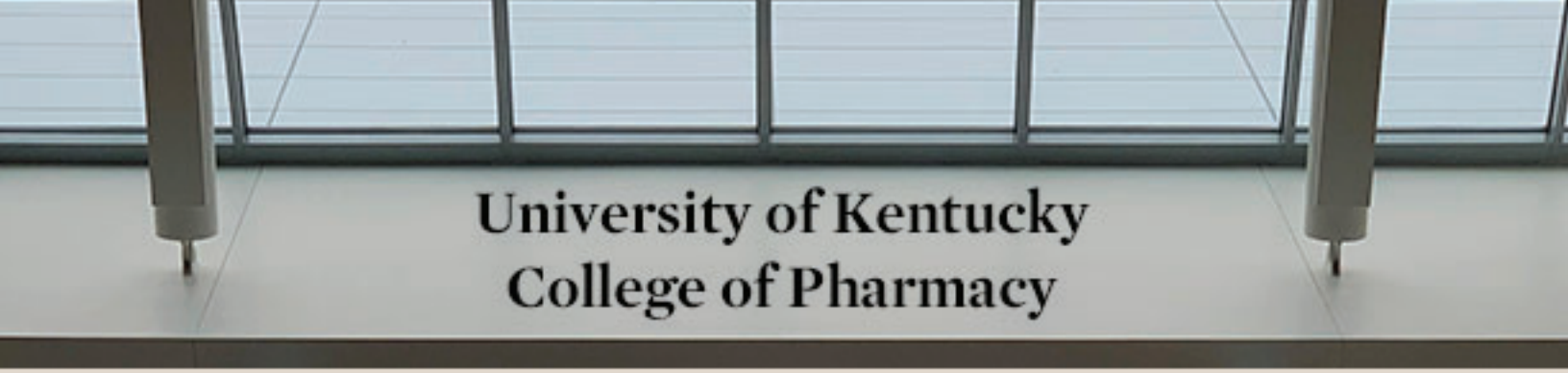

STUDENT HANDBOOK

October 2026 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. Professionalsim

Students are required to demonstrate professionalism in all settings and should be displayed in the way you interact with and treat others, including patients, peers, faculty, staff, and preceptors. Professionalism encompasses both written and verbal communication as well as physical appearance including attire. Students should be cognizant of institutional policies and guidelines, demonstrate integrity, responsibility, discipline, and compassion, and show respect for themselves and others.

As a component of matriculation into the Doctor of Pharmacy degree program, each student makes a pledge to professionalism during the White Coat Ceremony when reciting the Oath of a Pharmacist. As a reminder, the Oath is again recited at graduation.

The College has adopted and adheres to the American College of Clinical Pharmacy Tenets of Professionalism (Pharmacotherapy 2009;29(6):757–759):

Professional Presence: Instills trust through actions, words, and appearance.
Honesty and Integrity: Displays honesty and integrity in all that you do.
Altruism: Makes an unselfish commitment to serve the best interests of others (including the patient) above your own.
Respect for Others: Treat others (patients, peers, faculty, preceptors, other health care providers and colleagues) as you would want to be treated.
Moral Responsibility: Commit to accountability, reliability, dependability, and punctuality. Are self-directed and follow through with responsibilities.
Dedication to Excellence: Strives for excellence and assumes responsibility for your learning and professional development.
Stewardship (Professional Stewardship): Actively engages in school, organizations, and other worthwhile endeavors in the profession of pharmacy.

Professionalism standards will be assessed throughout the experiential curriculum, including all Introductory Pharmacy Practice Experiences (IPPEs) and Advanced Pharmacy Practice Experiences (APPEs). Failure to meet established expectations may result in a failing grade, consistent with experiential education policies.

Professionalism standards are also assessed throughout the six-course Patient-Centered Care Experience (PaCE) laboratory sequence.

All students are subject to the University's Code of Student Conduct. Policies, procedures, and information concerning violation of the Student Code of Conduct are located at https://studentsuccess.uky.edu/student-conduct/code-student-conduct.

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. The College is accredited by the Accreditation Council for Pharmacy Education (ACPE).

