federal Direct Loans – General Information

A Federal Direct Loan is federal assistance which must be repaid. Repayment begins 6 months after a student falls below half-time status. The student must participate in online entrance counseling and must sign a promissory note. The maximum annual Federal Direct Loan amount for a professional student is \$33,000. The Federal Direct Loan is an Unsubsidized Loan. The interest accrues immediately. The student may either pay the interest quarterly or may request that interest be capitalized (added to the loan principle). Unsubsidized loans are not based on financial need. The annual award is \$33,000.

Federal Perkins Loan

The Perkins Loan is a low interest, long-term federal loan. Award amounts vary depending on when the student applies, level of need, and the funding level of the school.

Health Professions Student Loan

The HPSL is a federal student loan and is restricted to students seeking professional degrees in pharmacy, dentistry or medicine. Loan amounts will vary according to availability of funds. **Applicants for this loan must include parental information on the FAFSA each year.**

Loans for Disadvantaged Students

The LDS loan, a federal loan program, is restricted to students from low income and disadvantaged backgrounds seeking training in the health professions. Loan amount varies according to availability of funds. **Applicants for this loan must include parental information on the FAFSA each year.**

Graduate/Professional Federal Direct PLUS loan

A Graduate or Professional student is eligible to borrow up to an amount that does not exceed their cost of attendance minus other financial aid. In addition to completing the FAFSA, the borrower must complete the Graduate/Professional Federal Direct PLUS loan application at www.studentloans.gov.

Private Student Loans:

The cost of attendance is the maximum amount that a student can borrow per academic year. If one's personal need exceeds \$33,000, the amount of the Unsubsidized Federal Direct Loan, one can borrow additional money but it cannot exceed the cost of attendance. One can use the Graduate Plus Loan or an education loan from a private bank and/or financial services companies. Please take the time to evaluate the market offerings in order to select the best opportunity.

University of Kentucky Office of Student Financial Aid
128 Funkhouser Building
Lexington, KY 40506-0054

Title IV code: 001989
Phone: (859) 257-3172 Fax: (859) 257-4398
Pharmacy student contact:
Ms. Robin Gray, Assistant Director/Application and Counselor Coordinator

NOTE: Doctor of Pharmacy students are considered professional students; Professional students are not eligible for Pell or state grants.

2. College of Pharmacy Scholarships

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

Application Process: Current Students

- a. An application will be required annually. College of Pharmacy Scholarships are available after completion of the first professional year and thereafter.
- b. The applicant must be in good academic standing to be eligible.
- c. The Awards will range in value depending on the availability of funds.
- d. The Scholarship Committee determines all recipients.

Scholarships

- **Pharmacy Incentive Awards** are available to all incoming, conditionally accepted students. These scholarships range in value depending on the availability of funds. Factors considered in the evaluation of the PharmCAS application and Supplemental application materials which include residency, essay responses, leadership experience, awards and recognition, community service and other life experiences. No additional application required, based upon PharmCAS application and Supplemental application materials.
- **External Pharmacy Scholarships.** These awards are administered or offered by external organizations. Eligibility criteria vary and recognize students with specific practice interests; academic, leadership or community achievements; or geographic considerations.
- UK Academic Scholarships are available after the first professional year: Requirements include a GPA of 3.5 or higher in the College of Pharmacy. Awards are made annually and may require completion of an application.
- Continuing undergraduate scholarships: Students who received undergraduate scholarships may be eligible to continue to receive those scholarships as Doctor of Pharmacy students. It depends on the criteria set by the scholarships and the period of time for which they were awarded. Some of these scholarships may include: KEES, Legacy, Presidential, Singletary, Governor's, or Robinson's. Any questions concerning the eligibility to receive a scholarship should be directed to the scholarship administrator.

