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INTRODUCTION

MESSAGE FROM THE DEAN

On behalf of the faculty and staff, I would like to welcome you to the University of Florida College of Pharmacy. We look forward to working with you and helping you attain your career goals in pharmacy.

As you may know, you are one of the most highly regarded student body groups among all colleges of pharmacy in the United States. We are pleased that you have chosen this college to pursue your pharmacy education, and we are committed to ensuring that you have a positive and rewarding academic experience.

The College of Pharmacy mission is to prepare you to be the most competent practitioner possible. When you enter the profession, you will be responsible for providing safe, rational and cost-effective drug therapy. Your college faculty intend to make sure that you are ready for this responsibility.

When you have completed the professional curriculum, you will have acquired the knowledge and skills you need to function as an effective problem-solver, communicator, leader and innovator. Your knowledge of medication use will be enhanced by a compassionate attitude, as you will have learned to listen to your patients and to understand the special needs and problems faced by those in your care.

As you pursue your academic career, you will be accessing the most current and useful body of drug knowledge, and you will be empowered to learn those clinical and administrative skills that will ensure a highly successful pharmacy career.

In addition, you will be interacting with some of the nation's most distinguished pharmaceutical scientists and the most widely recognized pharmacy researchers and clinicians. Our faculty is committed to the discovery of new drugs and new information to enhance the use of medications to treat disease. The faculty's dedication to scholarship contributes to your education, as well as to the advancement of science and the profession.

Because we want your pharmacy education to be a rewarding personal experience, we encourage you to participate in college activities and to become involved with the professional organizations that serve your chosen field.

Good luck to all of you for the coming academic year. We are proud of the hard work and achievements that have brought you to the door of the College of Pharmacy. And we will be even more pleased and proud when you have earned your degree and entered the profession.

Your success is the standard by which we measure the performance of the faculty and programs in this College of Pharmacy. We wish you all the best.

William H. Riffee, Ph.D.
Dean, College of Pharmacy
IMPORTANT EVENTS IN OUR COLLEGE'S HISTORY

1923 The first entering class of 43 students registered for classes in Science Hall, now Flint Hall and Peabody Hall. Dr. Townes R. Leigh, Head of the Department of Chemistry, was appointed Director of the School of Pharmacy by President Murphree. The School of Pharmacy offered the Graduate of Pharmacy degree (Ph.G.), the Pharmaceutical Chemist degree (Ph.C.), and the B.S. in Pharmacy degree (B.S. Pharm.). The School of Pharmacy was organized into Departments of Pharmacy and Pharmacognosy-Pharmacology.

1925 The School of Pharmacy was made a College of Pharmacy with Dr. Townes R. Leigh as the first dean. The first graduates were awarded diplomas. The first D.W. Ramsaur Award for Distinguished Scholarship was presented to John Gardner. The College of Pharmacy was granted membership in the American Association of Colleges of Pharmacy, the accrediting body for pharmacy education at the time. The graduate program for the Master of Science in Pharmacy degree began. The Legislature appropriated money to build the Chemistry-Pharmacy building (now Leigh Hall).

1926 The Medicinal Garden was created on ten acres of land on the campus. Construction began on the Chemistry-Pharmacy Building.

1928 The Rho Chi Society was granted a charter to the College of Pharmacy. The chapter was recognized as the Iota Chapter.

1930 The College of Pharmacy became the first college on the University of Florida campus to offer the Doctor of Philosophy degree. The degree was designated Doctor of Philosophy with a Major in Pharmacy.

1932 The first woman graduate of the University of Florida, Jeanette Radin Byers, received the Master of Science in Pharmacy degree.

1933 The Ph.G. and Ph.C. degrees were discontinued. The B.S. in Pharmacy degree became the only undergraduate degree offered by the College of Pharmacy. Dr. Leigh was appointed Dean of the College of Arts and Sciences and the College of Pharmacy was changed to a School of Pharmacy with Dr. B.V. Christensen as Director.

1934 The first recipient of the Doctor of Philosophy degree, L.J. Klotz, from the College of Pharmacy was recognized at graduation in June, 1934.

1935 The State Legislature passed an Act to permit women to enroll in the College of Pharmacy. The College of Pharmacy became the first co-educational program on the campus of the University of Florida.

1936 The women students in the College organized a society called the Spatula Club becoming the first woman's organization on the campus of the University of Florida.

1939 The first woman to receive the B.S. in Pharmacy degree from the College of Pharmacy and the University of Florida was Marjorie F. Baldwin Pinner. Dr. Christensen resigned as Director to become the Dean of the College of Pharmacy at Ohio State University. Dr. Perry A. Foote became the School's third Director. The Spatula Club received a charter as the Kappa Chapter from Kappa Epsilon Fraternity.

1940 The Bureau of Professional Relations was established to promote better communication among pharmacists and physicians, to function as a student and alumni affairs office, and to coordinate continuing education programs. Dr. Foote served as the first Director.

1945 Because of World War II only 4 students graduated from the School of Pharmacy. For only the second time in the history of the College of Pharmacy the D.W. Ramsaur Award was not presented.
1947 Final additions to the Chemistry-Pharmacy Building were constructed, thus finally completing the building as originally conceived in 1925. The Kappa Psi Pharmaceutical Fraternity was chartered as the Gamma Sigma Chapter.

1949 The School of Pharmacy became a College of Pharmacy with Dr. Perry A. Foote appointed as the second dean.

1950 The Chemistry-Pharmacy Building was officially dedicated to the memory of Dr. Leigh and named Leigh Hall. A pilot manufacturing plant was installed in Leigh Hall which enabled a major in industrial pharmacy within the graduate program of the Department of Pharmacy.

1951 The B.S. in Pharmacy curriculum was revised to require 4 academic years and a summer semester. The Graduate Council of the University of Florida accepted the designation Doctor of Philosophy with a Major in Pharmaceutical Chemistry.

1953 The first woman to receive the Doctor of Philosophy degree from the College of Pharmacy was Betty Lankford McLaughlin.

1954 The College of Pharmacy was made a unit of the J. Hillis Miller Health Science Center and planning began for a building for the College of Pharmacy in the Health Center. Dr. L. Gene Gramling served as Chairman of the Planning Committee.

1956 The Sigma Chapter of Rho Pi Phi Fraternity was established at the University of Florida College of Pharmacy.

1959 Groundbreaking Ceremonies for the Pharmacy wing of the Health Center were held. The Department of Pharmaceutical Chemistry was established giving the College of Pharmacy three departments: Pharmacy, Pharmacognosy-Pharmacology, and Pharmaceutical Chemistry.

1960 The B.S. in Pharmacy curriculum was expanded to five academic years to meet American Council of Pharmaceutical Education accreditation requirements. The curriculum allowed specialization in Community Pharmacy, Hospital Pharmacy, Industrial Pharmacy, and Research.

1961 Students began classes in the Pharmacy Building in the Health Center. Dr. Edward Garrett was granted the first Graduate Research Professorship by a faculty member in the College of Pharmacy.

1962 The Pharmacy Building in the Health Center was dedicated by University of Florida President J. Wayne Reitz.

1966 The Department of Pharmacognosy-Pharmacology was moved into the College of Medicine's Department of Pharmacology and Therapeutics.

1967 Dr. Perry A. Foote retired as Dean of the College of Pharmacy. Dr. George F. Archambault was appointed the third Dean of the College of Pharmacy. Dean Archambault resigned several months later.

1968 Dr. Kenneth F. Finger was appointed the fourth Dean of the College of Pharmacy.

1969 The clinical education concept was first implemented in the College of Pharmacy with an elective course coordinated by Mack Sisson, educational coordinator of the Gainesville Veterans Administration Hospital.

1970 The first full-time clinical pharmacy faculty member, Ronald B. Stewart, was hired to implement clinical education in the College of Pharmacy. A four credit elective course was implemented which required students to spend three hours per week in clinical activities within the Health Center. Dr. Rudolph H. Blythe was appointed the first Assistant Dean for the College of Pharmacy.
1971 The Division of Continuing Education was established with Max A. Lemberger as Director. Mr. Lemberger was also appointed Assistant Dean for Professional Affairs. Dr. Charles Becker was appointed the first Assistant Dean for the Office for Student Affairs. Clinical pharmacy faculty with support from faculty in the Department of Pharmaceutical Chemistry implemented a clinical toxicology service to the Shands Hospital Emergency Room.

1972 The Master of Science in Clinical Pharmacy program was implemented. The College implemented an externship and supervised internship program under the direction of Mr. Max Lemberger and Dr. Kenneth Bender. The Drug Information Service was created under the supervision of Mr. M. Peter Pevonka. The Academy-100 was established with John Davies as the first President.

1973 The College of Pharmacy celebrated its 50th year anniversary. Dr. Stephen C. O’Connell gave a congratulatory address to the faculty. The College of Pharmacy established a contract to provide pharmaceutical services to clients of the Sunland Center in Gainesville (now Tacachale).

1974 The clinical pharmacy clerkship course became a required course in the curriculum. Students were required to spend at least 15 hours per week for 10 weeks in clinical activities.

1975 The clinical pharmacy faculty implemented required didactic courses in Therapeutics and Nonprescription Drug Products.

1976 The College of Pharmacy held its own Commencement Ceremonies in the Medical Sciences Building Auditorium with Dr. Chandler Stetson, Vice President of Health Affairs, giving the address to the graduates.

1977 The post-baccalaureate Doctor of Pharmacy program was implemented under the supervision of Dr. Richard L. Yost.

1978 Dr. Michael A. Schwartz became the fifth Dean of the College of Pharmacy.

1979 The clinical pharmacy clerkship course was expanded to require students to spend at least 40 hours per week for 10 weeks in clinical activities.

1980 Mr. M. Peter Pevonka was appointed Assistant Dean of Clinical Affairs with responsibility to develop a network of external clinical training sites. The Department of Pharmacy Practice was established with Ronald B. Stewart as Chairman. The Department of Pharmacy Practice began training post-doctoral clinical fellows. The Iota Chapter of Phi Lambda Sigma Pharmacy Leadership Society was chartered.

1981 The faculty approved a curriculum for the entry-level Doctor of Pharmacy degree and a four year curriculum for a B.S. in Pharmacological Sciences degree. The research productivity of the faculty increased significantly as the number of faculty members in the College of Pharmacy increased to 41.

1982 The post-baccalaureate Doctor of Pharmacy program was discontinued.

1983 Mr. Robert Williams became the Director of Pharmacy Services at Shands Hospital and Assistant Dean for Hospital Affairs. Under his leadership a strong clinical pharmacy program with decentralized unit dose drug distribution was implemented in Shands Hospital. The College of Pharmacy negotiated a contract to provide pharmaceutical services to University Hospital in Jacksonville. Dr. Nicholas Bodor became the second faculty member in the College of Pharmacy to be promoted to Graduate Research Professor. The College expanded its clinical education program to the Jacksonville area.

1984 Dr. Thomas Keith assumed responsibilities as Director of Pharmacy Services at University Hospital in Jacksonville and began to implement strong clinical pharmacy programs with decentralized unit dose drug distribution at that institution. The Center for Computer Applications in Pharmacy was established under the supervision of Dr. J. Daniel Robinson. The Office for Development was established with Mr. Tim Wood as Director.
1985 The first entering class of pharmacy students to pursue the entry-level Doctor of Pharmacy degree began classes. Clerkship courses in the Doctor of Pharmacy program were designed to provide full-time clinical activities in eight clerkships over 32 weeks. A National Development Advisory Board of outstanding leaders in pharmacy and the health care system met under the chairmanship of Mr. Mark Knowles to assist the College of Pharmacy in planning and implementing programs for the future. The College of Pharmacy began a pilot Nontraditional Doctor of Pharmacy program for pharmacists who worked at the Health Center.

1986 The College of Pharmacy granted entry-level Doctor of Pharmacy degrees to students who completed a Transitional Doctor of Pharmacy degree program. The Departments of Pharmacodynamics, Pharmacy Health Care Administration, and Pharmaceutics were established with Dr. James Simpkins, Dr. William McCormick, and Dr. Hartmut Derendorf as Chairmen, respectively. The Center for Drug Design and Delivery (now the Center for Drug Discovery) was established under the supervision of Dr. Nicholas Bodor. At Commencement Ceremonies the first Perry A. Foote Award for Distinguished Scholarship in the Doctor of Pharmacy program was presented to Kathryn Blake, the first Distinguished Pharmacy Service Award to Fred Lippman, Florida Legislator, and the first Distinguished Pharmacy Alumnus Award to Frank Duckworth, retired Vice President-General Counsel for Pfizer, Inc. The College presented the first Distinguished Pharmacy Service Alumnus Award to John Davies at the annual meeting of the Florida Pharmacy Association.

1987 The Office for Graduate Studies and Research was established with Dr. James Simpkins as the Associate Dean. Mr. M. Peter Pevonka was appointed as the first Executive Associate Dean for the College of Pharmacy. Assistant Deans for Clinical Education were named in Jacksonville (Dr. Thomas Keith), Tampa (Dr. Phillip Johnson), and Miami (Mr. David Osterberger). The Office for Alumni Affairs was established with Deborah Klapp as Director. The first Searle Homecoming Barbecue for Alumni and Friends of the College of Pharmacy was held in the courtyard of Leigh Hall.

1988 The College of Pharmacy and the College of Business granted Doctor of Pharmacy and Master of Business Administration diplomas, respectively, to the first graduate of the combined Pharm.D./MBA program, Eric Harvey. The Office for Experiential Programs with oversight for externship, internship, and clerkship was established with Dr. Daniel Trueblood as Director. The first Doctor of Pharmacy degree was granted to a pharmacist in the Nontraditional Pharm.D. pilot program, Michael Heinrichs. The Center for Neurobiology of Aging was established under the supervision of Dr. James Simpkins. The first endowed Eminent Scholar Chair in the College of Pharmacy was pledged by Frank Duckworth, alumnus of 1942 and retired Vice President-General Council for Pfizer, Inc. Mrs. Genevieve Ramsaur Buice, daughter of the late Dr. David W. Ramsaur, endowed the D.W. Ramsaur Award in perpetuity and attended Commencement Ceremonies with her family. A reception was held to celebrate Dean Emeritus Perry A. Foote's 60th year association with the College. The College of Pharmacy celebrated its 65th year anniversary with the theme "Past is Prologue."

1989 The first graduates of the entry-level Doctor of Pharmacy curriculum received diplomas at Commencement Ceremonies. Baktash Bootrabi was the first graduate of the B.S. in Pharmacological Sciences program in August, 1989. The Office for Public Relations in the College of Pharmacy was established with Morgan Marshall as Director.

1990 An endowed Eminent Scholar Chair in honor of Dr. Perry A. Foote was established with donations and pledges that amounted to over $600,000. The College of Pharmacy held the first Leadership Conference for faculty, students, and alumni. The number of faculty members increased to 57 reflecting a substantial investment by the Legislature in the quality of the undergraduate and graduate programs.

1991 The College of Pharmacy ended its five year participation in the University of Florida capital campaign by raising nearly five million dollars. The combined Doctor of Pharmacy and Doctor of Philosophy degrees program was officially approved. The Lawrence Dubow family contributed one million dollars to the College of Pharmacy to establish the Dubow Family Research Center in Pharmaceutical Care.
1992 The College of Pharmacy implemented a Nontraditional Doctor of Pharmacy program for pharmacists at the Gainesville campus. The College of Pharmacy celebrated the 20th year of significant contributions to health care and to the pharmacy profession by the Drug Information Service. The College of Pharmacy initiated a feasibility study for a new pharmacy building in the Health Center. In January, Dr. Raymond Bergeron became the third pharmacy faculty member granted Graduate Research Professor status.

1993 The College of Pharmacy began its 70th year of operation. The College's Doctor of Pharmacy program was ranked among the best in the county (#8). Frank A. Duckworth '42 donated $600,000 to the College to establish an eminent scholar chair in drug delivery. A joint graduate program in pharmaceutics was established with the College of Pharmacy at Florida A&M University.

1994 The College of Pharmacy implemented a nontraditional Doctor of Pharmacy program in Tampa under the direction of Dr. J. Daniel Robinson. The College of Pharmacy initiated the public phase of a capital campaign to raise up to $4 million (to be matched by the state) for an additional building to the present pharmacy building. Professor Paul Doering was appointed the first Distinguished Service Professor in the history of the College of Pharmacy. M. Peter Pevonka resigned as Executive Associate Dean to accept an appointment as Associate Vice-President for Academic Affairs and Research for the Health Science Center. Dean Michael A. Schwartz announced his resignation as the College's fifth dean upon the selection of a new dean. Michael W. McKenzie was appointed the first Associate Dean for Professional Affairs.

1995 William H. Riffee was appointed as the 6th Dean of the College in February, 1996. Tim Wood resigned as Director of Development to accept an appointment as Assistant Vice President for corporate and foundation relations - development and research. The external site nontraditional Pharm.D. program was offered to distant sites in Orlando and West Palm Beach utilizing two-way video/audio technology. Students organized the student chapter of the National Pharmacy Association.

1996 The external site, non-traditional Pharm.D. program was renamed the Working Professional Pharm.D. program. The Program was expanded to numerous sites in Florida utilizing videotape technology and use of Internet communications for teaching. The new College of Pharmacy building was placed on the approved list by the State Legislature. Dr. Leslie Hendeles received the 1996 ACCP Therapeutic Frontier’s Lecture Award.

1997 The faculty approved a new Doctor of Pharmacy curriculum. The Board of Regents approved termination of the B.S. in Pharmacy degree. The first all Pharm.D. entering class of students was admitted with professional student classification. College faculty were selected for two of pharmacy’s most prestigious awards. Dr. Charles Hepler was selected as a co-recipient of the Remington Medal from APHA. Dr. Nicholas Bodor was selected as the recipient of the Volwiler Research Achievement Award from AACP. Dr. James Simpkins and Dr. Raymond Bergeron were selected to hold the College’s first endowed professorships, the Frank Duckworth professorships. Pharmacy students organized the student chapter of the Florida Society of Health Systems Pharmacists. Professor Paul Doering was selected to serve as the University’s Distinguished Alumni Professor for 1997-99. He is the first faculty member from the Health Science Center to be recognized by the University for this prestigious recognition.