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 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*

Urine drug 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 screens 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 screen 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 or 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 screen 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://regs.uky.edu/sites/default/files/2023-11/HCC-Code-10-14-2008_Approved_by_BOT.pdf

E. Drug Screening Policy

1. Purpose

The University of Kentucky College of Pharmacy (UKCOP) requires drug screening of Doctor of Pharmacy (PharmD) students at designated points during the curriculum to uphold professional standards and maintain eligibility for experiential education placements. This policy ensures compliance with clinical site requirements and promotes the integrity and safety of the pharmacy profession.

2. Policy Statement

All PharmD students are required to undergo drug screening at multiple points throughout the program and are also subject to random screening. The timing of scheduled screenings aligns with admission and entry into key experiential education phases and is designed to satisfy the expectations of clinical education partners.

3. Required Drug Screening Timeline

In addition to any random screenings, scheduled screening will be conducted at the following
intervals:

- Prior to Matriculation (Pre-PY1 Entry)
- During PY1 prior to Introductory Pharmacy Practice Experiences
- During PY2 prior to Introductory Pharmacy Practice Experiences
- During PY3 prior to Advanced Pharmacy Practice Experiences (APPE)

4. Prohibited Substances

UKCOP prohibits the use of substances that are classified as illegal under Kentucky or federal law, including marijuana, THC, and marijuana-derived substances. UKCOP also prohibits the use of drugs that require a prescription in the absence of a valid, current prescription from a licensed provider. Documentation must be provided upon request.

Because most clinical partners will not accept students who have tested positive for illegal substances, including THC, within the prior 12 months, a positive test result for THC will be considered a policy violation even if it is due to authorized medical use or due to any other incidental exposure. This ensures all students remain eligible for placement and progression within the curriculum.

5. Consequences of Positive Drug Screens

- Pre-Matriculation Positive Screen: A confirmed positive result for any prohibited substance prior to matriculation will result in revocation of admission to UKCOP.
- Post-Matriculation Positive screen: A confirmed positive result for any prohibited substance at any required testing point after matriculation will result in:
  - A pause on all coursework for one- year from the date of the positive result.
  - A corresponding one-year delay in graduation.
  - A requirement to obtain a subsequent negative drug test prior to resuming coursework.
  - Referral to the appropriate body for consideration of a violation of the Health Care Colleges Code of Professional Conduct.
  - A possible referral to the appropriate support services.

6. Appeal

A student may appeal any of the above actions in accordance with University procedures as provided in the Administrative Regulation - Due Process.

F. Complaints Policy

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. 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 within the constraints of resolving the complaint itself. Any student can directly file a complaint with 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.

G. Discrimination and Harassment

In an effort to foster an environment of respect for the dignity and worth or 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 Equal Opportunity. A staff member is available to provide information on the investigative and resolution process. More information about

this process can be found at the Office of Equal Opportunity homepage:

https://oeo.uky.edu/

For 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
Trenika Mitchell, Associate Dean for Student Success

H. 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.

I. 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. A copy of the certification card must be kept current and on file in the Office of Academic Programs while students are enrolled. All BLS certifications and updates are at the expense of the student.

J. 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 students 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.

K. Immunization Requirements

As a prerequisite for Introductory and Advanced Pharmacy Practice Experiences (IPPE and APPE), 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 can be found at https://ukhealthcare.uky.edu/university-health-service/student-health/compliance

* Students are encouraged to have all immunizations prior to enrollment. Immunizations are available for students through the University Health Service. **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. All immunizations are at the expense of the student.

2. Immunization Requirements for Enrolled / Marticulating Students

An inability to comply with a specific vaccine mandate 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 is 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 University Health Services (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.
- 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:
The 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:
All students must maintain a current annual TB 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.

L. 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, the Occupational Exposure form is located in myUK under Occupational Exposures. 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 locate a "red exposure packet" in your patient care area. This is where the Reportable Occurrence form and the Occupational Exposure form is located. 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 located in myUK under Occupational Exposures. 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.

M. 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 re-

search 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.