Academic Scholarship Office
University of Kentucky
217 Funkhouser Building
Lexington, KY 40506-0054
(859)257-4198

3. 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 the Office of Student Account Services, 18 Funkhouser Building, Lexington, KY 40506-0054. Payment can also be processed online using myUK, <http://myuk.uky.edu>. For specific information about tuition payment please see <http://www.uky.edu/studentaccount> or call

4. 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 or 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 Chief Academic Officer/Associate Dean of Academic and Student Affairs, College of Pharmacy. Questions concerning tuition refunds may be directed to the Registrar's Office in the Funkhouser Building, phone 257-8729.

C. Student Activities

1. Athletic Events

Information regarding the schedules of the basketball, football, cross country, golf, gymnastics, rifle, soccer, swimming and diving, tennis, track and field, volleyball and baseball teams can be found on the UK Athletics homepage.

2. 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.

3. The Dean's Seminar Series

The Dean's Seminar Series is a monthly lectureship where College of Pharmacy students, staff, and faculty select the speakers. This serves as a supplement to learning opportunities where unique, innovative leaders address important, contemporary lectureship topics; provide helpful insight into their career journeys; discuss meaningful ways to serve the community; and grant networking opportunities. Students are strongly encouraged to attend seminars delivered by these prominent guest speakers.

4. 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.

5. Faith-Based Organizations

Information about campus and area faith-based organizations can be found at www.ukfaith.org.

D. Student Information

1. 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 Programs.

Students are required to make changes in their telephone and/or address listings with the Academic Programs 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. The same is required by the Kentucky Board of Pharmacy.

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>.

2. Record Verification

Students that need verification of enrollment, attendance, training certificates, or other official documentation should contact the Office of Academic Programs for processing.

3. E-mail and Listservs

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.

The Office of Academic Programs operates various Listservs. Each are managed centrally and include:

- PharmD student listserv: created for each professional class year.
- COP Student Affairs listserv: used to communicate information regarding financial aid, student activities, official announcements from college administration and related information, college events, course enrollments and registration, examination scheduling and other logistics.
- COP Student Org Listserv: student organizational events, membership information, SAC newsletters etc. Communication about COP student organizations will be consolidated and coordinated by the Student Advisory Council.

Messages about pharmacy coursework are to be disseminated through official course delivery tools (e.g., Canvas). Because posting privileges are limited to staff in the Office of Academic Programs, requests for listserv posts should be submitted to this unit. Please note: *Official University or College listservs are for the express use of disseminating information and should not be used as an invitation list for private parties, or for 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/its>

4. ID Cards

College of Pharmacy students have two ID cards: the Wildcard ID and the Medical Center Badge.

- University of Kentucky Wildcard ID: All students admitted to the University of Kentucky will be issued the 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.
- Medical Center ID: All students admitted to the College of Pharmacy must also have an ID badge from the Medical Center.

Both badges must be worn at all times while on the Medical Center campus, on the front upper torso of the body.

If a replacement badge is needed, please contact the College of Pharmacy Office of Academic Programs as soon as possible to request authorization for a duplicate badge. There is a \$40 charge to replace both badges (Wildcat card and UK HealthCare ID) that may have been lost, misplaced, stolen or destroyed.

The Healthcare Security ID Badge Operations is located at 1000 South Limestone Room A.00.807 or by phone at 859-323-2356. Additional information can be found here <http://www.uky.edu/policies/ukpd-healthcare-security>.

E. Additional Services for Students

1. Copying / Printing

The College of Pharmacy has onsite printing available for all pharmacy students. The printers are located in the kitchen/work area. Students must have the UK issued identification badge “Wildcard” along with a [Plus Account](#) to use the system.

First-Time Setup

- Send an email to either mobileprint@uky.edu or colormobileprint@uky.edu.
- Wait for an automated response from the address you sent the file to - and follow the link.
- Log in with your UK LinkBlue credentials.
- After logging in you will be able to register email addresses to your mobile printing credentials.
- 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 swipe terminal.

For further information regarding Student Printing, visit 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 department (pharmit@lsv.uky.edu, 257-1169) can assist with the setup.