1998 The College began its celebration activities for its 75th year diamond anniversary. The Working Professional Pharm.D. program was expanded to sites in other states. The new Doctor of Pharmacy curriculum was successfully implemented. The College required pharmacy students to have laptop computers. Dr. C. Douglas Hepler was named a Distinguished Professor. Dr. Margaret James was named a recipient of a UF Research Professorship. Students were admitted to a new combined degree program: Pharm.D./Masters of Physician Assistant Studies. The first students in the International Pharm.D. program received their degrees: Atsumi Nishikori, Aroonrut Lucksiri, Ingrid Beirhle, and Euni Kim.

1999 The College of Pharmacy celebrated its 75th year diamond anniversary. The last class of B.S. in Pharmacy students received their diplomas. The administrative structure of the College of Pharmacy was revised: Doug Ried, Assistant Dean for Curriculum Design, Assessment and
Accreditation; Michael Brodeur, Assistant Dean for Financial and Administrative Affairs, Daniel Robinson, Associate Dean for Innovation; Michael McKenzie, Associate Dean for Professional Affairs; and William Millard, Executive Associate Dean and Associate Dean for Research and Graduate Studies.

2000 Offices, classrooms, and laboratories were designed for the new pharmacy building scheduled to be completed in 2002. The first graduates of the concurrent Pharm.D./Masters of Physician Assistant Studies program received their degrees at commencement ceremonies. The Kappa Epsilon pharmaceutical fraternity was selected the most outstanding organization on campus. The faculty, staff, students, and alumni of the College of Pharmacy participated in the self-study process for the ACPE accreditation visit scheduled for January 2001.

2001 Faculty were selected as recipients of two endowed chairs in the College of Pharmacy: Dr. Abraham Hartzema for the Perry A. Foote Chair in Pharmacy Health Care Administration and Dr. Raymond Bergeron for the Frank A. Duckworth Chair in Medicinal Chemistry. The first all entry-level Pharm.D. class graduated in May 2001. The new Doctor of Pharmacy curriculum was fully implemented over a four year time period. The Center for Pharmacogenomics was established with Dr. Julie Johnson as Director. Deborah DeSantis, alumnus of the College of Pharmacy and executive vice president for Rexall Sundown Vitamins, gave the College of Pharmacy a $2 million dollar gift to enhance technology. This is the largest single monetary gift ever given to the College. The College of Pharmacy received full accreditation from the American Council on Pharmaceutical Education. The College of Pharmacy began a joint curricular program for PharmD/Masters of Public Health degrees. Actual construction was begun on the new pharmacy building, and renovations were completed on the sixth and fifth floors of the present pharmacy building to create a state of the art research facility.

2002 The College of Pharmacy implemented three off-campus sites in Jacksonville, Orlando, and St. Petersburg for the delivery of the Doctor of Pharmacy degree in order to address the shortage of pharmacists in the state of Florida. The Admissions Committee admitted 130 students to the Gainesville campus and 150 students to the three off-campus sites. This is the largest entering pharmacy class in the history of the College of Pharmacy. Directors for the new off-campus programs were hired: Dr. Carol Duda in Jacksonville, Dr. Erin St. Onge in Orlando, and Dr. Jennifer Williams in St. Petersburg. Dr. Sven Normann was appointed Assistant Dean of Distance, Continuing, and Executive Education. The Working Professional PharmD program expanded as an international program to include seven students from Germany. Construction continued for the new pharmacy building and renovations were completed on the four floor of the present pharmacy building. Deborah DeSantis and family donated funds to endow a professorship in natural products teaching and research. The ChelaDerm Company was formed by Proctor and Gamble and the UF Research Foundation to foster development of the photoprotective iron chelator 2-furildioxime compound through the research work of Dr. Raymond Bergeron, Frank Duckworth, J.D., Eminent Chair Scholar Chair in Drug Research and Development.

2003 The new pharmacy building in the Health Professions, Nursing and Pharmacy Complex (HPNP) was dedicated on April 25, 2003. The first professional year curriculum was successfully delivered utilizing video-streaming technology and course facilitators to pharmacy students in three distance education campus sites. Pharmacy student organizations were created in the three distance education campuses. Dean Emeritus Michael Schwartz retired from the faculty. Faculty members Douglas Ried, Carole Kimberlin, Michael Meldrum and Michael McKenzie along with former faculty member Gayle Brazeau received the Lyman Award for the best manuscript published in the American Journal of Pharmaceutical Education. The Center for Drug Interaction Research and Education was established with Dr. Hartmut Derendorf as Director.

2004 The College of Pharmacy participated in the 150 year celebration of the University of Florida. The second year of the PharmD curriculum was implemented into the distance education campuses. This was the first year the Office for Student Affairs utilized a centralized application service (PharmCAS). The total number of applications (1834) was the largest applicant pool in the history of the College of Pharmacy. The Working Professional PharmD program continued with plans formulated to expand the program to Brazil and South Korea.
Dr. Charles Hepler, Distinguished Professor and Remington Medal recipient retired from the faculty. Research funding by faculty significantly increased by 60% during the year.

2005 The College of Pharmacy completed the third year of the four campus program involving distance education delivery of the PharmD curriculum. A new pharmacy building on the St. Petersburg Campus was dedicated. The applicant pool for admission consideration exceeded 1800 students. Dr. Raymond Bergeron was granted a MERIT (Method of Extended Research in Time) from the NIH for consistent and excellent contributions to scientific knowledge. He is one of eight faculty at the University to be so designated with this honor. A survey by US News and Report revealed that the University of Florida College of Pharmacy was considered number eleven in the country by peer evaluation.

2006 The first students admitted to the three distance education campuses in Jacksonville, Orlando, and St. Petersburg graduated with Doctor of Pharmacy degrees on May 7, 2006, at the Stephen C. O’Connell Center. Dr. Ray Bergeron was awarded a MERIT (Method to Extend Research in Time from the NIH-Diabetes and Digestive and Kidney Institute. This is the first MERIT award in the College’s history acknowledges his consistent and excellent contributions to scientific knowledge with up to ten years of continual funding for research. Dr. Julie Johnson received a five year Research Cooperative Agreement grant from the National Institute of General Medical Sciences., which will provide continued funding for the Center for Pharmacogenomics. Michael Brodeur and Michael McKenzie were appointed the first senior associate deans in the College of Pharmacy. The Directors of the distance education campuses were promoted to Assistant Deans (Dr. Carol Motycka – Jacksonville; Dr. Erin St. Onge – Orlando; and, Dr. Jennifer Williams – St. Petersburg campus. The faculty approved revised curriculum outcome statements for the Doctor of Pharmacy degree program. The College of Pharmacy was ranked 13th among all colleges of pharmacy in NIH funding. The College received $9.4 million in extramural research funding, which is the highest in our history. Of this $9.4 million in extramural funding, $7.0 million came from the NIH, which is also the highest NIH total in our history. New faculty members were added to the departments of medicinal chemistry, pharmaceutics, pharmacy practice, and pharmacy health care administration. The 1000th student in the Working Professional PharmD program received the Doctor of Pharmacy degree.

2007 The College of Pharmacy received full accreditation for the normal six-year cycle by the Accreditation Council on Pharmaceutical Education. Dr. Julie Johnson was selected by the American Association of Colleges of Pharmacy (AACP) as the recipient of the prestigious Paul R. Dawson Award for outstanding biotechnology research. Dr. Johnson joins other faculty members who have received top awards in the past for excellence in pharmacy education and practice: Dr. Diane Beck (Robert K. Chalmers Distinguished Pharmacy Educator Award from AACP); Dr. Nicholas Bodor (Volwiler Research Achievement Award from AACP); and Dr. Douglas Helper, professor emeritus (Remington Award from APhA). Dr. Diane Beck concluded her third year of leadership with AACP as the immediate past-president. The College of Pharmacy was ranked 12th among colleges of pharmacy in NIH funding ($7,223,656) out of the 60 colleges of pharmacy with research programs. Dr. Margaret O. James, Professor and Chair of Medicinal Chemistry, was elected as chair of the Pharmaceutical Sciences section, American Association for the Advancement of Science (2007-2009). Dr. David Brushwood, Professor of Pharmacy Health Care Administration, was named a fellow in the American Pharmacist Association (APhA). Dr. Carole Kimberlin, Professor of Pharmacy Health Care Administration, was named a fellow in the American Pharmacist Association (APhA). Dr. Earlene Lipowski, Associate Professor of Pharmacy Health Care Administration, was named the Donald C. Brodie Scholar in residence for the American Association for Colleges of Pharmacy for 2006. Dr. Leslie Hendeles, Professor of Pharmacy Practice, received the Sumner
J. Yaffe Lifetime Achievement Award for 2007 from the Pediatric Pharmacy Advocacy Group. Dr. Julie A. Johnson, Professor and Chair of Pharmacy Practice, received the 2007 University of Florida Faculty Achievement Recognition Award. New Faculty Members in the College for 2006-2007. Dr. Benjamin Epstein, Clinical Assistant Professor of Pharmacy Practice, Dr. Mark Chirico, Clinical Assistant Professor of Pharmacy Practice, Dr. Tony Palmieri, Clinical Assistant Professor of Pharmaceutics. Dr. Ed Hamilton, alumnus, was elected president-elect of APhA. The College of Pharmacy was awarded one of the first Crystal Apple Awards from AACP for exemplary partnerships that foster quality experiential education and patient care teaching environment in association with Shands Jacksonville. The sixth biennial International Symposium on New Developments in Clinical Pharmacy and Clinical Pharmacology for Global Gators was held in Munich, Germany, in June 2007.

2008

The College of Pharmacy was rated tied at the 7th rank among the best colleges of pharmacy in the U.S. via a survey by U.S. News & World Report. Dr. Nicholas Bodor received the Distinguished Pharmaceutical Scientist Award from the American Association of Pharmaceutical Scientists. Dr. Hartmut Derendorf was elected the president of the American College of Clinical Pharmacology and was recognized as International Educator of the Year. Dr. Tony Palmieri was elected chairman of the United States Adopted Names Council. The Department of Pharmacy Healthcare Administration officially changed to the Department of Pharmaceutical Outcomes and Policy. This department received a $1 million gift from the Lawrence Dubow family that was matched by the State of Florida Trust Fund for Major Gifts for a total of $1.75 million to support graduate education. The first International Health course, which was coordinated by Judy Riffee and Doug Ried, was offered in the fall and spring semester to prepare health care students for outreach programs in Caribbean and South American countries. Dr. Abraham Hartzema was name one of 33 University of Florida Research Foundation Professors for 2007-2010. Dr. Joanna Peris was named the Teacher of the Year. The College of Pharmacy hosted the district III NABP/AACP meeting in Orlando. The College of Pharmacy was chosen by Target Pharmacy to receive $150,000 over the next three years to support leadership programs and provide scholarships for pharmacy students.

2009

The new title of Department of Pharmacotherapy and Translational Research was approved to replace the name of Department of Pharmacy Practice to better reflect the purpose and mission of the faculty in this department. New faculty were added to the Department of Pharmacotherapy and Translational Research: Dr. Rhonda Cooper-DeHoff, associate professor, Dr. Charles Peloquin, professor, Dr. Rachel Hrabchak, clinical assistant professor, Dr. Robin Moorman Li, clinical assistant professor (Jacksonville), and Dr. Lisa Clayville, clinical assistant professor (Orlando), and Dr. Hanine Mansour, clinical assistant professor (St. Petersburg). Dr. Cary Mobley, associate clinical professor of pharmaceutics, was appointed chair-elect of the Pharmaceutics section of the AACP for 2009-2010. Dr. Hartmut Derendorf was the recipient of the 2008-2009 Doctoral Dissertation Mentoring Award from the university. Dr. Bin Liu, assistant professor of pharmacodynamics, was selected as one of ten university faculty to receive the Howard Hughes Medical Institute Distinguished Mentor Award. Dr. Sihong Song was selected as a 2009-2012 University of Florida Foundation Research Professors. Dr. Hendrick Luesch was selected one of ten recipients of the 2009 Jack Wessel Excellence Award for research productivity. Dr. Julia Johnson was selected by ACCP for its 2009-2010 Therapeutic Frontiers Lecture Award recipient. The FDA’s Center for Drug Evaluation and Research (FDA/CDER) in collaboration with the university launched an educational graduate program to attract scientists and health professionals to join FDA/CDER. The Clinical Pharmaceutical Sciences PhD program graduated its first student (Maximilian Lobmeyer) in May 2009. Dr. Gerald Gause was selected Teacher of the Year and Distinguished Professor Paul Doering was selected for the Faculty Recognition Award. Plans were initiated to construct a new building for pharmacy research and education as part of the health science complex at Lake Nona in Orlando, which includes the Burnham Institute and the new UCF College of Medicine. A student chapter of the National Community Pharmacists Association was established in October 2008 at the Jacksonville campus. Dr. Douglas Ried
resigned as associate dean for curriculum affairs and accreditation to become dean of the College of Pharmacy at Southwest Oklahoma State. Dr. Diane Beck was appointed interim associate dean of curriculum affairs and accreditation. The Office for Student Affairs implemented an electronic application evaluation system that permitted faculty and students in the three distance education campuses to participate as members of the Admissions Committee. The Biennial Global Gator Gathering was held in Stresa, Italy in June 2009.
MISSION AND GOALS

The University of Florida College of Pharmacy promotes the health and welfare of the people of Florida and the nation by preparing graduates in pharmacy to take independent, professional responsibility for the outcome of drug therapy in patients. Graduates have the scientific and cultural background necessary to assume leadership roles in the profession and the community.

The College promotes and fosters graduate education in the pharmaceutical and clinical sciences. The College educates students to be distinguished contributors to pharmacy and related disciplines.

The Faculty gives its members the opportunity and encouragement to develop fully as teachers and scholars.

The College supports and develops quality research programs which serve to advance the knowledge and skills of pharmacists and the associated scientific community.

The College provides leadership for the continuing professional growth and development of pharmacy, both in Florida and nationally.

The College cooperates in a service capacity with other institutions in the provision of specialty advanced training, as well as with the state and the profession in areas where the College Faculty possess unique expertise.

The College provides opportunities to practicing pharmacists to maintain and enhance their competencies for professional practice.
ACCREDITATION

The University of Florida College of Pharmacy's Doctor of Pharmacy degree program is accredited by the Accreditation Council for Pharmacy Education, 20 North Clark Street, Suite 2500, Chicago, IL 60602-5109. (Phone 312-664-3575; Fax 312-664-4652 or 312-664-2008; web site www.acpe-accredit.org). Accreditation standards are available at the web site for ACPE and in the Office for Student Affairs.

Students who have complaints about the College's ability to meet accreditation standards or adhere to policies and procedures of ACPE may inform the Associate Dean for Professional Affairs by letter. Students may make an appointment to meet with members of the College administration to discuss their complaints. Such complaints will be investigated and a response prepared by administration of the College within two weeks of receipt of the complaint. Students may directly contact ACPE with a complaint if they are not satisfied with the response by College administration. A record of written complaints about the College's compliance with ACPE accreditation standards or policies and procedures, each step in the procedure for review, the response by administration, and the outcome, except otherwise prohibited by state or federal law, will be maintained for ACPE to review.

PHARMACY CLASSIFICATIONS

Beginning in 1997, the College of Pharmacy began offering the Doctor of Pharmacy degree as the only professional entry-level program for the practice of pharmacy. A new Doctor of Pharmacy curriculum with professional level course numbering was approved by the faculty of the College of Pharmacy, the University of Florida Curriculum Committee, and the Faculty Senate.

Students enrolled in the new Doctor of Pharmacy degree program are classified as professional students. Students are classified by the Office of the Registrar as 1PD, 2PD, 3PD, and 4PD for each year of the four year professional degree program.

Students who are admitted to the joint degree programs (PharmD/MBA, PharmD/MPH, PharmD/JD, PharmD/PhD) are coded as CD students.

TUITION AND FEES

Tuition and fees are set by the State Legislature and the Board of Trustees of the University of Florida. The College of Pharmacy utilizes an annualized tuition and fee process in which students do not pay a per credit hour tuition and fee amount. The tuition and fees are based on a minimum of 12 credits of PHA 5000 professional coursework. Students take 15-18 credits each fall-spring semester in the College of Pharmacy. If students are out of curricular sequence and take less than 12 credits in a semester, they pay a prorated amount of the annualized tuition and fees for the number of credits below 12 credits.

Students assigned to the Gainesville campus pay tuition and fees inclusive of the healthcare access fee and transportation fees. Students assigned to the distance education campuses do not pay these fees. The students in the distance education campuses pay a facility fee to support the cost of renting the campus facility to deliver the program.

The annualized tuition and fees applies only to approved PHA coursework for the Doctor of Pharmacy degree. The MCB 5000 microbiology course in the spring semester of the first professional year requires a graduate tuition and fee per credit hour for the four credits, which is added to the annualized tuition and fees for the spring semester. Thus, spring semester total tuition and fees in the first professional year is more than the fall semester.

Elective coursework for the PharmD degree is approved by the College of Pharmacy Curriculum Committee. Course with a non-PHA prefix also will add a graduate tuition and fee per credit hour to the annualized tuition and fees. Presently, there are three approved elective courses in the College.
Agriculture and Life Sciences with a HUN course prefix and one course in the College of Business with a GEB course prefix that will charge a tuition and fee per credit hour in addition to annualized tuition. Also, graduate courses for the Doctor of Philosophy or Masters of Science degree in the College of Pharmacy can be taken as elective courses for the PharmD degree; however, even though these courses have a PHA course prefix, the graduate tuition and fee per credit hour is charged in addition to the annualized tuition. Again, only PHA 5000 level courses approved for the PharmD degree as required or elective coursework are covered under annualized tuition and fees. Graduate PHA course cannot be coded in the computer system for both programs for tuition and fee requirements.