N. 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.

O. 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.

P. Facilities

1. Building Safety and Security

The Building Emergency Action Plan (posted on the College of Pharmacy 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**
- Email alerts are automatically sent to all uky.edu email addresses 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
- SafeZone Mobile App is available to download from https://police.uky.edu/safety This app provides reporting a crime tips, emergency response options, and a safety map of campus at all times. Additional information about the SafeZone app can be found here: https://police.uky.edu/safezone-app.

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

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.

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.

E. Academic Performance, Progress and Guidelines

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, dismissal, 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 (see below), 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.

1. 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 College of Pharmacy Office of Academic Programs.

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 Assistant Dean 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 knowl-

edge, with a focus on the areas deemed deficient in the provided S/O report. The remediation 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 Assistant Dean 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 discussed 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 f**ail this re-test** will be dismissed from the College.

MileMarker 2

MM2 is an Objective Standardized Clinical Examination (OSCE) and 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 Assistant Dean 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 to achieve competency on each remediated station of 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 Assistant Dean 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 period for remediation. 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 achieve competency in each station of 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-tes**t will be dismissed from the College.

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.

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 dismissed 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 whether the failed course has to be retaken.
3. Students who fail to earn a minimum of "C" in two courses will be placed on probation and the retake of these two failed courses may be required. The APC will determine also whether additional courses, e.g., the entire course load of the semester will be required.
4. Students who fail to earn a minimum of "C" in three or more courses will be dismissed from the College of Pharmacy, regardless of GPA.
5. Students who satisfactorily retake the required course load requirements of probation will be removed from probation after completing two (2) additional semesters of new coursework.
6. Students who are on probation and fail to meet the requirements needed to remove them from probation will be dismissed.
7. Students eligible for probation on a second occasion may be dismissed from the College.

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 probations 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 dismissed 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 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 Education.

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 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 judgment 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 Fall or 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 approved and 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.

Admission requirements for the dual-degree programs are distinct 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 PharmD 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 https://pharmacy.uky.edu/apply/pharmd-program/dual-degrees

L. Pharmacy Practice Experiences/Internship Credit

Academic practice experiences are also known as Introductory Pharmacy Practice Experiences (IPPEs) and Advanced Pharmacy Practice Experiences (APPEs). 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. 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 Introductory Pharmacy Practice Experiences - Longitudinal (IPPE-L). 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 Clinical Education Centers (CEC) in Louisville, KY, and in Ashland, 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/). PY1 students MUST obtain their Kentucky Board of Pharmacy Internship Registration by April 1st 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. Other states may 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 PharmD 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.

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
Web site: http://pharmacy.ky.gov/

O. Policy Regarding Enrollment in Courses External to the Doctor of Pharmacy Degree Program

Students enrolled in programs with which the College is engaged in a degree articulation agreement program are not expected to complete any external courses related to a previous degree as PharmD coursework should be applied towards undergraduate degree completion. For students with incomplete course work in another undergraduate University degree program where no articulation agreement exists, coursework may be elected during professional years 2 and 3 only.

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 with regards to 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 their 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 exam
- 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 administered 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 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 loca-

tions.

- 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 deems a particular attire 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 issue be corrected.

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 and examinations. Absences are 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:

- Student illness or illness of a student's immediate family (instructors have the right to request appropriate 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.
- Military service. Students are responsible for providing faculty with appropriate notice and documentation.

In all cases, the student bears the responsibility for notifying instructors 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. Please refer to the attendance policy for experiential coursework, available in CORE ELMS and in the experiential course syllabi.

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 canceling 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. 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 Asspcoate Dean for Academic Programs, following consultation with the Dean.
b. Road conditions, weather reports, local transit service, and area business and industry response will be evaluated when determining the College's plan.

E. 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 Info line 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.

F. 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.

G. 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.

H. Experiential Education Courses

Campus closure or schedule alterations do 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

Doctor of Pharmacy students are required to adhere to the College of Pharmacy Honor Code, University regulations, and any applicable standards as set out by the Accreditation Council for Pharmacy Education. Students at the College of Pharmacy recognize that members of the pharmacy profession should subscribe to a set of ethical stands that recognize our primary obligation to patients, and which foster integrity and honor within our profession.