2. IT Support

The College provides a baseline level of technical support to all students. This includes assisting with software problems and performing initial diagnosis of hardware issues. For more complicated repairs the students are directed to contact either their computer manufacturer or a third-party service such as Kentucky Trade. College of Pharmacy IT department contact information: located in the Lee T. Todd Jr. Building suite 196, email: pharmit@lsv.uky.edu, phone: 257-1169.

3. Canvas

Canvas is the University of Kentucky’s Learning Management System (LMS). Most College of Pharmacy faculty will use Canvas for course content and communication. For assistance with Canvas or to report issues with Canvas, please contact the Office of Academic Programs for referrals to the appropriate staff members.

4. SharePoint

The University of Kentucky College of Pharmacy utilizes SharePoint as a secure place to store, organize, share, and access information. SharePoint can be accessed by a link on the College of Pharmacy’s main website. Announcements and college policies are all posted on SharePoint. The site includes the most up-to-date academic calendar for the college. It is the expectation that students will check this site on a regular basis.

5. MyUK

[myUK](#) provides access to important resources UK students need. Students can access their financial account, view financial aid, make payments, and create guest access. The portal includes

the course catalog, allows students to register for courses, check records for stops and holds, and view grades and unofficial transcripts. Current and permanent addresses can be updated in the portal.

6. Housing

College of Pharmacy students arrange their own housing. The majority of students live in apartment complexes, townhouses, duplexes, or homes near campus. 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 may wish to live in residence halls and may apply for on campus housing. Contact information: UK Campus Housing, 125 Funkhouser Building, Lexington, KY 40506. 859-257-1866. Email: ukhousing@uky.edu.

Applicants for 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. Contact Graduate/Family Housing by calling 859-257-3721 or by email at ukapthousing@uky.edu.

University Flats is UK's newest residential community which has one wing specifically for University of Kentucky graduate students, post doctorate fellow and researchers, and medical residents. U Flats offers studio and one bedroom, fully furnished apartments. Rental rates include all utilities including high speed Internet and cable television. For more information and to apply visit the <http://uflats.uky.edu/>.

Entering students are strongly encouraged to arrange housing early and to select move-in dates that accommodate full participation in all orientation/first week of class activities. Therefore, incoming students should plan to move into selected housing no later than the Wednesday prior to the start of orientation (typically the second full week of August) to allow for ample time to transition to new housing.

7. University Health Service

All students at the University of Kentucky are eligible to use the 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.

8. Insurance

All University of Kentucky full-time students pay a mandatory Health Fee that covers a variety of services at University Health Service for free or at low cost. The Health Fee is not a health plan and is not meant to replace health coverage. 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.

College of Pharmacy students must maintain personal health insurance from May 1st of their first professional year through graduation in order to participate in experiential education. Experiential sites may require that the student pharmacist attest that they maintain personal health insurance and/or demonstrate proof of personal health insurance.

UK students are invited to purchase the school-sponsored health insurance plan, the UK Student Health Plan (SHP), which is customized to complement the care provided through the Health Fee at University Health Service. Insurance information and applications will be shared with students during annual orientation and advising sessions. Additional information can be obtained by calling 859-218-3208, emailing studenthealthplan@uky.edu or visiting their website at <https://uky.myahpcare.com>.

The University of Kentucky Medical Center Medical Malpractice Program provides insurance that covers the University of Kentucky and its faculty, employees, and students “involved in furnishing health care within the scope of their duties or courses of study in connection with the University of Kentucky.” This program covers “claims or judgments for personal injury or death to patients resulting from any tort or breach of duty based on health care services rendered or which should have been rendered by the University.” The University of Kentucky malpractice insurance protects students during experiential activities. Additional malpractice insurance may need to be purchased for international pharmacy experiences.