Third professional year pharmacy students are required to complete Advanced Pharmacy Practice Experience (APPE’s) coursework in the summer semester. Annualized tuition and fees cover the APPE’s that taken in that summer semester.

Students who are admitted to the joint degree programs (PharmD/MBA, PharmD/MPH, PharmD/JD, PharmD/PhD) are coded as CD students. Tuition and fees for these students change to the graduate tuition per credit hour for PHA coursework as well as graduate coursework in the joint degree program. Thus, these students will need to pay tuition and fees on a per credit hour basis when they take APPE’s in the summer semester of the third professional year. The total tuition for PHA coursework on a graduate tuition per credit hour is essentially the same as the total paid on an annualized tuition and fee basis.

Tuition and fees for the current academic year per campus site and per professional year are posted on the College of Pharmacy web site www.cop.ufl.edu under the Office for Student Affairs and then Financial Aid and Tuition.

IMPORTANCE NOTICE REGARDING CHANGE IN REGULATIONS FOR NONRESIDENT TUITION

Nonresidents may no longer become residents in Florida for resident tuition purposes after living one year in the state while attending college. In order for nonresidents to pay resident tuition, they must have lived continuously in Florida for 12 consecutive months prior to enrollment in a Florida college. Nonresidents who marry Florida residents, who have lived in Florida for 12 consecutive months, may pay resident tuition. This means that nonresidents will pay nonresident tuition throughout the four years of the PharmD program unless they meet the above regulations regarding residency status for tuition purposes.

FINANCIAL AID AND GUIDANCE

Information about UF Financial Aid is available at the UF web site www.ufl.edu under financial aid. Students who enroll in the UF College of Pharmacy with baccalaureate degrees are eligible for federal loans. Federal financial aid eligibility renews upon enrollment in a professional degree program. Students who enroll in the UF College of Pharmacy without baccalaureate degrees and have a total number of credit less than 90 may receive federal loans and grants in the first professional year. Although the amounts are less than if a student has a baccalaureate degree or has 90 or more credits. However, after the first professional year in the UF College of Pharmacy all pharmacy students are eligible for the same total amount of federal financial loans.

Students with Florida Bright Future Scholarships or Florida Prepaid Tuition may continue to receive this financial support in pharmacy school at the undergraduate credit hour tuition and fee rate. The Florida Bright Future scholarships terminates at 132 credits or attainment of a baccalaureate degree, whichever comes first.

Pharmacy students may apply for scholarships and grants available through the College of Pharmacy or through sponsors of scholarships with an interest in the UF College of Pharmacy (e.g., CVS, Walgreens, Publix, Target, Wal-Mart, FSHP, etc.). The College of Pharmacy has two endowments that provide scholarships (Jack Eckerd and Charlotte Liberty Family). Students may apply for scholarships through the College of Pharmacy by December of each academic year. A form will be made available for students to complete online and submit for consideration for a scholarship. The College’s Financial Aid
and Awards Committee and sponsors make decisions for selection of recipients.

Mr. Michael Meneffee is the assistant director of student financial aid in the Office for Student Financial Affairs. His office is located in the Student Services Center of the HPNP Complex in Health Science Center in Gainesville. He may be contacted at mmenefee@ufl.edu or 352-273-6202.

Repayment of Loans

The College of Pharmacy offers several loans and coordinates the loans of other affiliated pharmacy organizations. Students must repay any outstanding loans that require such repayment prior to graduation. Failure to do so will delay the award of a diploma.

The College expects pharmacy students to repay all loans so that these financial resources will be available for future students.

POLICIES REGARDING THE PROFESSIONAL CURRICULUM

EDUCATIONAL PROGRAM

The University of Florida College of Pharmacy is a member of the American Association of Colleges of Pharmacy. Its professional program is accredited by the American Council on Pharmaceutical Education. The professional program is designed to provide the necessary education and clinical training for students to develop into competent health professionals who are capable of providing both distributive and patient-oriented pharmaceutical services in community pharmacies, hospitals, clinics, and extended health care facilities. Additionally, the program has sufficient flexibility to accommodate students who are interested in administrative services, graduate study, and research.

The curriculum for the Doctor of Pharmacy program is outlined on the following pages. The College of Pharmacy reserves the right to modify the curriculum so long as the time for completion of the respective programs remains unchanged. It should be noted that the student is responsible for completing no less than the total units specified in the catalog for the pharmacy degree, even if certain previously required courses have been phased out and are no longer offered.

Students interested in pursuing research may take Research In ... courses as electives. Arrangements with faculty members as supervisors of research projects must be made prior to registration.

TECHNICAL STANDARDS FOR PHARMACY SCHOOL ADMISSION

Candidates for the Doctor of Pharmacy degree must be able to perform the essential functions in each of the following categories: Observation, Communication, Motor, Intellectual, and Behavior/Social. However, it is recognized that degrees of ability vary among individuals. Individuals are encouraged to discuss their disabilities with the Associate Dean for Professional Affairs and consider technological and
other facilitating mechanisms needed in order to train and function effectively as a pharmacist. The UF College of Pharmacy is committed to enabling its students by any reasonable means or accommodations to complete the course of study leading to the Doctor of Pharmacy degree.

- **Observation:** A candidate must be able to observe demonstrations and experiments in the basic sciences, including but not limited to physiological and pharmacological demonstrations in animals, evaluation of microbiological cultures, and microscopic studies of microorganisms and tissues in normal and pathological states. A candidate must be able to observe a patient accurately at a distance and close at hand. In detail, observation necessitates the functional use of the sense of vision and other sensory modalities.

- **Communication:** A candidate must be able to communicate effectively and sensitively with patients. The focus of this communication is to elicit information, describe changes in mood, activity and posture, and perceive nonverbal communication. Communication includes speech, reading, writing, and computer literacy. A candidate must be able to communicate effectively and efficiently in oral and written forms with all members of the health care team.

- **Sensory/Motor:** A candidate must have sufficient motor function to elicit information from patients by physical touching patients, e.g., assessing range of motion of a joint, blood pressure readings, taking a pulse reading. A candidate must be able to execute motor movements to provide general care and emergency treatments to patients, e.g., first aid treatments, cardiopulmonary resuscitation. A candidate must be able to execute motor movements required in the compounding of medications inclusive of using techniques for preparing sterile solutions, e.g., parenteral or ophthalmic solutions. Such actions require coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision.

- **Intellectual (Conceptual, Integrative, and Quantitative Abilities):** A candidate must have the ability to measure, calculate, reason, and analyze. A candidate must be able to synthesize and apply complex information. A candidate must be fully alert and attentive at all times in clinical settings.

- **Behavioral/Social Attributes:** A candidate must possess the emotional health required for full utilization of his or her intellectual abilities, the exercise of good judgment, and the prompt completion of all responsibilities attendant to the interaction with patients. A candidate must possess the ability to develop mature, sensitive, and effective relationships with patients. A candidate must be able to tolerate physically taxing workloads and to function effectively under stress. A candidate must be able to adapt to changing environments, to display flexibility and learn to function in the face of uncertainties inherent in the clinical problems of many patients. A candidate must possess compassion, integrity, interpersonal skills, and motivation to excel in pharmacy practice.

**EDUCATIONAL PHILOSOPHY**

At the University of Florida College of Pharmacy, our educational philosophy in the Doctor of Pharmacy program can be described as **Case-Assisted Student Centered Learning (CASCL)**. We have elected to utilize as the foundation of this program several teaching and learning strategies that provide clinical correlates in our courses in an environment that will stimulate student-centered, active learning. Our goal is to provide a strong educational foundation so that our students will become pharmacists who embrace the concept of being a life-long learner.

We value several concepts that guide the strategies to deliver the highest educational experiences for our pharmacy students. These include the concept that our students should be able to work in a team or group setting because this is the health care environment of the present and future. Our pharmacy students should develop their critical thinking and problem-solving abilities to assist in providing pharmaceutical care. Active learning should include opportunities to develop and strengthen professional behaviors. A critical component to our program is the ability of our students to utilize computers and emerging technologies in the educational process and for communication with faculty, students, staff and
other health professionals. We value the philosophy that our curriculum should enable a student to improve and refine his/her verbal and written communication skills. These concepts are developed in conjunction with the desired professional and general ability-based outcomes in our curriculum.

We believe in a multitude of educational strategies that provide a linkage to the practice of pharmacy through simulated/actual patient cases or problem-solving activities in order to optimize the overall educational experience. We consider the CASCL approach to be the blending of aspects from the problem-based learning format with lecture format. Our teaching strategies include lectures, student-centered activities, and computer-assisted activities. Examples of student-centered activities range from classroom dialogue, homework assignments, role-playing, group and panel discussions, classroom assessment techniques, course portfolios and individual student presentations. We also value the importance of well-designed and crafted lectures that engage students.

If CASCL is to be optimized with respect to the educational process, this involves the development of examination approaches that can enable the assessment of the student's ability to apply and utilize information in solving problems and/or enhancing patient care. While it is critical to have the necessary knowledge in the various pharmacy disciplines, an examination should be constructed to allow one to determine the student's knowledge base and the extent to which a student can integrate concepts and solve basic or clinical-based problems. Written examinations, if possible, should contain various testing formats ranging from multiple choice, short answer and essay, fill-in-the-blank, mathematical problems and case-based questions. All examinations should enable the students to practice their written communications skills when appropriate. In other cases, the ideal format may be an oral or take-home examination, however, these should also be focused around solving problems or simulated/actual patient cases.

STATEMENTS ABOUT CURRICULUM

Students are bound by the curriculum published in the University of Florida Catalog, which is in effect when they become classified as a Pharmacy student in the professional program. If it becomes impossible for a student to pursue the prescribed curriculum because of subsequent curriculum changes, he/she must petition the Curriculum Committee to substitute equivalent courses. Course equivalence will be determined by the Curriculum Committee.

Core Curriculum

Students must complete all required courses listed for Doctor of Pharmacy curriculum in order to be eligible for the degree. Exceptions may be made for students transferring from other schools of pharmacy.

Electives

Students in the Doctor of Pharmacy program must complete 8 semester credits of elective course work pertaining to the practice of pharmacy or to pharmaceutical research. Elective courses may be taken on an S/U basis (see S/U Policy).

Sequence of Courses

The Professional Courses in the College of Pharmacy are offered sequentially on an annual basis beginning in the Fall semester. Professional didactic courses are not offered during the Summer session. Students must follow the sequence of courses in the professional curriculum. Exceptions must be approved by the Academic and Professional Standards Committee.

Prerequisites

No student is permitted to enroll in any professional course in the College of Pharmacy until he/she has satisfied all course prerequisites listed in the current University of Florida Catalog. In addition, no student is permitted to enroll in Advanced Pharmacy Practice Experience courses (formerly known as clerkships
until such time as he/she has completed Pharmacotherapy IV and V courses with at least C grades (see Departmental Academic Policies) and has completed other required professional courses with an overall grade point average of at least 2.00. Students must pass all required pharmacy coursework offered prior to beginning APPE’s. No student will be allowed to begin APPE’s if a departmental academic policy has not been satisfied.

**COURSE EQUIVALENTS**

Any student who wishes to substitute a required course because he/she has taken or will have taken an equivalent course at this University or in this College or at any other accredited four-year institution must first obtain a written opinion from the course instructor that the substituted course meets the requirements of this course and that the instructor will allow such substitution.

**TRANSFER CREDIT AND ADVANCED STANDING**

**Allowable Work**

Certain courses that may be applicable to the professional program are not transferable for substitution in the professional curriculum. If the student has received a satisfactory grade of C or higher in an approved equivalent course, the work will be transferred, but no credit hours will be given. The course must be taken at a four year institution prior to entry into the College of Pharmacy, and the student must have in excess of 60 semester hours for consideration. All students while in the College of Pharmacy must complete the 146 hours for the Doctor of Pharmacy degree.

**Advanced Standing**

A student with superior qualifications wishing to transfer from another accredited school of pharmacy may be admitted with advanced standing after evaluation of transcripts and approval of credits.

**COLLEGE OF PHARMACY OUTCOMES**

Table of Contents

I. Demonstrate knowledge and comprehension of pharmaceutical principles important to patient care

A. Demonstrate knowledge and comprehension of scientific principles
B. Demonstrate knowledge and comprehension of psychological and socioeconomic concepts of illness and care
C. Demonstrate knowledge and comprehension of legal principles
D. Demonstrate knowledge and comprehension of clinical principles
E. Demonstrate knowledge and comprehension of pharmaceutical care systems
F. Demonstrate knowledge and comprehension of principles of evidence-based medicine

II. Apply and Integrate pharmaceutical principles in the provision of patient-centered pharmaceutical care

A. Obtain patient health-related information important for recommending appropriate therapy
B. Apply pharmaceutical principles in the analysis of patient health–related information
C. Apply and integrate pharmaceutical principles in the evaluation of therapeutic alternatives
D. Integrate pharmaceutical principles with patient health-related information to develop the care plan
E. Implement the care plan
F. Monitor, evaluate, and assure the safety and efficacy of the care plan

III Demonstrate values and skills important for the provision of pharmaceutical care

A. Demonstrate effective inter-personal and inter-professional communication skills
B. Demonstrate clinical skills
C. Demonstrate technical skills
D. Process, prepare and dispense prescription drugs
E. Demonstrate professionalism

IV. Manage the medication use system

A. Manage the human resources
B. Manage the medication use system

I. Demonstrate knowledge and comprehension of pharmaceutical principles important to patient care

A. Demonstrate knowledge and comprehension of scientific principles.
   1. Demonstrate knowledge and comprehension of biochemistry, microbiology, pharmaceutics, pharmacology, medicinal chemistry, physiology, pathphysiology and statistics.

B. Demonstrate knowledge and comprehension of psychological and socioeconomic concepts of illness and care.
   1. Demonstrate knowledge and comprehension of patient decision-making as related to medical care.
   2. Describe the construct of health-care quality of life, explain how it is assessed and integrated in care.
   3. Describe the needs of special patient populations and special patient issues.

C. Demonstrate knowledge and comprehension of legal principles
   1. Demonstrate knowledge of federal and state governmental standards for medication quality and safety
   2. Describe laws governing the clinical practice of pharmacy
   3. Describe laws governing the conduct of a pharmacy practice site

D. Demonstrate knowledge and comprehension of clinical principles
   1. Demonstrate knowledge and comprehension of disease states
   2. Demonstrate knowledge and comprehension of drug therapy evaluation, and development and monitoring drug therapy plans.
   3. Demonstrate knowledge and comprehension of providing drug information
   4. Demonstrate knowledge and comprehension of effective patient counseling and professional team interaction

E. Demonstrate knowledge and comprehension of pharmaceutical care systems
1. Demonstrate knowledge and comprehension of concepts of pharmaceutical care.
2. Demonstrate knowledge and comprehension of concepts of professional responsibility and ethics.
3. Demonstrate knowledge and comprehension of concepts related to prescription appropriateness, medication errors and adverse drug effects.
4. Demonstrate knowledge and comprehension of the roles of third parties
   a. Describe the impact of third party payers on care
   b. Describe the role of accreditation and quality improvement agencies in pharmaceutical care.

F. Demonstrate knowledge and comprehension of principles of evidence-based medicine

1. Demonstrate comprehension of the scientific method and pharmacy research
   a. Describe aspects of the research process.
   b. Describe the roles of various groups or organizations in the research process.
      (1) Describe the role of Institutional Review Boards, Animal use Committees and ethical standards.
      (2) Identify various government bodies and organizations involved in funding research.
2. Demonstrate the ability to critically evaluate research or research papers.
   a. Demonstrate the ability to retrieve and select relevant evidence for clinical questions.
   b. Describe, analyze and evaluate the appropriateness of the research methods, results and conclusions of the work being analyzed.
   c. Describe ways to implement evidence in clinical decision-making.
3. Describe the development of clinical guidelines and their application in patient care.
4. Describe the role of clinical guidelines and quality indicators in quality assessment and improvement.

II. Apply and Integrate pharmaceutical principles in the provision of patient-centered pharmaceutical care

A. Obtain patient health-related information important for recommending appropriate therapy.

B. Apply pharmaceutical principles in the analysis of patient health–related information.

C. Apply and integrate pharmaceutical principles in the evaluation of therapeutic alternatives.

D. Integrate pharmaceutical principles with patient health-related information to develop the care plan.
   1. Collaborate with physicians, other health care professionals, patients and/or their caregivers to formulate a pharmaceutical care plan.
   2. Develop a plan to manage drug therapy and reinforce appropriate patient behaviors.

E. Implement the care plan.
   1. Recommend appropriate drug therapy including medication doses, drug delivery systems and therapeutic regimens based upon relevant patient factors such as pharmacodynamic, physiologic, pharmacokinetic and psychosocial parameters.
   2. Recommend actions to minimize the occurrence of drug-related problems.