B. PURPOSE

The purpose of the honor code is to promote and embrace the ideals of honesty and integrity. Each student and faculty member 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/lab) 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

Lying is deliberate misrepresentation of a fact, or deliberate omission of facts making an otherwise true statement a misrepresentation.

2. Plagiarism

Plagiarism includes reproducing someone else's work (including, but not limited to a published article, a book, a website, computer code or a paper from a friend) without clear attribution. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work which a student submits as their own, whoever that other person may be, except under specific circumstances (e.g., Writing Center review, peer review) allowed by the Instructor of Record or that person's designee. Plagiarism may also include double submission, self-plagiarism or unauthorized resubmission of one's own work, as defined by the instructor. The use of

generative artificial intelligence or other similar technologies to produce or revise academic work without appropriate attribution or explicit instructor permission is considered academic dishonesty.

3. Cheating

Cheating is defined by its general usage. It includes, but is not limited to, the wrongfully giving, taking or presenting any information or material by a student with the intent of aiding themself or another on any academic work which is considered in any way in the determination of the final grade.

4. Falsification, Misrepresentation, or Misuse of Academic Records

An "academic record" is any paper or electronic version, official or unofficial, of any student's academic record, transcripts, application documents, admission credentials, or academic record transaction documents. "Falsification or misuse" is unauthorized access, use, misrepresentation, disclosure, or alteration.

5. Failure to Report

Failing to report a suspected honor code violation to the Honor Code Committee is a violation of the honor code. A student should not be punished for a good faith report of an honor code violation, regardless of the ultimate outcome.

D. Honor Code Committee (HCC)

1. Purpose

The HCC serves to administer the process to resolve allegations of honor code violation on behalf of the Dean. The Committee is also responsible for educating incoming students, reviewing and revising the code as necessary, and regularly re-educating students, faculty and staff about the Code. Administering the student inquiry process as defined by the College of Pharmacy Honor Code.

2. Composition

The HCC will be a standing Committee composed of at least five members, not to exceed seven. At least one faculty member from each Department shall be represented. The Committee must elect a faculty chair. First year students are not permitted to serve on the Committee. Committee membership shall consist of at least one student and not to exceed two. The Associate Dean for Academic Programs or their designee shall serve as the faculty advisor and appoint annually an administrative staff member to serve as secretary. Neither the Chair nor Secretary are voting members of the Committee. The Chair may vote only to break a tie.

3. Appointment

Committee members shall be appointed by the Dean or a designate and serve a term from July 1 to June 30. In consultation with the Dean, the Associate Dean for Academic Programs may revoke HCCC membership based on rules or other violations as necessary.

E. Preliminary Determination

1. When a pharmacy student, faculty or staff member knows or suspects an Honor Code violation, he/she reports such knowledge by an identifiable written complaint filed with the Associate Dean for Academic Programs
2. The Associate Dean for Academic Programs will communicate with the accused student via email, providing the details of the suspected violation, and providing at least three (3) business days, and no more than seven (7), for a written response to the allegations
3. Upon receiving the response, the Associate Dean for Academic Programs, in collaboration with the HCC Chair will make a preliminary determination as to the merit of the violation. The preliminary inquiry includes a review of the written complaint, the accused student's response, and any additional relevant evidence submitted by either party, including applicable polices, course syllabus and/or examination or assignment rules. If there is any question as to the sufficiency of the evidence, the Dean and/or the Office of Legal Counsel should be consulted. This process must be completed within fifteen (15) days of receiving the initial report.
4. The student will be notified of the determination within three (3) days. If the preliminary determination is that there is not sufficient evidence, the matter is dismissed, and no notation should be maintained in the accused student's educational file. If the Associate Dean for Academic Programs, in consult with the Chair, deems there is sufficient evidence that a violation occurred the matter is referred to the HCC and a hearing must be scheduled to occur within fifteen (15) business days.

F. Informal Resolution

At any point prior to notice of the hearing, a student may request an informal resolution. If requested, the Associate Dean for Academic Programs, in consult with the respective faculty or staff member, will review the information compiled during the preliminary determination and propose an informal resolution. The Associate Dean for Academic Programs will via email communicate the informal resolution to the accused student for consideration. Within seven (7) days of receiving the proposed resolution, the accused student must communicate in writing an acceptance or denial of the proposed informal resolution. If the resolution is denied, the matter will move forward to a hearing.