Students are encouraged to review malpractice insurance coverage for any places of employment outside of the University of Kentucky. In cases of employment in a medical setting without malpractice coverage, it is encouraged to obtain personal malpractice insurance policies. Student organizations may provide information to discounted malpractice insurance options for members.

9. Lockers

The College of Pharmacy provides each student with a locker. 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 his/her locker and to not damage or deface any locker. Students are not to sit, 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 Programs. 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.

10. Office of Institutional Diversity

Information about services for underrepresented students can be obtained by contacting the: Center for Graduate and Professional Diversity Initiatives (257-5197, Room 307A in the Kentucky Clinic; <https://cgpdi.uky.edu/contact-us>); the College’s Associate Dean of Diversity and Inclusion at 859-323-3581, Director of Enrollment Management 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 A230 of the Gatton 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. (<http://international.uky.edu/>) 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.

11. Office of LGBTQ* Resources

LGBTQ* Resources is University of Kentucky's central hub for accessing information, groups, and services related to diverse sexual orientations and gender identities. Housed in the [Office for Student Success](#), we are a campus-wide office that works to make sure that our community is a welcoming, safe, and supportive place for all students, faculty, staff and alumni. We also seek to connect and collaborate with community groups and friends across the City of Lexington and the Commonwealth of Kentucky.

12. 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 <http://www.uky.edu/transportation>.

If you ride a bike to campus, you must register your bike with Parking and Transportation Services (<http://www.uky.edu/transportation/bike>) 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.

13. Post Offices

The University maintains two U.S. Postal Services substations. One is housed in the lower level of the William Williard Building/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.

14. 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. The UK Credit Union has several convenient locations including branches at Hamburg, South Broadway, 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: <https://www.ukfcu.org>.

VIII. CONDITIONALLY ACCEPTED STUDENTS – ADDITIONAL INFORMATION

A. Criminal Background Check / Drug Screen Policy

Criminal background checks (CBC) and drug screens (DS) are becoming standard for employment, especially at health care facilities, in order to enhance the safety and well-being of patients. In addition, both may be required prior to granting of licenses or permits to practice by regulatory boards. Such requirements are in place for students who rotate through health care facilities as part of required educational experiences. The College of Pharmacy is being asked to attest that criminal background checks and drug screens, plus other requirements (e.g., CPR, HIPAA compliance, health insurance, immunizations etc.)

have been completed prior to students being allowed in clinical education sites. If students are not eligible for entry to clinical education sites required to complete their degree, they are not eligible for admission to the college. Some experiential education sites may require site specific background checks and drug screens in addition to those required by the College.

Level one admission CBCs and DSs will therefore be performed on conditionally accepted students to the College of Pharmacy. A conditionally accepted student is one who has been given an initial offer of admission, but who has not yet satisfied all of the requirements for full admission. Subsequent CBCs and DSs will be required prior to participation or continuation in experiential education courses if the most recent CBC and DS is more than one year old (See Continuing Students).

The presence of a criminal record does not mean automatic denial of admission. Failure to fully truthfully disclose the details of a criminal record however, can be a basis for denial.

1. Applicability, Expenses, Policy Statement and Disclosure

Conditionally accepted applicants must consent to, and satisfactorily complete a criminal background check and drug screen prior to final acceptance and matriculation into the College of Pharmacy. Enrollment will not be final until the completion of the admission CBC and DS with results deemed acceptable by the College. All expenses associated with admission CBCs and DSs are the responsibility of the applicant. Applicants who do not consent to the required CBC and/or DS, refuse to provide information necessary to conduct either, or provide false or misleading information or samples in regard to the CBC and/or DS, will be subject to disciplinary action up to, and including, refusal of admission or dismissal from the program if the infraction is discovered after admission.

By accepting admission to the College of Pharmacy the applicant also gives permission to the College of Pharmacy to conduct initial (admission) and subsequent CBCs and DSs as needed. If there is ever concern by the College of Pharmacy as to whether a student would be acceptable to any site, he/she may be asked to give permission for the College of Pharmacy to disclose the results of their CBCs and DSs to the sites where the student may do experiential education rotations.