F. Monitor, evaluate, and assure the safety and efficacy of the care plan.
   1. Collect accurate and comprehensive information to be used in monitoring therapeutic
outcomes.
   a. Identify ongoing or potential drug-related problems (adverse drug reactions and medication
   errors)
   b. Identify preventable causes
2. Evaluate information needed to prevent or resolve medication-related problems
   a. Patient specific pharmacotherapeutic regimens
   b. Identify appropriate lab monitoring for specific medications and disease states and
correctly
          utilize this information to correctly guide drug therapy recommendations
d. Demonstrate ability to use pharmacokinetic data to make appropriate patient-specific drug
   therapy recommendations
e. Use information obtained from adverse drug reactions and medication error reporting
   systems to identify preventable causes.
4. Implement changes in the Pharmaceutical care plan
   a. Recommend revisions of therapeutic plans based upon patient status
   b. Implement corrective actions to improve drug use.
   c. Recommend actions for prevention of drug-related problems

III Demonstrate values and skills important for the provision of pharmaceutical care

A. Demonstrate effective inter-personal and inter-professional communication skills
   1. Counsel patients or caregivers relative to optimizing therapy
      a. Apply adequate communication skills and educational techniques
      b. Demonstrate empathy when counseling patients and caregivers
      c. Use appropriate sources of patient education information to review indications, adverse
         effects, and dosage, storage and administration techniques
d. Choose appropriate technology in patient education
e. Demonstrate effective patient interview and assessment skills
f. Communicate evidence of efficacy or potential for drug-related problems to the patient
   and/or caregiver and prescriber.
g. Communicate the proper use of medications and medical devices
h. Provide recommendations for follow-up and advise patients on need for further medical
   evaluation
   i. Demonstrate skills to resolve conflicts with patients and providers
   2. Educate groups on drug and disease information
      a. Identify and select education materials regarding drug and disease information tailored to
         the
         needs and educational background of the audience
      b. Demonstrate product usage

3. Effectively communicate to other health care team members’ pertinent information from the
   patient’s medical record, patient therapeutic problems, or therapeutic recommendations

B. Demonstrate clinical skills
   1. Demonstrate ability to use disease state knowledge
      a. Utilize disease state knowledge to identify, correct and prevent patient therapy problems
      b. Apply disease state knowledge to prevent medication-related problems
c. Identify methods of preventing and detecting disease states in target populations
   2. Demonstrate ability to provide drug therapy evaluation, development and monitoring
      a. Identify and prioritize patient problems
b. Design, evaluate and adjust treatment regimens and monitoring plans for optimal outcomes
c. Appropriately document pharmaceutical care plans

3. Demonstrate ability to provide drug information to patients and other health-care professionals
   a. Select appropriate information resources and define sources
   b. Provide accurate and complete information in a timely manner

C. Demonstrate technical skills
   1. Accurately compound individual or bulk medications
   2. Use aseptic technique to prepare sterile pharmaceutical dosage forms

D. Process, prepare and dispense prescription drugs
   1. Evaluate the prescription
      a. Acceptability of the prescription order
      b. Characteristics of the product(s) under consideration that may impact cost and/or therapeutic outcome
      c. Suitability of an extemporaneously compounded prescription formulation for the administration of a desired drug
      d. Suitability of a container for a given drug product based on the chemical and physical properties of the drug
      e. Physical and chemical stability of a given formulation
   2. Dispense prescriptions accurately including the choice of appropriate containers and labeling

E. Demonstrate professionalism
   1. Clearly recognizes patients’ social, cultural and moral concerns and/or values systems and consistently uses this information for appropriate professional interactions
   2. Clearly knows and understands the Pharmacist’s Code of Ethics and utilizes it constantly in all professional interactions
   3. Defends ethical decisions through analysis of ethical principles
      a. Consistently demonstrates sound ethical basis for making decisions in regards to patient pharmaceutical care
   4. Clearly understands the importance of and consistently demonstrates sensitivity for patient confidentiality
   5. Completes assignments, duties, and responsibilities (including patient care responsibilities) on time
   6. Accommodates to changes in workflow to optimize provision of Pharmaceutical care
   7. Consistently generates self-directed learning experience through self-reflection, self-directed inquiries and active involvement in lifelong learning
   8. Logically synthesizes information in order to draw conclusions, hypothesizes and decides a course of action

IV. Manage the medication use system

A. Manage the human resources
   1. Demonstrate knowledge and comprehension of human resources including employer and Employee responsibilities

B. Manage the medication use system
   1. Apply principles of outcomes research and quality assessment methods to the evaluation of pharmaceutical care
      a. Apply policies and procedures that provide for quality assurance/control to improve the effectiveness and efficiency of a given distribution system
b. Utilize a comprehensive database of patient information and pharmaceutical care activities to assess quality of care

c. Use appropriate analytical techniques to analyze data on an individual and the aggregate patient level to assess quality of care and set quality improvement goals

d. Evaluate and select interventions to improve quality of care, identify failures and apply ways

e. Conduct drug utilization reviews

   (1) Identify appropriate drugs for review and develop appropriate process and outcome indicators

   (2) Collect and analyze data for a drug utilization review.

2. Report medication errors and adverse drug reactions to appropriate individuals and organization

**DESCRIPTION OF DOCTOR OF PHARMACY CURRICULUM**

Course requirements for the Doctor of Pharmacy include the general education requirements, pharmacy prerequisites, and the following four years of professional preparation:

Courses and clerkships in the professional curriculum are periodically revised to meet pharmacy education standards. Also, changes in course descriptions, credits, and sequence may require modification due to availability of resources and facilities. Any change in the curriculum will be noted in future catalogs. Current information on the curriculum can be obtained from the Office for Student Affairs in the College of Pharmacy. The current curriculum was revised and approved by the Curriculum Committee and the faculty in May 2005.

All students in the Doctor of Pharmacy program will complete the basic courses and elective requirements as below (146 total credits).

**FIRST PROFESSIONAL YEAR**

<table>
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<tr>
<th>Fall Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PHA 5451</td>
<td>Clinical Biochemistry</td>
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<tr>
<td>PHA 5100</td>
<td>Dosage Forms I</td>
</tr>
<tr>
<td>PHA 5560C</td>
<td>Physiological Basis of Disease I</td>
</tr>
<tr>
<td>PHA 5727</td>
<td>Introduction to Pharmacy Health Care</td>
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<tr>
<td>PHA 5433</td>
<td>Fundamentals of Medicinal Chemistry</td>
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<tr>
<td>PHA 5941C</td>
<td>Introductory Pharmacy Practice Experiences (IPPE I)</td>
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<th>Spring Semester</th>
<th>Credits</th>
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<td>PHA 5101</td>
<td>Dosage Forms II</td>
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<tr>
<td>PHA 5436</td>
<td>Structure and Function of Nucleotides: Basis for Therapy</td>
</tr>
<tr>
<td>PHA 5561C</td>
<td>Physiological Basis of Disease II</td>
</tr>
<tr>
<td>MCB 5252</td>
<td>Microbiological and Immunological Basis for Therapy</td>
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<tr>
<td>PHA 5515</td>
<td>Basic Principles of Pharmacology</td>
</tr>
<tr>
<td>PHA 5781</td>
<td>Pharmacotherapy I</td>
</tr>
<tr>
<td>PHA 5942C</td>
<td>IPPE II</td>
</tr>
</tbody>
</table>

**SECOND PROFESSIONAL YEAR**

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>PHA 5782</td>
<td>Pharmacotherapy II</td>
</tr>
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</table>
PHA 5516   Pharmacological Basis of Therapeutics I  4
PHA 5437   Medicinal Chemistry I  3
PHA 5719   Introduction to Quantitative Methods in Pharmacy  3
PHA 5127   Basic Principles of Dose Optimization I  2
PHA 5943C   IPPE III  1

**Spring Semester**

PHA 5783   Pharmacotheraphy III  5
PHA 5517   Pharmacological Basis of Therapeutics II  4
PHA 5438   Medicinal Chemistry II  3
PHA 5742C   Professional Communications in Pharmacy Practice  2
PHA 5128   Basic Principles of Dose Optimization II  2
PHA 5944C   IPPE IV  1

18

**THIRD PROFESSIONAL YEAR**

**Fall Semester**

PHA 5784   Pharmacotheraphy IV  3
PHA 5226   Evidence-Based Pharmacy  4
PHA 5239   Legal and Organizational Environment of Medicines Use  3
PHA 5104   Dosage Forms and Contemporary Pharmacy Practice  2
PHA 5113   Drug Therapy Monitoring and Pharmacogenomics  2
PHA 5108L   Pharmaceutical Skills Laboratory I  2
XXX XXXX**  Electives  2

18

**Spring Semester**

PHA 5787   Pharmacotheraphy V  3
PHA 5267   Critical Appraisal of Pharmacoeconomic Studies  1
PHA 5109L   Pharmaceutical Skills Laboratory II  1
XXX XXXX*  Electives  2
PHA 5000**  Advanced Pharmacy Practice Experiences (APPE)  8

15

*Pharmacy electives are required. Certain non-PHA courses and graduate PHA courses can qualify for pharmacy electives for the PharmD degree. Students must pay the graduate tuition rate per credit hour above the annualized tuition and fees for non-PHA and graduate PHA coursework taken for pharmacy electives.

**APPE’s will be selected by students with direction and assistance from the Office of Experiential Programs.

Each student is required to take 11 months of APPE rotations. APPE’s are offered in affiliated institutions and pharmacies throughout Florida. Students may be required to complete APPE’s at off-campus sites at their own expense. Certain APPE sites may require regulations that include, but are not limited to, evidence of malpractice insurance and drug testing.

A criminal background check is required for each pharmacy student prior to entry into APPE’s to meet the standards established by the Joint Commission on Accreditation of Healthcare Organizations (JACHO). Other background checks are also required involving social security number verification, employment record, and presence on state and national exclusion lists. Periodic drug screens are required by selected hospitals. Blood titers for immunity against selected diseases may be required by some hospitals. An up-to-date TB skin test or chest x-ray is required.

Students are not permitted to enroll in APPE’s unless they pass all didactic courses offered in the pharmacy curriculum prior to clerkships, and earn at least a 2.00 grade point average for all coursework attempted. Students must also make at least a grade of C or better in selected courses.
FOURTH PROFESSIONAL YEAR

<table>
<thead>
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<th>Semester</th>
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<td>PHA 5788</td>
<td>Pharmacotherapy VI</td>
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<td></td>
<td>PHA 5352</td>
<td>Herbal Medicines</td>
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</tr>
<tr>
<td></td>
<td>XXX XXXX**</td>
<td>Electives</td>
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</tr>
</tbody>
</table>

Elective Pharmacy Courses

See the Class Schedules page located on the College of Pharmacy website, www.cop.ufl.edu, for a listing of elective courses offered by semester.

Internship

Students can choose to take internship positions as part-time or full-time employees in community or hospital pharmacies during holidays, weekends, and summer sessions. Internship opportunities with the Public Health Service, pharmaceutical industry, governmental agencies, and pharmacy associations are also available to broaden a student’s perspective and experience in the pharmacy profession.

Internship hours outside the PharmD curriculum are not required by the Florida Board of Pharmacy for licensure in Florida. Other states, however, may require a minimum number of internship hours beyond the PharmD curriculum. Students interested in practicing pharmacy outside of Florida should contact that state’s board of pharmacy for licensure requirements.

COMBINED DEGREE PROGRAMS

Doctor of Pharmacy and B.S. in Nutritional Sciences Degree Program

Students who were majoring in nutritional sciences in the College of Agriculture and Life Sciences prior to admission to the College of Pharmacy may receive dual credit for courses taken in the pharmacy curriculum. Students who complete requirements for the B.S. in Nutritional Sciences degree may receive this diploma prior to graduation from the College of Pharmacy.

Doctor of Pharmacy/Master of Business Administration Dual Degree Program

This program allows students interested in both management and pharmacy administration to obtain both degrees concurrently in five years, after two years of prepharmacy coursework. Candidates for the program must meet the entrance requirements and procedures for the Graduate School, the MBA program, and the College of Pharmacy. The concurrent degree program is not open to students who have already earned one of the degrees. A student must satisfy the curriculum requirements for each degree. Students at distance education campuses in Jacksonville, Orlando, and St. Petersburg may apply for this program. If admitted, the student will be transferred to the Gainesville campus to complete the graduate courses in business administration and the remaining didactic courses for the PharmD degree. Students in the combined degree programs do not pay annualized tuition. They pay the graduate tuition and fees per credit hour for the graduate courses and remaining pharmacy courses inclusive of APPE’s required in the summer semester of the third professional year.
Doctor of Pharmacy/Master of Public Health

Graduates of this joint degree program will blend knowledge and skills of both health care disciplines to better meet the challenges of being an effective educator, researcher, and leader in the prevention of disease and the promotion of health. Pharm.D. graduates will have a base of knowledge in pathophysiology, microbiology, immunology, pharmacology, medicinal chemistry, pharmacokinetics, pharmacotherapy, pharmacy health care systems, and pharmacy practice that will enhance the curriculum outcomes of the MPH program. This knowledge in combination with fundamental public health principles in biostatistics, epidemiology, environmental health, health services administration and behavioral and social sciences should prepare graduates to make significant contributions to the health care of citizens in our state and nation.

The joint PharmD/MPH program provides pharmacy students with the opportunity to improve their clinical decision making skills using a population perspective and to enhance their ability to translate scientific evidence involving public health into their clinical practice.

Students at distance education campuses in Jacksonville, Orlando, and St. Petersburg may apply for this program. If admitted, the student will be transferred to the Gainesville campus to complete the graduate courses in public health and the remaining didactic courses for the PharmD degree. Students in the combined degree programs do not pay annualized tuition. They pay the graduate tuition and fees per credit hour for the graduate courses and remaining pharmacy courses inclusive of APPE’s required in the summer semester of the third professional year.

Doctor of Pharmacy/Juris Doctorate in Law

The purpose of the PharmD/JD joint degree program is to facilitate the process of Doctor of Pharmacy (PharmD) students to obtain the Juris Doctorate (JD) degree; and, of law students to obtain the PharmD degree. A joint degree program through the College of Pharmacy and the Levin College of Law will allow pharmacy students who desire a degree in law to gain the requisite knowledge and skills to reach their future professional goals. The joint degree program will provide Doctor of Pharmacy (Pharm.D.) students with legal skills in a variety of areas. The graduates of this program should be prepared for careers in a diverse range of health care and legal areas. Law students may want to obtain a Doctor of Pharmacy degree as means of becoming experts in pharmacy and related health care issues to solidify their career goals in the pharmaceutical and health care systems. Thus, graduates of this joint degree program should be prepared for careers in a diverse range of health care and legal areas.

The joint degree program is not open to students who have already earned one degree.

Students at distance education campuses in Jacksonville, Orlando, and St. Petersburg may apply for this program. If admitted, the student will be transferred to the Gainesville campus to complete the graduate courses in law and the remaining didactic courses for the PharmD degree. Students in the combined degree programs do not pay annualized tuition. They pay the graduate tuition and fees per credit hour for the graduate courses and remaining pharmacy courses inclusive of APPE’s required in the summer semester of the third professional year.

Doctor of Pharmacy/Doctor of Philosophy in the Pharmaceutical Sciences

Students who take graduate courses and obtain research experience while in the professional program for the Doctor of Pharmacy may shorten the time frame for meeting degree requirements for the Doctor of Philosophy in the Pharmaceutical Sciences. Students must be accepted by the Graduate School and one of the pharmaceutical science departments in the College of Pharmacy in addition to the College of Pharmacy Doctor of Pharmacy program. Admission criteria for the graduate program include a grade point average of 3.2 or greater and a Graduate Record Examination (GRE) score of 1100 or greater. Other admission criteria may be required, (e.g., Test of English as a Foreign Language, TOEFL).

The Doctor of Pharmacy degree would be granted upon completion of the four professional years in the
College. The Doctor of Philosophy in the Pharmaceutical Sciences degree would be awarded after all requirements have been met, usually within three to four years after receiving the Doctor of Pharmacy degree. Pharmacy students are encouraged to investigate research career opportunities with pharmacy faculty as they proceed through the pharmacy program.

Students at distance education campuses in Jacksonville, Orlando, and St. Petersburg may apply for this program. If admitted, the student will be transferred to the Gainesville campus to complete the graduate courses in pharmaceutical sciences and the remaining didactic courses for the PharmD degree. Students in the combined degree programs do not pay annualized tuition. They pay the graduate tuition and fees per credit hour for the graduate courses and remaining pharmacy courses inclusive of APPE’s required in the summer semester of the third professional year.

INDIVIDUAL STUDY COURSES

Students who wish to acquire research experience in pharmaceutical outcomes and policy, pharmacodynamics, medicinal chemistry, pharmaceutics, and pharmacy practice on an individual basis may do so by enrolling in Research in … (Department) with faculty who have agreed to supervise and mentor such work. For additional information, contact a faculty member, your advisor, or Dr. William Millard, Executive Associate Dean and Associate Dean for Graduate Studies and Research. Grades for Research in... courses are on an S-U (satisfactory/unsatisfactory) basis.

REGISTRATION PROCEDURE

All pharmacy students in the didactic phase of the curriculum should see their faculty advisor prior to registration to review course schedule, financial aid, career goals, personal circumstances, etc. Pharmacy students should register for courses using the ISIS system at the University of Florida, www.isis.ufl.edu.

COURSE LOADS

Students expecting to graduate in the normal sequence must take the prescribed credit hours per semester. Students may register for more than the maximum load of 18 hours with the approval of the Academic and Professional Standards Committee.

SCHEDULE CHANGES

The University Registrar provides standard forms for adding or dropping courses and changing sections. All changes must be made with the advisor's knowledge and approval within compliance with the University Calendar.

Adding Courses and Changing Sections
Courses may be added and sections may be changed without petition for four days after classes begin. (See the University Calendar for actual dates). All course additions or section changes after that date must be requested by written petition. You must have the consent of your faculty advisor and course coordinator for all course changes whether or not a petition is required.

Dropping Courses
No student will be allowed to drop a course after the deadline published in the University Calendar. Students seeking an exception to this policy must follow the appropriate college petitions process through the Academic and Professional Standards Committee. Drops processed after the published deadline which are not approved for exception through the petitions process will be assigned grades of WF (withdrawn failing) which will be calculated as failing grades.

Withdrawals
It is each student's responsibility to make every effort to complete the full term at the University. Any
student who withdraws after the deadline published in the University Calendar shall be assigned grades of WF (withdrew failing) in all courses and will be subject to suspension and exclusion regulations.