G. Pre-hearing Procedure

Notice of Determination: Within fifteen (15) days of the determination, the Chair of the HCC must provide written notice of the hearing to accused student, the reporting party, and any witness that may be relevant at the hearing.

The notice must include:

1. Written documentation of the reported act and the specific facts upon which the alleged violation is based, and any documents, footage or other evidence in support of the violation;
2. The rights of the accused student and any other applicable law;
3. The name of each Honor Code Committee member presiding on the panel;
4. The date, time, and location of the informal hearing; and
5. Disclosure deadlines as it pertains to any documents the accused student wishes to produce, or witnesses the accused party wishes to present.

A student may request recusal of any HCC member on the ground of personal bias. The Associate Dean for Academic Programs, in consult with the Chair, must make the determination to either retain or disqualify the member. If the request is related to the Chair, the Associate Dean for Academic Programs solely must make the determination. The request must be submitted as soon as possible and no less than five (5) days prior to the hearing to prevent an unnecessary delay of the hearing. Untimely requests will not be considered.

H. Hearing Procedure

Once the Chair of the HCC receives a written referral and summary document from the Associate Dean for Academic Programs, they will convene a hearing as soon as possible but not beyond 15 working days.

The hearing may be conducted in person or electronically. The HCC shall receive testimony from the accuser and review any evidence. The HCC will also hear the testimony of the accused and receive any evidence they provide. Witnesses shall be admitted by the Chair as appropriate. The board shall be allowed to question both the accused and the accuser.

Following the hearing the board shall deliberate in closed session and by a majority vote deem whether a violation has by their determination occurred as based on a preponderance of the evidence. The Chair shall only vote in cases of a tie. The results of this deliberation shall be reported to the Dean with a copy to the Associate Dean for Academic Programs.

If a determination is made that a **violation has not occurred** the case shall be considered closed.

If a determination is made that a **violation has occurred** the Chair shall communicate to the Dean a summary of the case and a suggested penalty. In turn, within 7 working days the Dean shall communicate their decision with regards to a penalty to the accused (and all appropriately effected persons and College officials). All communications shall occur via email. In determining a penalty, the Dean may meet with the accused and consult with any college official they deem appropriate.

I. Sancions

The Dean may administer an appropriate sanction in consultation with the faculty and administration involved in the matter. Sanctions may include expulsion from the College.

J. Appeal

Honor Code decisions (but not penalties) may be appealed as outlined by University Rules to the Ombud/University Appeals Board.

VI. STUDENT SUPPORT

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. This office also lends special assistance and academic advising to pre-pharmacy students.

In addition, Student Services 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).

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 Student Services 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

The College ofers a tutoring program for many required courses. Tutoring may also 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 Student Account Services at https://studentaccount.uky.edu/.

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.

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. 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 https://studentaid.gov/h/apply-for-aid/fafsa, 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. 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.

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.

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.**

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

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

1. 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 scholar-

ship should be directed to the scholarship administrator.

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

2. 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 Student Account Services at 859-257-3406.

3. 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.

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/police/ukpd-healthcare-security.

E. Additional Services for Students

1. College of Pharmacy IT Support

In-Person Assistance: Lee Todd Jr. Bldg., 1st Floor, Suite 196
Office Hours: 8am-4pm Mon-Fri
Phone: Call 859-218-HELP (4357) for 24/7 urgent support.
Online Request Form: https://techhelpcenter.uky.edu/assistance

Services provided by the College of Pharmacy IT Department include:

- Support for College of Pharmacy provided student iPads and apps.
- Access to College of Pharmacy student intranet and online resources.
- Hands-on device diagnosis, UK-approved student software installation & troubleshooting.
- Campus Wi-Fi network connection assistance.

*Please note: The College of Pharmacy IT Department does not provide repair services or support for personal devices.

2. Canvas

Canvas is the University of Kentucky's Learning Management System (LMS). College of Pharmacy faculty 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.

3. 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.

4. 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.

5. 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: 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.

6. 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.

7. 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.

8. 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.

9. 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.

10. 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.

11. 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.