Please understand that acceptable CBC and DS by the College of Pharmacy for admission do not guarantee that a student will be eligible to complete the program or obtain a pharmacy license to practice upon graduation. A clinical education site or any licensure board may interpret CBC and DS information more severely, or uncover new information not revealed in previous checks and/or screens making the student ineligible to complete the program.

2. Procedures and Conditions

As part of the PharmCAS Application and Supplemental Application to the College of Pharmacy, applicants will be asked questions regarding their criminal background and given the opportunity to explain any incidents reported. For the purposes of this policy, a conviction is considered to be a guilty plea, a guilty verdict, an Alford Plea or a Nolo Contendere (No Contest) plea. Answers to such questions do not necessarily disqualify a student from admission, but failure to truthfully disclose information will be grounds for discipline up to and including withdrawal of conditional acceptance or termination from the program.

Answers to the above questions are kept as confidential as possible and screened by the Director of Enrollment Management. Information will be retained by the college separate from other student educational and academic records and are not shared with the admissions committee but evaluated by a CBC/DS Advisory committee separate from the Admissions Committee. The CBC/DS Advisory committee reports to the Dean as to the potential seriousness of the information disclosed and any explanations provided by the student. The CBC/DS Advisory Committee makes a recommendation as to any stipulations or requirements placed on potential conditional admission. The Dean then makes a decision as to whether this information affects the relative ranking among all applicants to the program.

When applicants are given conditional acceptance to the College of Pharmacy they will be provided with information regarding the performance of an admission CBC and DS. Failure to have both the admission CBC and DS performed within the deadlines specified may result in revocation

of conditional admission. Information from the CBCs and DSs are also kept as confidential as possible, are not shared with the admissions committee, and are retained in a file separate from other educational and academic records. Information from CBCs and DSs is evaluated on a case by case basis by the Director of Enrollment Management.

Information disclosed by the criminal background check that was not disclosed by the applicant in the Supplemental Application, as well as information from the drug screen, may also result in revocation of conditional acceptance. Applicants have access to the results of the criminal background check and drug screen, and are responsible for ensuring the accuracy of the information. It is the responsibility of the conditionally accepted applicant to ensure that any misinformation in the initial criminal background check and drug screen report is corrected, and to ensure that a written statement with supporting documentation indicating the correction is submitted to the Director of Enrollment Management within 10 days of results being reported.

Conditional admission may be revoked by the Director of Enrollment Management on the basis of information appearing in the CBC that was not disclosed by the applicant in the Supplemental Application, by the absolute bars to admission described below, or by the results of a DS positive for banned substances or psychoactive substances without a prescription (except for medications available without a prescription).

If conditional admission is revoked the applicant may appeal the decision to the CBC/DS Advisory committee through the Director of Enrollment Management within 10 working days of notification, provide any additional information the applicant feels important, and appear in person before the advisory committee if desired. The advisory committee will then make a recommendation to the Dean. Applicants may be admitted, admitted with specific stipulations for continuing in the program, or have admission revoked. The decision of the Dean regarding the revocation of the offer of admission, and any stipulations for admission and continuation, is final and cannot be appealed. Applicants who are admitted with stipulations, but who do not follow those stipulations, forfeit their admission and/or are subject to dismissal with due process.

3. Factors affecting decisions from CBCs and DSs

Factors in affecting decisions on applicants may include, but are not limited to:

- a. the nature, circumstances, and frequency of any reported offense(s)
- b. the length of time since the offense(s) were committed
- c. whether the pattern of the offenses indicates a continuing behavior pattern
- d. available information that addresses efforts at rehabilitation
- e. the accuracy of the information provided by the applicant in their application materials
- f. the relationship between the responsibilities of a student pharmacist participating in the educational program and the offense(s) committed.