Students on academic probation who withdraw from the University prior to the final date published in the calendar may continue on probation for one more semester in order to reduce their grade point deficit to zero upon approval by the Academic and Professional Standards Committee. Students who have withdrawn from the College of Pharmacy and the University of Florida either during an academic semester or by retroactive withdrawal must petition the Academic and Professional Standards Committee for readmission to the PharmD program in the UF College of Pharmacy.

Students on probation with the University Committee on Student Petitions must meet the terms of probation specified by the committee.

**Illness Policy**

Students who are absent from classes or examinations because of illness should contact their professors. The student should contact his or her college, by the published deadline, to drop a course for medical reasons. After the college petition deadline, students may petition the University Senate Committee on Student Petitions to drop a course for medical reasons. A student who must withdraw from all courses for medical reasons should contact the Dean of Students Office in Peabody Hall as well as the Office for Student Affairs in the College of Pharmacy.

**CLASS ATTENDANCE**

Class attendance is required unless otherwise indicated by the instructor. Students may be dropped from courses for failure to attend classes. For further information, refer to the University of Florida Undergraduate Catalog: Student Academic Regulations - Absences or Unsatisfactory Work.

The College of Pharmacy abides by the rules of the Board of Governors and the Board of Trustees which reasonably accommodate the religious observance, practice, and belief of individual students in regard to admissions, class attendance, and the scheduling of examinations and work assignments. A student with a grievance, in which he believes that he/she has been unreasonably denied an educational benefit due to his/her religious belief or practices, may seek redress through the Office of Student Affairs in the College of Pharmacy. Students who miss classes due to religious observance are responsible for course material and assignments.

Students with children should plan their schedules such that children are not attending pharmacy classes or APPE’s. Students with children are expected to make arrangements for childcare such that classrooms, APPE’s, and practicum are not utilized for this purpose.

**Student Health Care Center Policies Regarding Excuse Notes for Student Patients**

The Student Health Care Center (SHCC) providers use the following guidelines when writing excuse notes:

1. Unless specifically requested to do so by the patient, we do not place a diagnosis on an excuse note. A patient’s medical condition is their own private and confidential information. Your instructors and employers have no right to obtain your diagnosis unless you personally choose to share it with them. Furthermore, the SHCC does not release information about your medical and/or psychological condition to University administrators, instructors, parents (unless the student is a minor), or employers without your specific request and release.

2. Our SHCC medical providers make their best estimate of the time at which you will be able to resume classwork or employment duties. However, these dates are only estimates. If you significantly improve prior to our estimated return date, or your illness continues longer than estimated, you may need an additional excuse note written. If you need additional time for recovery prior to returning to classes or work, you must return to see us before that time is needed and not after. It is possible that your medical provider may refuse to write an excuse note
in retrospect ("I was sick for a week longer than you thought, and I need a note now for my classes/work").

3. Our medical providers cannot be expected to write excuse notes for illnesses or problems for which we never provided care. To request a note, stating "I was sick last week...last month...last year...and I need a note for classes or work, but I never saw the doctor" will virtually guarantee that we will refuse your request.

4. If you received care for your illness or injury from a private physician (at home, in Gainesville, etc.) you should request your excuse note from that medical provider rather than from the Student Health Care Center.

5. We allow excuse notes to be written by Physicians, Physician Assistants, Nurse Practitioners, Nurses, and Mental Health Professionals, all of whom are qualified licensed providers. It should not be necessary for you to have an excuse note specifically written by a physician, nor should your employer or professor require you to do so.

Guidelines for Students Attending Educational Meetings

Pharmacy students pursue educational opportunities by attending a variety of meetings such as the American Pharmaceutical Association annual meeting, American Society of Health Systems Pharmacists Mid-Year Clinical meeting, pharmaceutical manufacturer facilities, etc. The following guidelines clarify the procedures for students and state the faculty's position on missed class time.

- The policy of the College of Pharmacy faculty on attendance is stated above. Attendance in pharmacy classes is mandatory unless the faculty member in charge of the course states otherwise in the course syllabus.

- Pharmacy students who wish to attend a meeting that will result in missed class time must inform the faculty member responsible for the course and the Office for Student Affairs.

- If the meeting will be attended by pharmacy students representing a pharmacy organization, the faculty advisor for the organization must be informed about the purpose of the meeting, dates of meeting, amount of missed class time, etc. The faculty advisor should keep the Office for Student Affairs informed of such plans.

- The Senior Associate Dean for Professional Affairs will approve pharmacy students attending a meeting and notify faculty of the dates of the meeting, type of meeting, and the date students should be back in class.

- For those meetings that the Senior Associate Dean for Professional Affairs approves as a College endorsed educational meeting, students may miss class but are responsible for the material covered in class. Academic penalties for missing class should be waived in this instance. In other words, the missed class time is an excused absence but these students are responsible for assignments, quizzes, exams, class notes, laboratory exercises, etc.

- Pharmacy students who miss class due to attendance at an approved educational meeting must make arrangements with the faculty well in advance of the meeting (at least 2 to 4 weeks) to make-up missed assignments, quizzes, laboratory exercises, etc. Faculty should establish deadlines for make-up work to be completed.

- Pharmacy students who miss class to attend a meeting not approved by the Senior Associate Dean for Professional Affairs as an educational meeting, are responsible for the course material. These absences will be considered unexcused, thus academic penalties may be instituted by the faculty member responsible for the course. Make-up work for these students that require faculty supervision is at the discretion of the faculty member (i.e., make-up quizzes, exams, and laboratory exercises).
Pharmacy student leaders and/or faculty advisor to the pharmacy student organization involved in attending a meeting that results in missed class time, must notify the Office for Student Affairs of the dates, addresses where students may be contacted, and the names of the students attending.

If possible, pharmacy students should plan to attend educational meetings at times that do not interfere with class time (e.g., summer, semester break time, Spring break time).

**UF COMPUTER POLICY**

Access to and on-going use of a computer will be required for all students to complete their degree program successfully. The University of Florida expects each student to acquire computer hardware and software appropriate to his/her degree program. Competency in the basic use of a computer is a requirement for graduation. Class assignments may require use of a computer, academic advising and registration can be done by computer and official university correspondence is often sent by e-mail.

While the University offers limited access to computers through its computer labs, most students will be expected to purchase or lease a computer that is capable of network connection to the internet, graphical access to the World Wide Web, and productivity functions such as word processing and spreadsheet calculation. Individual colleges will define specific configurations required for their curricula. The College of Pharmacy requires a laptop computer for all pharmacy students. Cost of a computer will be included in financial aid considerations.

**COLLEGE OF PHARMACY STUDENT COMPUTER REQUIREMENT**

Incoming students Fall 08' are required to have the hard drives encrypted on their personal laptops. Whole disk encryption is just one key element in ensuring that the information on your laptop is secure. There are many whole disk encryption software packages on the market. Two products that COP IT is familiar with are TrueCrypt and PGP, many more are available and these are provided only as an example.

SECURITY TIPS: We expect our incoming pharmacy students to educate themselves and have a raised awareness of the need to secure their laptops in the Health Science Center computing environment.

- Never store Restricted Information (patient name, social security number, address, phone, date of birth, drivers license number, maiden name, credit card number, etc) on removable media such as thumb disks, memory sticks, or cd's; they’re too easy to lose track of
- Never put Restricted Information in email or in an instant message
- Never leave laptops or personal digital assistants (PDAs) unattended and unlocked, not even for a minute; They’re highly desirable, and very easy to steal
- Use a strong password (min 8 chars and contains at least 1 letter, 1 number, 1 capital, 1 lower case, and 1 special character) on your computer so it cannot be easily guessed
- Ensure you have set an inactivity timeout on your computer so it automatically locks requiring a password to unlock
- Always wear your Gator 1 ID badge at all times; it helps us determine when someone else is in a place they should not be
- Your computer activity is tracked by HSC IT services
- We STRONGLY discourage Pharmacy students from using Peer 2 Peer software on their laptops, Please refer to the bullet above.

**WEBCAM REQUIREMENT**

Incoming students Fall 08' are required to purchase a webcam that can connect to their laptop computers. The minimum technical requirements are:

- Video resolution minimum of 640 X 480 at 15 frames per second for a 320 X 240 window
- USB cable connection
Built-in microphone or separate microphones are acceptable. A webcam with a built-in microphone is easier to configure and less likely to cause a conflict with other audio hardware. No special software is required. Students will use the free Windows Movie Maker to capture and produce video. (A detailed tutorial will be provided.)

The College of Pharmacy does not recommend a particular brand webcam. We do tend to have more experience with Logitech webcams, however any brand meeting the technical requirements noted above is acceptable.

Here are some webcams that meet the above requirement ...

- Quickcam Communicate STX
- Quickcam Deluxe for Notebooks

All incoming students will be required to test out their webcam before classes begin. The activity will be detailed in the "Summer 2008 Computer Competency" site within the UF E-Learning System.

Computer Hardware

- Any laptop capable of running MS Vista will meet College of Pharmacy hardware requirements
- DVD Player
- Sound Card and Speakers
- Wireless LAN Adapter Required

**Computer Hardware Accessories requirements**

Combined microphone (typically 3.55 mm plugs) and speaker headset.

**Note that we advise against using separate microphones and built-in computer speakers as the sound from computer speakers can be picked up from the microphone and cause feedback and distortions affecting other participants.**

A good headset at Best Buy will run $20-$30.

Additional software may be required for individual classes.

The College uses PC compatible tools to create video presentations and interactive content. We strongly advise you not to buy a Macintosh. Some content is incompatible with the Mac and with PC emulators for the Mac. We will not be able to assist you if you have problems.

Computer Software

- Microsoft Windows (VISTA is current OS, XP is acceptable)
- Microsoft Office (2003 or 2007)
- Acrobat Reader 8
- McAfee AntiVirus 8.0 or 8.5 [http://www.software.ufl.edu](http://www.software.ufl.edu) free for enrolled students
- Windows Firewall or Equivalent
- Windows Defender or Equivalent

As of 6/26/09 all incoming Fall 2009 PharmD students are required to have an iPod touch. An iPhone will also meet this requirement.

Apple iPod touch

Apple Store

**Hardware**

All entering PharmD students must have an iPod touch (or iPhone) and a computer meeting minimum UF and College of Pharmacy
The following is the minimum recommended hardware configuration:

**iPod touch**
8GB

**Services**
- Broadband Access Required
- Gatorlink Email Address

The College will transmit materials to the student in a format that can be processed by the listed software. The student must transmit materials to the College in a format that can be processed by the listed software.

Internet access and email address are requirements. All admitted College of Pharmacy students are required to create and use a Gatorlink e-mail address as soon as possible for all college-related activity. This Gatorlink e-mail address must not be forwarded to another e-mail provider.

- **Gatorlink Home Page**
- **UF Computer Requirement**

The College regrets that it cannot answer questions from individual students about GatorLink accounts. We suggest you call the UF help desk at 352-392-HELP. Furthermore, we cannot answer questions or do repairs on your laptop.

**Broadband**

A broadband internet connection, defined as Cable Modem, DSL, or Satellite, is required for all students including distance education. You can search for a suitable service provider on the following lists.

- www.thelist.com
- www.findanisp.com
- www.theispguide.com
- www.getanisp.com
- www.ispcompared.com

**Special Note for WPPD Students**

Students enrolled in the Working Professional PharmD (WPPD) program are not required to purchase or use a portable computer. A desktop computer may be used for our program. WPPD students may find a portable (laptop or notebook) computer with a wireless network card helpful for on-campus orientations. However, it is not required.

**Gatorlink**

Official University and College business email will be communicated to students using the University Gatorlink email account. That is, official mail will be sent exclusively to GatorlinkUsername@ufl.edu. The required email address recorded for all students will be the Gatorlink address. This is the email address displayed in the online phonebook. Students should not forward their mail to other mail services.

Students can obtain a GatorLink account at http://www.gatorlink.ufl.edu/ or by calling 352-392-HELP.

**RESIDENCE REQUIREMENT**

To obtain a Doctor of Pharmacy degree a student must have satisfactorily completed 6 years of approved college work, the last four as a full-time student in an accredited school of pharmacy. A transfer student from another school of pharmacy must have completed at least one academic year in residence as a full-
time student at this College before a degree may be granted.

DIDACTIC COURSEWORK AND ADVANCED PHARMACY PRACTICE EXPERIENCES

Students are not permitted to take didactic coursework during APPE’s. Students in the Pharm.D./MBA and PharmD/MPH programs may take courses during APPE’s in order to satisfy degree requirements in the MBA and MPH programs. Course loads above 19 credits will require approval through the Academic and Professional Standards Committee.

PROFESSIONAL STANDARDS FOR GRADUATION

Progression in the Professional Degree Program – Professional Behaviors

Students are expected to abide by the University of Florida Student Conduct Code and the Pledge of Professionalism established by the College of Pharmacy. The University of Florida’s Honor Code is included in the Student Conduct code. Students also must fulfill the Technical Standards for pharmacy students. The above codes and the affective, cognitive, and psychomotor standards as described in the Student-Faculty Handbook must be met in order for a pharmacy student to meet the professional standards for graduation and to fulfill the mission statements of the College of Pharmacy and the University of Florida.

Students who are held accountable for violations of the Student Conduct Code for the University of Florida may be given a letter of reprimand, placed on conduct probation, suspended for period of time, required to acquire professional evaluation and counseling or other medical care, required to complete community service, or expelled. Accountability for sexual harassment, academic dishonesty, violation of HIPPA or privacy regulations, chemical impairment, violation of state and federal laws, etc. may delay or permanently prohibit progression in the PharmD curriculum. Due process review for charges of violations of the Student Conduct Code are stated in the University brochure on Student Rights and Responsibilities. The College’s Academic and Professional Standards Committee and the Health Center Student Conduct Standards Committee may review and make decisions on unprofessional behaviors of students per College and University policy.

ACADEMIC PERFORMANCE AND ADVISING

ACADEMIC PERFORMANCE

Academic Probation and Dismissal

University Probation

A student with less than a 2.00 overall grade point average shall be placed on scholarship probation. Such probation will continue until the deficit is satisfied.

University Dismissal
A student with 15 or greater grade point deficits below a C average (2.00) shall be dismissed from the University. Upon readmission the student must achieve conditions for probationary status in order to remain at the University of Florida.
**Academic Policies for the College of Pharmacy**

Please note that as of summer semester term A 2009, the University of Florida converted to a minus grade system. For the purposes of defining a grade less than C, a C minus grade is included in this definition. Thus, grades of C-, D+, D, D-, E, and I or N grades being calculated as an E grade in the gpa are counted as grades less than C.

College of Pharmacy students are subject to University regulations which pertain to overall grade point deficits (scholarship probation and dismissal for academic reasons). In addition, students must make normal academic progress in the College's professional curriculum.

A student with a grade point deficit of 10 or less points below a C average in required pharmacy courses (exclusive of elective courses) shall be placed on College probation. The student shall be permitted one semester immediately following notification of probation (except the Summer Semester) to eliminate the grade point deficit and return to a C average in required pharmacy courses. Failure to do so shall mean dismissal from the College of Pharmacy.

A student on academic probation will be limited to the necessary minimum number of course hours required for that semester.

A student on probation will not be permitted to seek or hold offices in any student organization or to represent the College of Pharmacy in any capacity.

A student who has been dismissed or has withdrawn from the College of Pharmacy and subsequently readmitted will be subject to the current curriculum and regulations on probation and dismissal.

A student who has a grade point deficit of 10.5 or more points below a C average in required pharmacy courses, exclusive of elective course work, shall be dismissed from the College of Pharmacy.

A student who is placed on academic probation for a second time must make up the grade point deficit points below a C average by the end of the probationary semester. A student shall not be placed on academic probation for a third time but shall be dismissed from the College of Pharmacy.

A student who is on academic probation is not permitted to withdraw or drop pharmacy classes unless approved to do so by the Academic and Professional Standards Committee.

A student will not be allowed to graduate until the conditions of academic or conduct probation have been satisfied.

A student must repeat all required pharmacy courses, exclusive of elective courses, in which an E grade was received. All repeat course work must be completed with a satisfactory grade prior to consideration for graduation.

Students must have at least a C average in required pharmacy courses prior to enrollment in APPE courses, and make a C grade in selected coursework (pharmacotherapy IV and V).

Students are not permitted to enroll in APPE courses unless they pass all coursework offered in the PharmD curriculum prior to APPE’s.

A student who has completed the professional curriculum but who does not attain a minimum 2.00 overall grade point average in required pharmacy courses as well as a minimum 2.00 grade point average for all courses while enrolled in the College of Pharmacy shall not be considered for the Doctor of Pharmacy degree.
**Academic Policies for Specific Course Sequences**

Students must have at least a C average in all APPE coursework attempted to be considered for graduation.

Students must make at least a C grade in pharmacotherapy IV and pharmacotherapy V. Grades less than C will require a repeat of the course and the student must make at least a C grade.

**Academic Policies for Progression in the Professional Program**

A student who does not attain at least a C average (2.0) in required pharmacy courses in the first professional year of study will not be allowed to take pharmacy courses required in the second professional year. Similarly, students in the second professional year of pharmacy studies must attain at least a C average in required pharmacy courses for that professional year in order to take required pharmacy courses in the third professional year. Likewise, a student in the third professional year must achieve at least a C average in required pharmacy courses exclusive of clerkships in order to enter into APPE courses. Exceptions to the above policy must be approved by the Academic and Professional Standards Committee.

A student who does not attain at least a C average in required pharmacy courses in a professional year of course work will have one semester of academic probation to remove grade point deficits so that at least a C average in required pharmacy courses is achieved.

**Four Grades Less than C Policy**

A student who makes a total of four grades less than C (C-, D+, D, D-, E) or any combination of these letter grades in required pharmacy courses will be dismissed from the College of Pharmacy.