VII. 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 and 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:

a. the presence of banned substances or psychoactive medications without a prescription, except for medications available without a prescription.
b. 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

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 offie 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 with-

in 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 8/1/2025)

Students who disagree with a decision rendered by the Academic Performance Committee (APC) have the right to request within 10 days of notification a re-evaluation by the Dean of the College of Pharmacy. Upon request of any Party to the appeal, this time frame may be extended for student-specific circumstances and at the discretion of the Dean or Dean's designee.

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.

Appendix 2

Institutional Neutrality Policy

The mission of the University of Kentucky is to improve people's lives and advance Kentucky through excellence in education, research and creative work, service and health care. As a learning institution, the dissemination of ideas, debate and open inquiry are essential to this mission.

For these reasons, and as a public institution of higher education and state agency, the university applies a policy of viewpoint neutrality to all practices and procedures. This policy prohibits discrimination on the basis of an individual's political or social viewpoint and promotes intellectual diversity within the institution. As such, the university does not take official positions on or issue public statements about societal issues and events that do not directly impact the mission or function of the university. The university may issue public statements about internal issues or events at the institution as well external issues and events that directly impact the university's operations or ability to pursue its mission.

Additionally, the university does not require any individual to endorse or condemn a specific ideology, political viewpoint or social viewpoint to be eligible for hiring, contract renewal, tenure, promotion, admission or graduation.

This policy seeks to create space for the many voices on our campus and ensure that we are fostering conversations between varied perspectives, rather than issuing statements of a particular view on matters external to UK. With or without a public statement regarding a specific event, the university is always committed to bringing together many people in one community, putting students first and taking care of our students, faculty and staff.

For the purposes of this policy, public statements include:

- Campus-, unit-, college- or department-wide emails
- Messages published on websites
- Messages published on printed materials
- Social media posts on UK accounts
- Statements made to news media

This policy in no way impacts an individual's First Amendment rights to voice their views, on behalf of themselves and not the institution, nor does it impact a faculty member's academic freedom or ability to speak as a subject matter expert within their domain of expertise.

I. External Issues and Events

Tragedies, newsworthy events and political issues affect our nation and world every day. UK recognizes the impact these events can have on our community and provides support to constituencies through a variety of ways.

At the same time, the university does not take official positions on or make public statements about societal issues and events external to the university unless the external issue or event impacts the university's operations or ability to fulfill/pursue its mission. Some examples of external issues and events include acts of violence, political issues, international affairs, natural disasters or public policy.

The university may, however — through its Office for Student Success, Human Resources and other units — provide more personalized outreach to students, faculty or staff impacted by a particular distressing event by offering resources, gatherings and other forms of support.

The dissemination of ideas, free debate and open inquiry are essential to the university's mission of education, research and creative work, service and health care. When it comes to societal issues or external events, rather than issue a blanket statement, our institutional priorities are to create space for the nearly 60,000 diverse voices on our campus, foster conversations and offer support to community members.

Furthermore, broad institutional statements — communicated via emails, social media posts and news media — are often inadequate for processing traumatic societal events that impact people in different ways.

II. Administrative and Academic Units

I. The university's policy on viewpoint neutrality applies to administrative and academic units across the institution. Additionally, the president and the president's designated spokesperson are the only people who speak on behalf of the institution.

II. Therefore, university leaders, colleges, departments and units should not issue any institutional statements. This includes statements about external issues/events and campus issues/events and applies to messages communicated via:
    - Campus-, unit-, college- or department-wide emails
    - UK websites
    - Printed materials
    - UK-affiliated social media
    - Media statements

III. For issues or events specific to the college, department or unit, academic and administrative units must work with UKPR&SC prior to issuing public statements.

III. Faculty and Academic Freedom

This policy respects and upholds principles of academic freedom. A faculty member has the right to make statements as an individual, scholar or subject matter expert, provide perspective and speak to the media, but they should always take care to reinforce that they are speaking as an individual or in their capacity as a subject matter expert, not as a representative of the institution unless so designated by the president.