Absolute bars to admission from information disclosed in CBCs include:

- a. Crimes involving abuse of a dependent person.
 - b. Child sexual offenses.
 - c. Murder conviction.
 - d. Felony drug trafficking.
- Absolute bars to admission from DSs include the presence of banned substances or psychoactive medications without a prescription, except for medications available without a prescription.
 - Reporting of Misdemeanor/Felony Offenses

Any conditionally accepted applicant, convicted of a felony of any type, or a misdemeanor involving drugs or alcohol while a conditionally accepted applicant in the College of Pharmacy, must report that offense to the Director of Enrollment Management in writing within 10 days of conviction.

The CBC/DS Advisory committee will review the case and then make recommendations to the Dean regarding possible stipulations for continued enrollment (i.e. participation in treatment programs, etc.). Conviction includes plea agreements, guilty pleas, etc. as defined above. Failure to report may result in dismissal from the College with due process.

B. Required Assignments

Conditionally accepted students will be required to complete multiple assignments to maintain their seat of admission. Students are required to check their UK email and Canvas accounts for notifications and instructions of these assignments which typically begin in April and are expected to be completed by the provided deadlines, without exception, reminders, or delay. Summer Orientation assignments will be available on Canvas, the University of Kentucky's Learning Management System. Failure to successfully complete assignments can result in rescinding of an admission offer. Examples of assignments include:

- Early Orientation RSVP
- August Orientation RSVP
- Orientation Assignment
- Bloodborne Pathogens Training
- HIPAA Training
- American Heart Association Basic Life Support (BLS) for Healthcare Providers Certification
- Immunization Compliance
- Math & Medical Terminology Summer Assignments
- Wildcard ID/Med Center Badge Completion
- Autonomy Assignment
- Student Letter & Release Form
- ExamSoft & SofTest Assignment
- Student Self-Assessments, Reflections and Success Plans

IX. ANNUAL REVIEW OF THE STUDENT HANDBOOK

The Handbook will be reviewed by the Chief Academic Officer and the Director of Professional Studies annually and following review, placed on the consent agenda for the April meeting of the Colleges Faculty Council.

Appendix- Process for Disputes of Academic Standing

Re-Enrollment Petition Following Suspension (updated 01/01/2023)

A student is not guaranteed readmission into the PharmD program following suspension. However, students suspended from the college may petition the Academic Performance Committee (APC) for reconsideration of their case and for permission to re-take College of Pharmacy or other courses to correct their academic deficiencies and potentially re-enter the College of Pharmacy. NOTE: Students should seek guidance from the Coordinator of Student Success and Wellness pertaining to the steps of the Re-Enrollment Petition process. (See Flowchart below)

I. Process for Petition for Re-Enrollment

1. Within 10 business days following the notice of suspension from the APC, the student should submit a written petition to the Chair of the APC describing the circumstances contributing to their academic performance that they wish the APC to reconsider. {Note: this time frame may be extended for various student-specific circumstances at the discretion of the Dean or Dean's designee.}
2. A hearing panel composed of the Core APC members, the APC Chair, and the Director of Student Success and Career Development will meet to consider the petition.
 - a. The student may attend the Petition Hearing to speak on his/her own behalf or provide clarification prior to panel deliberations.
 - b. During the deliberations, core committee members are eligible to vote, with the chair casting a vote only in the case of a tie.
3. The panel will issue a written recommendation to the Dean to grant or deny the petition.
 - a. The written recommendation will reflect the nature of the discussion (e.g., descriptive rationale for recommendation) and vote (e.g., unanimous, divided).
 - b. A favorable recommendation will include recommended "Steps for Re-Enrollment Consideration" which must be completed by the student to potentially re-enter the College of Pharmacy.
4. The Dean will review the panel's recommendation and decide to grant or deny the petition, as communicated in a letter to the student.
 - a. A favorable outcome letter will describe the specific steps the student must complete before he/she can request a return to the PharmD program (steps for re-enrollment consideration).
 - b. The letter will also be shared with the APC hearing panel, relevant Course Coordinators, and the office of Academic Programs.