**Note on the 4 Grade Less than C Policy**

Many of the petitions reviewed by the Academic and Professional Standards Committee involve students who have earned four or more grades in required coursework below a C letter grade. This situation results in academic dismissal. Students are not automatically carried forward into the PharmD program when they have made four or more grades less than C in required coursework. Students must petition to remain in the College of Pharmacy if they have four or more grades less than C in required coursework. A petition to remain in the College of Pharmacy after making four or more grades less than C in required pharmacy coursework is not an automatic decision for approval by the Academic and Professional Standards Committee. Each petition is decided based on the specific circumstances and records presented. Students with four or more grades less than C in required pharmacy coursework may not be allowed to continue in the PharmD curriculum. Those who are approved for further coursework must meet academic probation conditions and take a revised course of study that adds another year to the time frame for the PharmD degree. This information is presented because recent feedback from students who have petitioned indicated that they assumed they would be granted another year to retake coursework in which D or E grades were earned so they stopped trying to succeed in courses in which they were having academic difficulty. This is not a valid assumption.

**Petitions - Appeals - Academic and Professional Standards Committee**

All requests for waiver of academic regulations must be submitted in writing to the Academic and Professional Standards Committee. In many instances, the petition must be accompanied by written documents such as a letter from a physician or clinical psychologist or agency such as the Professional Recovery Network or copies of medical records. Failure to provide such documentation may constitute grounds for denial of a petition. Faculty advisors can direct students in the proper procedure. An appeal from a committee decision shall be treated as a new petition with the provision...
that the student must submit further evidence of increased hardship or changed conditions for the appeal to be considered.

**Academic and Professional Standards Committee**

Each student is responsible for submitting his/her own petition. The Academic and Professional Standards Committee of the College of Pharmacy will act on all petitions concerning internal matters within the College of Pharmacy. The University Senate Committee on Student Petitions acts on all other matter (e.g., petitions for retroactive medical withdrawal). Students may seek guidance from the Office for Student Affairs in all matters concerning petitions. The Dean may review appeals on the decisions of the Academic and Professional Standards Committee.

**Petition Procedures**

If a student does not meet the academic standards of the College of Pharmacy, he/she may petition the Academic and Professional Standards Committee for an exception to the policy. The Academic and Professional Standards Committee meets on an as needed basis and regularly meets at the end of a semester to review petitions.

Students who desire to petition the Academic and Professional Standards Committee must submit a petition using the form located on the College of Pharmacy website (www.cop.ufl.edu) under the Office for Student Affairs and then Academic Performance. The student is encouraged to meet with their faculty advisor. If the meeting cannot take place in a feasible way, the petition form can be submitted without the faculty advisor’s signature.

Students have the option of appearing before the Academic and Professional Standards Committee to present the petition and answer questions. The time frame for a meeting with the Academic and Professional Standards Committee is usually about 10 to 15 minutes but can be longer as necessary. If a student does not want to appear before the Committee, the petition can be considered without the student present. Students who plan to petition will be given an estimate of the time frame for them to be present to meet with the Academic and Professional Standards Committee.

The Academic and Professional Standards Committee makes a decision after reviewing the student’s academic record, any other pertinent information presented by the students, e.g., physician reports, counselor’s recommendations, etc., and the circumstances stated in the student’s petition. Each petition is considered on its own merits.

The student is officially informed of the decision by letter from the Senior Associate Dean for Professional Affairs. If the petition is approved, a revised plan of study and terms of agreement for the conditions of academic probation are prepared for the student. The student has five days to agree to the terms by signing the agreement and returning it to the Senior Associate Dean for Professional Affairs. If a petition for readmission or continuation in the College of Pharmacy is denied, the student may meet with the Senior Associate Dean for Professional Affairs to discuss options regarding their educational plans.

Please understand that the approach by the Academic and Professional Standards Committee consists of learning what is going on in a student’s life that has adversely affected academic performance so that appropriate interventions may be considered. Those interventions include, but are not limited, to continuation under academic probation, recommending a retroactive medical withdrawal, referral for counseling, and dismissal to give a student time away from the College to gain stability in their life circumstances. At the same time, the Academic and Professional Standards Committee is charged with upholding the standards of the College of Pharmacy and serving as a door keeper to the profession of pharmacy.
ACADEMIC HONORS

(Effective August 2004 for the graduating pharmacy class of 2008 and thereafter)

Dean’s Honor Roll

Pharmacy students who achieve a 3.5 GPA in required pharmacy courses during a semester will be listed on the Dean’s Honor Roll. Students must take at least 12 semester credits of required courses (excluding electives) to qualify for the academic honor. Students receiving an E, I, N or U grade during the semester will not be considered for the Dean’s Honor Roll. Students in the third professional year in the spring semester are eligible for the Dean’s Honor Roll with a minimum of 12 credit hours inclusive of two credits of pharmacy elective coursework.

Graduation with Cum Laude

- Completion of all pharmacy coursework in the Doctor of Pharmacy curriculum.
- A grade point average of 3.50 or higher in required pharmacy courses.

Graduation with Magna Cum Laude

- Completion of all pharmacy coursework in the Doctor of Pharmacy curriculum.
- A grade point average of 3.60 – 3.79 in required pharmacy courses.
- Completion of a project, submission of a report, and presentation via adherence to College of Pharmacy guidelines.
- Approval by the student’s supervisor, the supervisor’s department chair, and the Graduate Studies Council.

Graduation with Summa Cum Laude

- Completion of all pharmacy coursework in the Doctor of Pharmacy curriculum.
- A grade point average of 3.80 or higher in required pharmacy courses.
- Completion of a project, submission of a report, and presentation via adherence to College of Pharmacy guidelines.
- Approval by the student’s supervisor, supervisor’s department chair, and Graduate Studies Council.

GUIDELINES FOR PROJECT REPORTS TO GRADUATE WITH MAGNA CUM LAUDE OR SUMMA CUM LAUDE ACADEMIC DISTINCTION

- The project allows you the opportunity to work with one of the professors in the College of Pharmacy so that you might gain insight into the thinking process involved in formulating a resolution to question related to the pharmacy profession.

- The project can be done at any time while a pharmacy student in the University of Florida College of Pharmacy. This includes the summers between professional years of study. Course credit is not required. Projects can be completed during APPE’s.

- Projects must have a faculty supervisor. Students should seek approval for the project from the immediate faculty supervisor, and the faculty supervisor should check with the department chair or assistant dean at distance education campus site for approval.

- Projects can be laboratory or clinic based. Scholarly work in the literature about a therapeutic dilemma or other type of research question is acceptable.

- Please have the paper typed, double-spaced, using 12 font. The paper should be more than
3000 words.

- The report should contain the following elements: Statement of the research question (i.e., goal/objectives for the research question); discussion of the literature regarding the research question (i.e., history of research performed, comparison of different approaches); methods to gain data or information; presentation of findings; evaluation of the most promising resolution of the research question (i.e., discussion of the results of research with emphasis on the approach that seems to answer the question); conclusion/summary; and, references. The content of the paper is guided by the topic and your discussion with the pharmacy professor about what is required in the paper. Therefore, you have flexibility regarding content. The above statements are intended as guidelines.

- References should be consecutively numbered in the term paper; then listed at the end of the paper in numerical order of citation. That is, use (1), (2) to reference an idea or data obtained from a journal or text; then, list the number in the reference as 1. reference for (1); 2. reference for (2), etc.

- You may include pictures, graphs, tables, and figures.

- Identify the faculty member with whom you worked on the title page of the report.

- Give the original report to the faculty member.

- Make arrangements to make a presentation of the research project to peers and faculty as determined by the faculty member and/or department in the College.

- Have the faculty member who supervised your project sign the approval form that the project meets the requirements for graduation with magna cum laude or summa cum laude.

- The report and approval form are due to Dr. William Millard, Executive Associate Dean and Associate Dean for Graduate Studies and Research no later than two weeks prior to the date of graduation. Approval by the Graduate Studies Council is required.

**GRADES**

**Passing, Non-Punitive and Failing Grades**

The Office of the University Registrar records student grades. The information below is reproduced from the University Registrar’s web site at [http://www.registrar.ufl.edu/catalog/policies/regulationgrades.html](http://www.registrar.ufl.edu/catalog/policies/regulationgrades.html).

The word "credit" refers to one semester hour, generally representing one hour per week of lecture or two or more hours per week of laboratory work.

**Passing Grades and Grade Points Prior to Summer A 2009**

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>A</th>
<th>A-</th>
<th>B+</th>
<th>B</th>
<th>B-</th>
<th>C+</th>
<th>C</th>
<th>C-</th>
<th>D+</th>
<th>D</th>
<th>D-</th>
<th>E</th>
<th>WF</th>
<th>I</th>
<th>NG</th>
<th>S-U</th>
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</thead>
<tbody>
<tr>
<td>Grade Points</td>
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<td>3.5</td>
<td>3.0</td>
<td>2.5</td>
<td>2.0</td>
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**Passing Grades and Grade Points Effective Summer A 2009**

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<tr>
<th>Letter Grade</th>
<th>A</th>
<th>A-</th>
<th>B+</th>
<th>B</th>
<th>B-</th>
<th>C+</th>
<th>C</th>
<th>C-</th>
<th>D+</th>
<th>D</th>
<th>D-</th>
<th>E</th>
<th>WF</th>
<th>I</th>
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<th>S-U</th>
</tr>
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<tr>
<td>Grade Points</td>
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</tbody>
</table>
Note: The degree-granting college may require a minimum grade of C in particular courses.

Non-Punitive Grades and Symbols – Zero Grade Points; Not Counted in GPA

W = Withdrew
U = Unsatisfactory
H = Deferred grade assigned only in approved sequential courses or correspondence study
N* = No grade reported
I* = Incomplete

Failing Grades – Zero Grade Points; Counted in GPA

E = Failure
WF = Withdrew failing
NG = No grade reported
I = Incomplete

I*, N* and I, NG Grades

I* or N* grades recorded on the student record indicate the non-punitive initial-term receipt of an I or NG. A grade of I* or N* is not considered a failing grade for the term in which it is received, and it is not computed in the grade point average. However, if the I* or N* has not been changed by the end of the next term for which the student is enrolled and receives grades, it will be counted as a failing grade and used in computation of the grade point average.

For purposes of determining grade point average after the initial receipt of an I* or N* grade, the three summer terms are considered collectively as a single term. I* and N* grades are not assigned to graduating students; they receive failing grades of I or NG.

An incomplete grade may be assigned at the discretion of the instructor as an interim grade for a course in which the student has completed a major portion of the course with a passing grade, been unable to complete course requirements before the end of the term because of extenuating circumstances, and obtained agreement from the instructor and arranged for resolution of the incomplete grade. Instructors are not required to assign incomplete grades.

If make-up work requires classroom or laboratory attendance in a subsequent term, the students should not register for the course again. Instead, the student must audit the course and pay course fees.

If the make-up work does not require classroom or laboratory attendance, the instructor and student should decide on an appropriate plan and deadline for completing the course.

When the course is completed, the instructor will submit a change of grade to the Office of the University Registrar. These procedures cannot be used to repeat a course for a different grade. An I grade should not be assigned to a student who never attended class; instead, instructors may assign a failing grade or no grade at all, which will result in assignment of N*.
Satisfactory/Unsatisfactory Grade Option

Students may take elective coursework and receive a grade of S-satisfactory or U-unsatisfactory. Grades received under the S/U option do not carry grade point values and are not computed in the grade point average, but the grades do become part of the academic record.

Students may not elect the S/U grading option for elective clerkship courses. Students should note that other academic institutions or agencies may interpret a grade of U as a failing grade in their grade point average computation.

To be eligible to enroll under the S/U option for an elective course, a student must be in good standing, may not be on any type of probation; and must have approvals of the instructor and the department offering the course and the Dean of the student’s college. Only one course per term ordinarily will be approved.

The deadline for electing the S/U option for an elective course is the last day of drop/add. Students who elect the S-U option may request that their instructors later assign a standard grade; however, the instructor may not approve a change from standard grading to the S/U option past the drop/add deadline.

Grade Point Averages and Deficits

The term "average," as used in any University regulation, refers to the grade point average for work completed at the University of Florida. Grades received at other institutions are NOT averaged with grades received at the University of Florida for the purpose of meeting University average requirements. Other agencies and honorary societies will compute averages in accordance with their own standards and policies.

Averages are determined by computing the ratio of grade points to semester hours attempted.

A grade point deficit is defined as the number of grade points below a "C" average on hours attempted at the University of Florida. If the grade point average is less than 2.0, there is a grade point deficit.

Only grades higher than "C" will lower a deficit. Every credit of C+ earned removes 0.33 points from a deficit (a C+ in a three-credit course removes 0.99 deficit points); every credit of B removes 1 deficit point; and every credit of A removes 2 deficit points.

Computation of a grade point deficit is dependent upon first calculating the grade point average. Multiply the total UF hours carried for a grade by 2 (for 2.0 GPA) and subtract the total grade points earned to determine the deficit.

**SAMPLE CALCULATION**

<table>
<thead>
<tr>
<th>Credits</th>
<th>Grades</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>C</td>
<td>8.00</td>
</tr>
<tr>
<td>3</td>
<td>C-</td>
<td>5.01</td>
</tr>
<tr>
<td>3</td>
<td>D+</td>
<td>4.50</td>
</tr>
<tr>
<td>4</td>
<td>C</td>
<td>8.00</td>
</tr>
<tr>
<td>1</td>
<td>D+</td>
<td>1.50</td>
</tr>
<tr>
<td>1</td>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>1</td>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>17</td>
<td></td>
<td>29.01</td>
</tr>
</tbody>
</table>

17 credits x 2 = 34  
34-29.01 = 4.99 deficit points

Grade point average = 32/17 = 1.706
REPORTING GRADES

A student's right to privacy is protected by Florida Statute and the federal Family Educational Rights and Privacy Act of 1974, commonly referred to as FERPA or the Buckley Amendment. Student academic information is confidential. Any academic record with a student's name or social security number or UF identification number must be protected. Student numbers are considered identifiable even when names are removed. Student grades cannot be posted by a social security or student identification number. Instructors must ensure student confidentiality when posting grades. There are two possible options:

Grades submitted on time are available after 6PM the Tuesday following commencement. Students can access ISIS at http://www.isis.ufl.edu.

CONCERNS ABOUT EVALUATION OF PERFORMANCE

Students with concerns about their evaluation may not appeal for grade changes unless there is an allegation of unfairness or where a grade penalty has been imposed without proper authority. (See UF Student Guide on handling grievances.) If a student has a grievance regarding their evaluation in a course, he/she should follow these procedures:

1. Discuss the situation with the professor responsible for the course.
2. If this discussion does not result in a satisfactory resolution, the student should discuss the situation with the course coordinator.
3. The student may also discuss the situation with the department chairperson.
4. Beyond the above procedure, the student may discuss the situation with the Dean of the College of Pharmacy and then, if necessary, the University Ombudsman in the Office for Academic Affairs in Tigert Hall.

STUDENT - FACULTY RELATIONS REGARDING COURSE MANAGEMENT

Students should communicate general concerns about the conduct of a course to their class representatives. The class representatives will meet with the professor to discuss these concerns. Students should allow the class representatives to complete this responsibility and not create a separate initiative to address these concerns. Class representatives should provide timely feedback to students on this meeting. Class representatives may meet with the Senior Associate Dean for Professional Affairs if the outcome of the meeting with the faculty member and the Department Chair is unsatisfactory.

Students who have individual concerns associated with a course (e.g., grading, personal interaction with faculty, illness, personal problems, etc.) may meet with the faculty member in charge of a course. Class representatives are not expected to represent students on an individual basis. The chain of responsibility for handling individual student concerns is the same as stated above.

GUIDELINES FOR EXAMINATIONS

At the beginning of each course, faculty should:

- Inform students of the examination schedule.
- Inform students of the type of examination formats (multiple choice, true/false, short answer, essay, etc.)
- Inform students of the make-up test policy, if applicable.
- Explain the policy on dishonesty in examinations.

Test Implementation

Faculty should create test questions based on the stated objectives of the lectures and course. Faculty should create two or more forms of an examination for large class sizes. Faculty should arrange for individuals to serve as examination proctors for large class sizes.
Test Scheduling

Faculty should inform the Office for Student Affairs of the examination schedule so that these times can be posted. Faculty should inform the class well in advance before changing the date and time of a regularly scheduled examination. Any proposed change in the regular or final examination should be discussed with the Senior Associate Dean for Professional Affairs before announcing a change to students.

Reading Days for Examination Preparation

Classes will be suspended the two days prior to the beginning of final examinations. Instructors should plan on finishing all material prior to this time. An exception exists for the 4PD class in the spring semester prior to graduation. Course coordinators may use the Reading Days for further lecture time based on the basis of the modular design of the curriculum in the spring semester of the fourth professional year.

Final Examinations

Faculty should adhere to the final examination schedule prepared each semester by the Office of Student Affairs in the College.

Final exams are not permitted during the two reading days prior to the start of final examinations.

Faculty must inform the Office of Student Affairs prior to changing the date of a scheduled final examination.

NOTE: Final exams will not be scheduled during the last week of classes. Regular exams may be given during the last week of classes, except on the Reading Days, as designated in the course syllabus. Term papers and other class assignments may be due during the last week of classes, except on the two reading days.

ADVISEMENT BY FACULTY

Each new pharmacy student is assigned an advisor by the Office for Student Affairs. The faculty advisor is the first person you should consult when academic problems arise. You must obtain your advisor's approval before making any program changes or adding or dropping courses. Your advisor can anticipate and forestall possible problems. It is to your benefit that you consult with your advisor whenever you have any problems or are uncertain about what to do.

Getting the most out of your Faculty Advisor

Your advisor is someone who volunteered for this responsibility, so you should start with the assumption that she/he is interested in helping you. Many advisors are prepared to go beyond the routine advising functions and serve as mentors.