IV. Advisory Bodies

I. The university's official advisory bodies – part of the institution's shared governance structure – include the Staff Senate, Student Government Association and Faculty Senate. These bodies represent their respective constituencies in working on issues at the university, including advising the president and executive leadership. As such, these bodies may issue public statements or pass resolutions on university issues impacting their respective constituencies without institutional coordination or approval. These bodies should communicate that they are speaking for the advisory body, not the institution. Additionally, these public statements about UK issues or events should still adhere to Section VI.III of this policy.

II. The university's official advisory bodies should not issue public statements about external issues and events, which may include acts of violence, political issues,

international affairs, natural disasters or public policy. Read Section I for more information.

V. Statements Made in Private Capacity

I. All community members have free speech rights as enumerated in the U.S. Constitution. Those rights are sacred to who we are as an institution of learning and inquiry. At the same time, though, there is a difference between individual speech rights and perspectives and offering statements on behalf of the institution through a person's administrative role, including the use of institutional platforms such as websites or social media accounts.

II. To be sure, any community member may express their views as a private individual. Those statements must not include any content that suggests the message or communication represents any academic or administrative unit, activity or initiative of the university.
    a. University email, social accounts or web addresses should not be used when issuing statements in a private capacity.
    b. Elements of the University of Kentucky Visual Identity should not accompany such messages, including the university name, logo or associated images, unless used as part of a position title by a faculty member to demonstrate a field of study or subject matter expertise.
    c. University stationery, backdrops or signature lines, either in print or electronically, should not be used for statements made in private capacity.
    d. When speaking at professional or academic conferences or engaging in activities related to professional associations, community members should make it clear that they are speaking for themselves and not for the institution.

VI. Public Statements on UK Issues

I. If a decision is made to issue an institutional statement or message about an internal issue or event at the institution, or an external issue or event directly impacting the university's mission or operations, UKPR&SC will coordinate.

II. Only the president or his designee speaks on behalf of the university. As previously stated, administrative and academic units do not issue their own institutional statements and must work with UKPR&SC to issue unit-specific public statements.

III. In accordance with university Administrative Regulations and other policies, including HR Policy and Procedure #76 Political Activities and Public Office, Administrative Regulation — Ethical Principles and Employee Code of Conduct, Administrative Regulation 10:4 — Social Media Policies and Guidelines,, The Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPAA), among other policies, public statements must not do any of the following:
    a. Include any messages that promote, endorse or oppose political campaigns or candidates for elected or appointed government office, or comment in support or opposition to specific legislation in ways that would be subject to lobbying rules or IRS restrictions for non-profit organizations.
    b. Threaten, harass or discriminate.
    c. Release private or confidential information, including, but not limited to, information related to the academic records, health status or personnel records of individuals at the institution.
    d. Violate the rights of an individual or an organization to its intellectual property.
    e. Violate the Employee Code of Conduct.

VII. Supporting Our Community

I. University leaders and all members of the campus community can help address concerns and pain following issues, tragedies and unsettling events in more personal and productive ways. This support should be coordinated with UKPR&SC and appropriate university departments such as the Office for Student Success and Office of the Executive Vice President for Finance and Administration.

II. Support could include:
    a. Sharing well-being resources with students and employees in need of support.
    b. Hosting or attending listening sessions with appropriate support for those struggling with grief or stress.
    c. Joining or supporting panel discussions, information sessions or other opportunities that share perspectives and historical context.
    d. Coordinating events or projects that offer support to those directly impacted, such as a supply donation drive.

e. Supporting vigils or events that allow individuals and groups to grieve and share resources.
f. Participating in UK information sessions or trainings that prepare for crisis situations, such as an active aggressor training.
g. Sharing ways to report incidents of discrimination, harassment or sexual misconduct, or violations of our values, codes of conduct or the law.
h. Reaching out personally to those affected by a tragedy or event to check on their well-being. If you are concerned about a student's well-being, submit the Get Help Form.

VIII. Additional Resources

- HR Policy and Procedure #76 Political Activities and Public Office
- Administrative Regulation — Ethical Principles and Employee Code of Conduct
- Health Insurance Portability and Accountability Act (HIPAA)
- The Family Educational Rights and Privacy Act (FERPA)
- Administrative Regulation 10:4: Social Media Policies and Guidelines
- Brand Guidelines