II. Process for Return Evaluation

1. Upon completion of the required Steps for Re-Enrollment Consideration, the student must contact the office of Academic Programs to request a Return Evaluation.
 - a. The student will be instructed to provide the APC Chair a written request for the return evaluation, including a report of their completion of the Steps for Re-Enrollment Consideration. Content may include how the student has remedied/mitigated personal issues or contributing factors, strengthened his/her approach to academics, assistance that has been sought, and lessons learned.
 - b. An evaluation panel composed of the Core APC members, the APC Chair, and the Director of Student Success and Career Development will meet to conduct the return evaluation.
2. The student will be invited to attend the Return Evaluation Meeting to speak on his/her own behalf or provide clarification prior to panel deliberations.
3. During the deliberations, core committee members are eligible to vote, with the chair casting a vote only in the case of a tie.
 - a. The panel will issue a written recommendation to the Dean to allow or deny re-enrollment.
 - i. The written recommendation will reflect the nature of the discussion (e.g., descriptive rationale for recommendation) and vote (e.g., unanimous, divided).
 - ii. A favorable recommendation will include suggested placement within the PharmD curriculum (e.g., repeat entire Fall PY2 semester coursework, repeat xxx courses).
 - b. The Dean will review the panel's recommendation and decide to permit or deny the student's re-enrollment in the program, as communicated in a letter to the student.
 - i. A favorable outcome letter will describe the student's specific placement within the PharmD course sequence, their academic standing (e.g., Academic Probation), and related issues.
 - ii. A non-favorable outcome letter will outline the remaining academic options (e.g., instructions to exit the program, campus resources or other enrollment options).
 - iii. The letter will also be shared with the APC evaluation panel, relevant Course Coordinators, and the Office of Academic Programs.

Request for Re-Evaluation of APC Decision (updated 5/9/2019)

Students who disagree with a decision rendered by the Academic Performance Committee (APC) have the right to request a re-evaluation by the Dean of the College of Pharmacy. University Senate Rule 6.1.7 should be used to determine whether students have the right to continue in the program during the re-evaluation process.

Grade disputes for individual courses are not within the purview of the APC. Individual grade disputes should be handled via the process outlined in the Student Handbook (III. Academic Performance – Course Director, then Department Chair, then University Academic Ombud for potential appeal).

NOTE: Students should seek guidance from the Director of Student Success and Career Development pertaining to the steps of the Re-Evaluation process. See flowchart below.

Process for Re-Evaluation Request:

1. The student should submit a letter to the Dean, outlining the specifics of their case and why the decision rendered by the APC was inaccurate.
2. The Dean will review the student's letter and may choose to request APC re-evaluation of the case and/or meet with the student to gain additional insight.
3. If an APC re-evaluation is requested, a re-evaluation panel composed of the Core APC members, the APC Chair and the Director of Student Success and Career Development will meet to re-evaluate the case.
 - a. The student may attend the Re-Evaluation Meeting to speak on his/her own behalf or provide clarification prior to panel deliberations.
 - b. During the deliberations, core committee members are eligible to vote, with the chair casting a vote only in the case of a tie.
4. The panel will issue a written recommendation to the Dean to uphold or amend the original APC decision.
 - a. The written recommendation will reflect the nature of the discussion (e.g., descriptive rationale for recommendation) and vote (e.g., unanimous, divided).
 - b. A recommendation to amend the original decision will include the recommended academic status, coursework considerations, and other related issues.
5. The Dean will review the panel's recommendation and decide to uphold or amend the original APC decision, as communicated in a letter to the student.
 - a. If the original APC decision is amended, the letter will include the student's revised academic status, coursework considerations, and other applicable issues.
 - b. The letter will also be shared with the APC re-evaluation panel, relevant Course Coordinators, and the Office of Academic Programs.