Faculty advisors are prepared to discuss:
- career opportunities
- academic policies
- academic problems
- curriculum
- combined degree programs
- personal circumstances

Here are some suggestions to help you get off to a good start with your advisor:
- Make appointments to meet with your advisor regularly, not just when a form needs to be signed.
Tell your advisor about your interests and concerns.

If a student desires to change to a different faculty advisor than the one assigned, he or she must contact the Senior Associate Dean for Professional Affairs to arrange the transfer.

**STUDENT LIFE**

**STUDENT ORGANIZATIONS**

**Student Council**

The Student Council represents the Student Body of the College of Pharmacy. It presents students’ views and opinions to the Dean, Faculty, Administration, and the University community; it assists in the advancement of pharmaceutical education and professionalism through cooperation with the Faculty and Administration; and it encourages and implements projects of interest and value to pharmacy students.

Each class elects three representatives. There is also one representative from each adjunctive organization including the graduate program. In addition, a student senator represents the College of Pharmacy in the University Student Government and another student serves as representative to the University Honor Court.

Interested students are encouraged to attend Student Council meetings.

**Academy of Students of Pharmacy**

The Academy of Student of Pharmacists (ASP) is a political, social, and professional organization. Membership in ASP includes student membership in the American Pharmacists Association and the Florida Pharmacy Association. ASP is the pharmacy student’s voice in legislation concerning pharmacy in the nation and the state of Florida. Members participate in professional projects designed to promote the profession of pharmacy.

**Rho Chi Pharmaceutical Honor Society, Iota Chapter**

Rho Chi Pharmaceutical Honor Society promotes the advancement of the pharmaceutical sciences through the encouragement and recognition of sound scholarship. Students who have completed one third of the professional curriculum, have a minimum GPA of 3.00, and rank in the upper 20% of their class are eligible for membership. The Iota Chapter encourages sound scholarship through the Rho Chi Tutoring Service. It awards the Gene Gramling Rho Chi Award to the new member with the highest GPA.

**Phi Lambda Sigma, Iota Chapter**

Phi Lambda Sigma is the National Pharmacy Leadership Society. This organization solicits students to apply for membership so that they may be recognized for their outstanding leadership in the College of Pharmacy. The Iota chapter organizes seminars or conferences on leadership and professionalism.

**Student Chapter of the Florida Society of Health System Pharmacists (FSHP)**

The Student Chapter of FSHP is a political, and professional organization. Members participate in professional projects designed to promote the profession of pharmacy. Members must also be a member of ASP.

**Student Chapter of the National Pharmacy Association**

The Student Chapter of the National Pharmacy Association is an educational and service professional
organization of students concerned about pharmacy issues, professional development and the lack of minority representation in pharmacy and other health-related professions.

**Kappa Epsilon**

Kappa Epsilon is a national professional pharmacy fraternity whose main purpose is the advancement and promotion of women in pharmacy. The Kappa Epsilon Chapter has the distinction of being the first and oldest women's organization on the University of Florida campus. KE is actively involved both in College of Pharmacy and community service activities. KE members effectively combine a busy social life with scholastic achievement. Membership information can be obtained at rush functions which are held during the Fall and Spring semesters. All pharmacy students may apply for selection.

**Kappa Psi Pharmaceutical Fraternity**

The Gamma Sigma Chapter of Kappa Psi Pharmaceutical is a fraternal organization for the mutual benefit of the members; to advance the profession of pharmacy educationally, fraternally, and socially; and to foster scholarships and pharmaceutical research. All pharmacy students may apply.

**Student Chapter of the Academy of Managed Care Pharmacy**

AMCP’s mission is to empower its members to serve society by using sound medication management principles and strategies to improve health care for all. Managed care pharmacy principles are based upon the use of scientific evidence to achieve health outcomes while making the best use of money spent on medications and their management.

**Working Professional Pharm.D. Student Association**

Students enrolled as degree-seeking students in the University of Florida College of Pharmacy Working Professional Pharm.D. program who are in good standing shall be eligible for membership. The purpose of this organization is to represent student concerns in the Working Professional Pharm.D. program.

**Student Chapter of Christian Pharmacists Fellowship International**

The purpose of this organization is to provide spiritual support of pharmacy students in the Christian faith during their time in the College of Pharmacy.

**Student Chapter of the American Society of Consultant Pharmacists**

The purpose of this organization is to provide information regarding issues and career opportunities for pharmacy students interest in consultant pharmacy practice.

**SALE OF MERCHANDISE AND FOOD BY STUDENT ORGANIZATIONS**

A student organization must obtain permission from the Student Organization Office at 304 Reitz Union in order to sell merchandise on campus. In addition, the Vice President’s Office in the Health Science Center must be contacted for approval to sell merchandise or offer food items on the Health Science Center campus.
COLLEGE COMMITTEES

College committees are appointed by the Dean. Most committees are comprised of several faculty members and at least one student member. Committee membership rosters are available to all students.

Of particular interest to most students are the following committees: the Financial Aid and Awards Committee, which administers the awarding of financial assistance and awards provided by the College of Pharmacy and pharmacy organizations; the Admissions Committee which reviews applications to the College; and the Curriculum Committee, which reviews the pharmacy curriculum and makes recommendations to the faculty.

Committees of Interest to Professional Students

Admissions Committee
Dr. Michael W. McKenzie, Chairman

Academic and Professional Standards Committee
Dr. Michael W. McKenzie, Chairman

University Senate Committee on Student Petitions
Dr. Michael W. McKenzie, Interview Officer
College of Pharmacy

Curriculum Committee
Dr. Michael Meldrum, Chairman

Financial Aid and Awards Committee
Dr. Michael W. McKenzie, Chairman

Committee for Impaired Professionals
Dr. Sven Normann, Chairman

Curriculum Assessment Committee
Dr. Diane Beck, Chairman

Student-Faculty Relations Committee
Dr. Gerald Gause, Chairman
STUDENT EMPLOYMENT

The College recommends that students do not work during the academic semesters, especially during the first professional year. If it is necessary for a student to work while enrolled full-time, the College recommends that the student limit their employment to not more than 15 hours per week. The College also recommends that students on probation not seek employment. The College does not expect students to work while they are taking APPE courses. These courses require a full-time commitment (minimum 40 hours/week).

STUDENT RIGHTS AND RESPONSIBILITIES

UNIVERSITY OF FLORIDA HONOR CODE

In the Fall of 1995, the University of Florida student body voted to enact a student honor code:

HONOR CODE

We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.

STUDENT CONDUCT

Each student is urged to read and become familiar with the University of Florida Student Conduct Code. A conviction for a violation under the Code may result in a penalty which can range from severe reprimand to imposition of penalty hours, suspension, or expulsion.

The Academic and Professional Standards Committee establishes the conditions under which a suspended student may be readmitted.

Student Conduct in the Classroom

The College of Pharmacy has a Student Conduct Policy that specifies expected behaviors of pharmacy students as they pursue professional studies. Administration, faculty, and students share the responsibility to maintain appropriate student conduct in the classroom.

Disruptive student behavior that interferes with fellow students' ability to concentrate and learn in the classroom, or that impedes a professor in making a presentation or conducting class will not be tolerated.

Disruptive behavior includes, but is not limited to, talking too loudly, reading non-class related materials, eating in class, and passing notes.

Disruptive student behavior may be dealt with entirely within the confines of the faculty-student relationship. Faculty have the authority to: (1) identify students who are disruptive, (2) instruct students to refrain from disruptive behavior, (3) assign students to specific seats in a classroom to prevent disruptive behavior, and (4) require that disruptive students leave the classroom. Faculty who assign a student to a specific seat due to disruptive behavior, or who require that a student leave the classroom, may inform the Senior Associate Dean for Professional Affairs that this action has occurred. If the Senior Associate Dean for Professional Affairs is informed of such an incident, then a letter of reprimand will be sent to the student. As a condition of returning to attend subsequent classes, faculty may require that a student who is told to leave class due to disruptive behavior obtain permission from the Senior Associate Dean for Professional Affairs. Students who defy a professor's instruction regarding seating or instruction to leave the classroom will be referred to the Office for Student Judicial Affairs for misconduct proceedings.

Faculty members are not the only parties responsible for professional behavior in the classroom.
Students or faculty may refer complaints regarding disruptive classroom behavior to the Senior Associate Dean for Professional Affairs. All such complaints must identify students who are disruptive in class and describe the nature of the disruptive activity. The Senior Associate Dean for Professional Affairs will investigate all such complaints. This investigation may include interviews with students and faculty and attendance at class. If the Senior Associate Dean for Professional Affairs concludes that the student has been disruptive in class, a warning letter will be sent to the student. If the student is involved with a second disruptive classroom incident at any time during the student's tenure in the College of Pharmacy, the Senior Associate Dean for Professional Affairs will investigate. If the Senior Associate Dean for Professional Affairs concludes that the student has been disruptive in class a second time, the student will be required to sit in an assigned seat and be required to attend every class meeting of each class for which the student is enrolled for the duration of the academic year in which the incident occurred. Should an incident occur during the last four weeks of an academic year, assigned seating and attendance restrictions will apply for the entire subsequent year. The student will be referred to the Office for Student Judicial Affairs for misconduct proceedings if he or she does not sit in the assigned seat, does not attend class as required, or engages in further disruptive behavior as confirmed by investigation of the Senior Associate Dean for Professional Affairs.

If at any time, the Senior Associate Dean for Professional Affairs learns that student conduct in the classroom poses a threat to the health or welfare of any student, faculty, or staff, then the Senior Associate Dean for Professional Affairs has the authority to immediately take action as is necessary to protect the health or welfare of those involved.

The faculty's expectations for academic and personal integrity are very high for students enrolled in the College of Pharmacy. Violations of academic honesty are very serious breaches of expected professional behavior. The College is committed to promoting a sense of professionalism and a desire to adhere to the highest ethical standards and to any laws that pertain to the pharmacy profession. Students must adhere to the highest standards of professional conduct, avoiding not only impropriety, but even the appearance of impropriety. The standard for conduct and behavior for students in the professional degree programs is the Code of Ethics approved by the American Pharmaceutical Association (APhA), the Student Conduct Code for the University of Florida and the College of Pharmacy, and the Pledge of Professionalism established by the College of Pharmacy.

The College's Student Conduct Code expects and requires professional pharmacy students to exhibit certain attributes in the cognitive, affective, and psychomotor domains that are necessary for completion of the requirements for a professional degree in pharmacy.

The College of Pharmacy Student Conduct Code has been formulated through discussions by student representatives on the Student Council, Department Chairpersons, and College Administrators. This document has been endorsed by the faculty of the College of Pharmacy and the Student Council of the College of Pharmacy.

The student Conduct Code contains the following elements.

**Cognitive Standards**

Management of problems that arise in this area are handled by the Academic Performance Committee of the College. A summary of the significant standards are reproduced for this document.

**Satisfactory Academic Standing:** All students must maintain at least a 2.00 average (C average) on a 4.00 scale in required pharmacy course work and receive no more than 3 D, D+, or E grades in required pharmacy courses to be considered in satisfactory academic standing in the College of Pharmacy.

**Academic Requirements for Graduation:** Students must complete 146 semester credits for the Doctor of Pharmacy degree in the College of Pharmacy with at least a 2.00 grade point average in required pharmacy courses and in all courses attempted while in the College of Pharmacy.

In order to graduate, Pharmacy students who have made an E in a required pharmacy course must have
retaken this course and received at least a D grade, even if they have attained a 2.00 grade point average in required pharmacy courses and in all courses attempted in the College. Students who make a C-, D+, D, or E in selected courses that require at least a C grade, are required to retake the course and make at least a C grade. Such courses are identified by each department in the College and in course syllabi.

Pharmacy students must also have completed the necessary prepharmacy course requirements. The University of Florida College of Pharmacy specifies that pharmacy students must complete the required general education courses for an Associate in Arts or baccalaureate degree. Students must also have approval of the faculty of the College of Pharmacy in order to be granted a degree in pharmacy.

Academic Probation: Students with cumulative grade point averages below a 2.00 in required pharmacy course work will be placed on academic probation for one semester. The student must attain a 2.00 cumulative grade point average in required pharmacy courses at the end of the probationary semester or he/she will be dismissed from the College of Pharmacy. Students may petition the Academic and Professional Standards Committee for an extended semester of academic probation.

Academic Dismissal: Students with cumulative grade point averages below a 2.00 in required pharmacy course work as defined by a cumulative grade point deficit of 10.5 or greater will be dismissed from the College of Pharmacy. Students who do not meet the requirements of their academic probation will be dismissed from the College of Pharmacy. Students who have been placed on academic probation for the third time will be dismissed from the College of Pharmacy. Students may petition the Academic and Professional Standards Committee for extended probation or for readmission to the College of Pharmacy.

Dean's Honor Roll: Students who achieve a 3.5 grade point average in required pharmacy course work attempted in a semester will be recognized on the Dean's Honor Roll in the Office for Student Affairs. Each student will receive a congratulatory letter from the Senior Associate Dean for Professional Affairs. Students must take at least 12 semester credits in order to qualify. Students with E, I or H grades are not eligible for the Dean's Honor Roll.

Graduation with Cum Laude: Completion of all pharmacy coursework in the Doctor of Pharmacy curriculum. A grade point average of 3.50 or higher in required pharmacy courses.

Graduation with Magna Cum Laude: Completion of all pharmacy coursework in the Doctor of Pharmacy curriculum. A grade point average of 3.60 – 3.79 in required pharmacy courses. Completion of a project, submission of a report, and presentation via adherence to College of Pharmacy guidelines. Approval by the student’s supervisor, the supervisor’s department chair, and the Graduate Studies Council.

Graduation with Summa Cum Laude: Completion of all pharmacy coursework in the Doctor of Pharmacy curriculum. A grade point average of 3.80 or higher in required pharmacy courses. Completion of a project, submission of a report, and presentation via adherence to College of Pharmacy guidelines. Approval by the student’s supervisor, supervisor’s department chair, and Graduate Studies Council.

Affective Expectations

Affective expectations encompass ethical, behavioral, and emotional considerations that reflect the way that pharmacy students should act while undergoing professional education and training. Specific behaviors expected of pharmacy students are described below. These behaviors are consistent with meeting the professional standards for meeting graduation requirements and meeting the mission statements for the UF College of Pharmacy and the University of Florida. Other types of behavioral violations of the University’s Student Conduct Code are listed later in this document under the section on Violations and Sanctions.

- Cooperate with the orderly conduct of classes. Students should respect their peer's right to learn. This expectation includes, but is not limited to, the following types of behaviors: refrain from conversations while the instructor is making a presentation; do not gather materials to leave the class until the professor has completed his/her remarks; be on time for the class; do not leave the
class during lecture unless a reasonable circumstance prescribes this action (e.g., illness); refrain from making disrespectful sounds during lecture (e.g., hissing); refrain from distracting activities during class (e.g., reading a newspaper, eating, drinking beverages, etc.)

- Respect faculty, staff, and peers with appropriate, and courteous communications in verbal, written, and electronic communication formats (e.g., address faculty by their professional title either doctor or professor, refrain from profane messages or comments, utilize appropriate English language in email messages or other written assignments using approved grammar and spelling, refrain from gossip, etc.).

- Treat faculty, staff, and students with respect. The student body, faculty, and staff are a diverse group. Respect for and understanding of individuals from diverse racial, ethnic, and cultural backgrounds is a part of a college education. Prejudices against individuals of other races, ethnic, or cultural backgrounds will not be tolerated in the College of Pharmacy.

- Faculty and staff work to provide a quality educational program for pharmacy students. Misunderstandings, changes in curriculum, and mistakes in administrative aspects of the program will occur from time to time. Students are expected to display mature judgment and abide by the reasonable decisions communicated by faculty and staff. Profane language or disrespectful behavior by students will not be tolerated. Appropriate mechanisms exist to communicate student concerns about the operation of the College through faculty advisors, College administrators, and student representatives on committees.

- Avoid actions that reflect poorly on the College of Pharmacy or the profession of pharmacy. Specific examples of poor judgment and behavior that adversely reflect on the individual pharmacy student, the College of Pharmacy, and the profession include: theft, vandalism or inappropriate access to personal property (offices, desks, computers, or other College, University, or student property), violation of HIPPA or privacy regulations, acts of physical violence, aggression, and sexual harassment against patients, students, faculty, or staff; and involvement with drug diversion and illicit drug use. The Chemical Impairment Policy for Pharmacy Students is included in this handbook.

- Maintain professional confidentiality. Pharmacy students are obligated to respect all confidences revealed to them such as patient conditions, medical and pharmaceutical records, economic information, fee payments, and any privileged information from committees on which a student is a member.

- Adhere to appropriate dress. Attire and personal grooming are expected such that they do not distract from nor compromise the professional integrity of the University of Florida College of Pharmacy or the pharmacy profession. Students are expected to abide by course dress requirements (e.g., white lab coats in APPE’s and laboratories, pharmacy logo shirts for Practicum courses).

- Adhere to the academic honesty standards of the College of Pharmacy and the University. Academic honesty standards maintain and preserve the moral character and integrity vital to academic pursuits and the practice of pharmacy. The Academic Honesty Guidelines are printed in this handbook. Violations of the Academic Honesty Guidelines include, but are not limited to, the items listed below:

  Taking information - copying graded homework (including lab) assignments from another person; copying a computer program or any graded assignment written by someone else; working together on a take-home test or homework assignment when not specifically permitted by the instructor; looking at another student's paper during an examination; looking at text or lecture notes during an examination when not permitted.

  Plagiarism - quoting text or other works on an exam, term paper, or homework without citation; presenting someone else’s work as your own; handing in a paper purchased from a term paper service; retyping
another student's paper in your name and handing it in; copying homework answers from your text to hand in for a grade.

**Conspiracy** - planning with one or more fellow students to commit any form of academic dishonesty together.

**Tendering information** - giving your work to another to be copied; giving someone answers to examination questions when the exam is being given; informing another person in a later section about the questions that appear on an exam you have taken; giving or selling a paper to another student.

**Giving false information** - lying to a professor to increase your grades or to attain special consideration in the grading process (e.g., lying about the reasons for wanting to take a make-up examination in order to have more time to study or find out the answers to the questions on the exam from those who took it at the regularly scheduled time).

**Bribery** - offering, giving, receiving, or soliciting money or any item or service to a teacher or any other person so as to gain academic advantage for yourself or another.

Students must cooperate with faculty, staff, and administrators in addressing problems in any of the above mentioned areas. Pharmacy students enjoy the rights and privileges that accrue with membership in the University and College community and are subject to the responsibilities which accompany that membership. One of those responsibilities is to report academic dishonesty or other violations of the Student Conduct Code to the instructor for a course or another appropriate official (Senior Associate Dean for Professional Affairs). Students have the responsibility to tell the truth about matters of academic dishonesty or misconduct committed by themselves or by other pharmacy students.

**Psychomotor and Learning Expectations**

Psychomotor expectations relate to the ability to meet the physical demands of the pharmacy curriculum. Physically impaired students and students with learning disabilities such as hearing impairment, visual impairment, dyslexia or other specific disabilities such as sensory deficits or sensory-motor coordination problems should cooperate with faculty and staff in addressing these problems in order to meet academic standards. Students with physical disabilities are encouraged to register with the Center for Disability Resources.

**Leaves of Absence**

A student may need to take a leave of absence for a number of reasons including, but not limited to, illness, call to military service, bereavement, pregnancy, child care, and rehabilitation. A student should provide advanced notice to the Office for Student Affairs if they must take a leave of absence. The College of Pharmacy requires the cooperation of the student in determining conditions for re-entry to the professional curriculum (e.g., letters from physicians attesting to satisfactory health or acceptance of a change in course offering due to curriculum modifications since the leave of absence). A petition to the Academic and Professional Standards Committee is required for re-admission to the UF College of Pharmacy after a leave of absence or suspension or medical withdrawal or dismissal.

The College of Pharmacy may initiate procedures to require a student to take a leave of absence if in the judgment of faculty members, administrators, and health care professionals this action is taken in the best interest of the student and society. The Office for Student Affairs will be notified if a student's performance in the College is believed to require an evaluation by a health professional (e.g., a psychiatrist or other physician). The student will be informed of the concern and asked to be evaluated. If the student refuses to be evaluated, the student's progress in course work (didactic or experiential) can be suspended pending a hearing arranged by the Office of Judicial Affairs (see section on suspension under Violations and Sanctions in this document). In cases in which an evaluation of the student's mental and/or physical health indicate drug impairment or psychological problems or other health problems that pose a risk to fellow students, faculty, staff, or patients, the College of Pharmacy, through the Office for Judicial Affairs, can require a leave of absence until the student's rehabilitation is documented by an expert in the care of
the student. Upon readmission to the College of Pharmacy, the student must meet conditions specified either by the Academic and Professional Standards Committee or the Dean (e.g., signing a contract for maintenance health program with provisions that specify conditions for continued satisfactory standing in the College of Pharmacy).
UNIVERSITY OF FLORIDA STUDENT CONDUCT CODE
VIOLATIONS, SANCTIONS AND PROCEDURES

The expectations within the Student Conduct Code of the College of Pharmacy are in agreement with the broader, more detailed Student Conduct Code of the University of Florida. Pharmacy students who allegedly violate the College's Student Conduct Code will abide by the University's policies and procedures for handling such cases.

This section describes the process for addressing allegations and violations of the University's Student Conduct Code and also sanctions for specific offenses. Detailed information on students' rights under the University's Student Conduct Code is described in the University of Florida Student Guide. A summary of the significant points with regard to students' rights, procedures for due process, and sanctions for violations of the University's Student Conduct Code is presented below.

Student Rights

The Office for Judicial Affairs is responsible for handling cases of misconduct that violate the Student Conduct Code. The Health Center Student Conduct Standards Committee is responsible for handling cases involving alleged academic dishonesty and HIPPA violations by pharmacy students. The Health Center Student Conduct Standards Committee makes recommendations on guilt or innocence and penalties to the University's Dean of Student Services.

The Office for Judicial Affairs will furnish to students charged with an offense the rules of procedure which shall insure basic procedural fairness including, but not limited to:

- The right to be notified in writing of the charges against him/her with sufficient detail and time to prepare for the hearing;
- The right to a prompt hearing before an appropriate official committee or court;
- The right to know the nature and source of the evidence which will be used against him/her;
- The right to present evidence on his/her behalf;
- The right to freedom against compulsory self-incrimination; and
- The right to appear with an advisor at the hearing.

Violations

Violations of the Student Conduct Code for the University of Florida or the College of Pharmacy may result in immediate suspension. In the case of a pharmacy student violating the conduct code, upon the recommendation of the College of Pharmacy, the Director of Student Judicial Affairs may determine that a student poses the danger of imminent and serious physical harm to himself/herself or to others at the University; or immediate supervision is necessary to protect the health, safety, and welfare of the student or others at the University. In such a situation, the Director of Student Judicial Affairs, with approval of the Vice President for Student Affairs, may suspend the student pending a hearing. The hearing will take place within a reasonable time after notification of the suspension. This means that a pharmacy student in this situation would not be allowed to continue in didactic or experiential course work until they are cleared of the stated concerns regarding individual and societal protection.

The types of violations of the University's Student Conduct Code are listed in the University of Florida Student Guide. A summary of these violations is provided below.

- Furnishing false information to the University
- Forgery, alteration, or misuse of University documents
- Unauthorized use, taking, possession of, or destruction of public or private property on campus
- Actions or statements which amount to intimidation, harassment, or hazing
- Disorderly conduct
- Failure to comply with any University rule, including but not limited to, the Alcohol Beverage
Rule and the Academic Honesty Guidelines

- Violations of housing, inter-residence hall association, and area government regulations
- Violation of conduct probation
- Illegal possession, use, or delivery of controlled substances as defined in Florida Statutes
- Possession or use of a firearm on the University campus except as specifically authorized in writing by the University
- Actions or conduct that interfere with enforcement of the Student Conduct Code
- Failure to appear before any of the disciplinary authorities and to testify as a witness when reasonably notified to do so
- Violations of any municipal ordinance, state law, rule promulgated by the Florida Board of Regents, or law of the United States
- Ticket scalping
- Possession or use of fireworks, explosives, dangerous chemicals, ammunition or weapons
- Actions which are committed with disregard of the possible harm to an individual or group
- Any actions, including those of a racial or sexual nature or involving racial or sexual activities, which are intimidating, harassing, coercive, or abusive to another person, or which invade the right to privacy of another person
- Any action without authorization from the University which results in access, use, modification, destruction, disclosure, or taking data, programs or supporting documents residing in or relating in any way to a computer, computer system, or computer network

Sanctions

A student adjudicated guilty of violations of the University's Student Conduct Code shall be subject to sanctions commensurate with the offense and any aggravating or mitigating circumstances.

- Reprimand - The student is given formal written notice and official recognition is taken of the offense committed.
- Conduct Probation - The student is not deemed in good standing and cannot represent the University on any athletic team other than intramural or hold office in any student organizations registered with the University.
- Suspension - The student is required to leave the University for a period of time.
- Expulsion - The student is permanently deprived of his/her opportunity to continue at the University in any status.
- Payment of Damages - The student is required to pay for damages to University property.
- Reduced or Failing Grade - The student is given a reduced or failing grade for the class in which the offense occurred (for violations of the Academic Honesty Guidelines), but only by the faculty member involved and upon recommendation there to.
- Community Service, Counseling or other Appropriate Requirement - The student is required to complete a specified amount of community service, meet with a counselor for specified period of time and/or complete some other requirement considered appropriate by the hearing body based on the nature of the offense.

Appeals

Appeals may be made to the Director of Student Judicial Affairs. The decision of the Director of Student Judicial Affairs may be appealed to the Dean of Student Services. The decision of the Dean for Student Services may be appealed to the Vice President of Student Affairs.

All appeals must be made in writing to the appropriate official within five days after notice of last action taken unless otherwise agreed upon in writing by the appellant and the person to whom the appeal is directed.
Procedures

If a pharmacy student is charged with misconduct, the evidence should be presented to the Senior Associate Dean for Professional Affairs. If the student admits to the misconduct, the case will be referred to the Director of Student Judicial Affairs for a hearing and decision on discipline. The College of Pharmacy through the Senior Associate Dean for Professional Affairs can make a recommendation to the Director of Judicial Affairs on the type and severity of the discipline for misconduct. If the student does not agree that misconduct occurred, the Senior Associate Dean for Professional Affairs may refer the evidence for a review by the Director of Student Judicial Affairs.

In cases of alleged academic dishonesty, the pharmacy student will be presented with the evidence for academic dishonesty by the professor of the course, usually in the faculty member's office. The student may have his faculty advisor present or another person if the student so chooses. If the student admits that he/she was responsible for the academic dishonesty and this is first offense, the faculty member and student will sign an adjudication form from the Office for Student Affairs. This form details the circumstances of the academic dishonesty case, clearly states that the student admits guilt, and specifies the academic penalty for the dishonesty. The adjudication form is forwarded to the Director of Judicial Affairs for inclusion in the student's record. A copy is retained for the student's file in the Office for Student Affairs of the College of Pharmacy.

If the academic dishonesty incident is egregious, the matter may be referred to the Office for Student Judicial Affairs for review by the Health Center Student Conduct Standards Committee without utilizing an adjudication form.

If the student has a prior conviction for academic dishonesty, the Director of Student Judicial Affairs would be notified and the case will be referred directly to the Health Center Student Conduct Standards Committee for a hearing. If the student rejects the adjudication form and requests a hearing, the student signs the adjudication form for a referral to the Health Center Student Conduct Standards Committee. The student will be referred to the Director of Student Judicial Affairs for counseling about student rights and procedures for the hearing before the Health Center Student Conduct Standards Committee. The Health Center Student Conduct Standards Committee is composed of several pharmacy faculty members, faculty members from another Health Center college, and students from other Health Center colleges. Up to three pharmacy students appointed by the Dean also serve on the Committee. Recommendations of the Committee are reviewed by the University's Dean for Student Services for final action. All information on charges and procedures are kept confidential within the College of Pharmacy and the University of Florida as permitted by the regulations of the University.

UNIVERSITY REGULATIONS

Pharmacy students are expected to follow all University and College of Pharmacy regulations which apply to them. Students should be knowledgeable about all official University and College of Pharmacy notices and rules. For further information on Student Responsibilities, please see the University of Florida Student Guide.

COMPUTER - ACCEPTABLE USE POLICY

Introduction

As a part of its educational mission, the University of Florida acquires, develops, and maintains computers, computer systems and networks. These computing resources are intended for university-related purposes, including direct and indirect support of the university's instruction, research and service missions; university administrative functions; student and campus life activities; and the free exchange of ideas within the university community and among the university community and the wider local, national, and world communities.

This policy applies to all users of university computing resources, whether affiliated with the university or not, and to all uses of those resources, whether on campus or from remote locations. Additional policies may govern specific computers, computer systems or networks provided or operated by specific units of the university. Consult the operators or managers of the specific computer, computer system, or network that you are interested in for further
Rights and & Responsibilities

The rights of academic freedom and freedom of expression apply to the use of university computing resources. So too, however, do the responsibilities and limitations associated with those rights. The university supports a campus and computing environment open to the free expression of ideas, including unpopular points of view. However, the use of university computing resources, like the use of other university-provided resources and activities, is subject to the requirements of legal and ethical behavior. Thus, legitimate use of a computer, computer system or network does not extend to whatever is technically possible.

General Rules

Users of university computing resources must comply with federal and state laws, university rules and policies, and the terms of applicable contracts including software licenses while using university computing resources. Examples of applicable laws, rules and policies include the laws of libel, privacy, copyright, trademark, obscenity and child pornography; the Florida Computer Crimes Act, the Electronic Communications Privacy Act and the Computer Fraud and Abuse Act, which prohibit “hacking,” “cracking” and similar activities; the university’s Student Code of Conduct; the university’s Sexual Harassment Policy. Users who engage in electronic communications with persons in other states or countries or on other systems or networks may also be subject to the laws of those jurisdictions and the rules and policies of those other systems and networks. Users with questions as to how the various laws, rules and resolutions may apply to a particular use of university computing resources should contact the Office of the General Counsel for more information.

Enforcement

Users who violate this policy may be denied access to university computing resources and may be subject to other penalties and disciplinary action, both within and outside the university. Violations may be handled through the university disciplinary procedures applicable to the relevant user. For example, alleged violations by students will normally be investigated, and any penalties or other discipline will normally be imposed by the Office of Student Judicial Affairs. However, the university may temporarily suspend, block or restrict access to an account, independent of such procedures, when it reasonably appears necessary to do so in order to protect the integrity, security, or functionality of university or other computing resources or to protect the university from liability. The university may also refer suspected violations of applicable law to appropriate law enforcement agencies.

E-Mail

For purposes of this document, e-mail includes point-to-point messages, postings to newsgroups and list serves and any electronic messaging involving computers and computer networks. Organizational e-mail accounts, including those used by student organizations, are held to the same standards as those for individual use by members of the University of Florida community. E-mail is also generally subject to the Florida Public Records Law to the same extent as it would be on paper.

Examples of Inappropriate Uses of E-mail

While not an exhaustive list, the following uses of e-mail by individuals or organizations are considered inappropriate and unacceptable at the University of Florida. In general, e-mail shall not be used for the initiation or retransmission of:

- **Chain mail that misuses or disrupts resources** - E-mail sent repeatedly from user to user, with requests to send to others;
- **Harassing or hate-mail** - Any threatening or abusive e-mail sent to individuals or organizations that violates university rules and regulations or the Code of Student Conduct;
• Virus hoaxes;
• Spamming or e-mail bombing attacks - Intentional e-mail transmissions that disrupt normal e-mail service;
• Junk mail - Unsolicited e-mail that is not related to university business and is sent without a reasonable expectation that the recipient would welcome receiving it; and
• False identification - Any actions that defraud another or misrepresent or fail to accurately identify the sender.

Web Pages

Official university pages (including colleges, departments, bureaus, centers, institutes, etc.) represent the university and are intended for the official business functions of the university. Each official homepage must use an address that ends in "ufl.edu" and be registered with the university's web administrator who will then include it as a link from the UF Web Sites page. The following information must be readily accessible on the main page:

• the name of the unit or group represented by the page;
• a means of contacting the person(s) responsible for maintaining the page content;
• the date of last revision;
• the university wordmark; and
• an active link to the UF homepage.

For more information on including the university's wordmark on a web page, please refer to UF's Graphical Standards Policy. To assist users in finding a wordmark suitable for a particular web site, the Office of University Relations and the UF Communications Network have put together a page of official web graphics.

Employee pages represent the individual in his or her primary role as a UF employee. Incidental personal information on employee pages is deemed acceptable so long as it does not interfere with the function or desired presentation of the unit, cause disruption of normal service, incur significant cost to the university or result in excessive use of resources. Faculty and staff who wish to publish substantial personal information not related to their University functions should use an Internet service provider rather than using university web resources.

Personal pages represent an individual as a private person and are permitted for students only.

Organizational and other pages. Organizational pages represent recognized organizations, clubs, associations, sororities, fraternities, workgroups and committees affiliated with the university.

Commercial Pages

Using UF web pages for personal gain is forbidden. Any private commercial use of UF web pages must be pre-approved pursuant to existing university policies and procedures regarding outside employment activities. The university may require pages involving commercial use to reside on a specific domain such as ufl.org or ufl.com. For advertising, web page authors should be familiar with the university’s policies regarding Advertising and Donor Recognition on WWW.

External Links

UF accepts no responsibility for the content of pages or graphics that are linked from UF pages. However, web page authors should consider that such links, even when clearly labeled, can be misinterpreted as being associated with the University. Links to pages where you have a personal monetary interest are likely to violate policies regarding advertising and commercial use and should be avoided.

CHEMICAL IMPAIRMENT POLICY FOR PHARMACY STUDENTS
COLLEGE OF PHARMACY, UNIVERSITY OF FLORIDA

Because pharmacists are trusted as the legal custodians of drugs, it is imperative that pharmacy students honor this special trust and do not abuse or illegally deal drugs.
The University of Florida College of Pharmacy is committed to instilling in its students, as part of their sense of professionalism, an understanding of an adherence to all laws pertaining to controlled substances. The College is also supportive of the efforts of chemically dependent students to become free of their dependency. In order to facilitate the recovery process the procedure for dealing with chemically dependent individuals involves active intervention and recovery contracts dictating treatment strategies and rehabilitation programs.

The Impaired Pharmacy Student Policy of the University of Florida College of Pharmacy is designed to identify and treat students suffering from chemical dependency, including alcohol, in a compassionate manner. It is the goal of this program to promote the safety and interests of patients, students, and faculty.

The College of Pharmacy adheres to the University of Florida Policy on Drug Use as stated below:

The possession and use of controlled drugs by members of the University of Florida Community must at all times be in accordance with the provisions of Florida law, the rules of the Board of Trustees of the State of Florida, and the rules of the University of Florida, which include the Student Conduct Code. Under Florida law, no person may possess substances regulated under the provisions of Chapter 893, Fla. Stat. (controlled substances and "designer drugs") unless dispensed and used pursuant to prescription or otherwise authorized by law. Possession, sale, and delivery of such substances are prohibited unless authorized by law.

Under the Student Conduct Code, students at the University of Florida who possess, use, or deliver controlled substances and "designer drugs" not dispensed and used pursuant to prescription are subject to disciplinary action, up to and including expulsion from the University. Disciplinary action against a student under University rules does not preclude the possibility of criminal charges against that individual. Reversely, the filing of criminal charges does not preclude action by the University.

The University of Florida College of Pharmacy accepts the following statements regarding chemical impairment. The University of Florida College of Pharmacy:

- recognizes that chemical dependency (including alcoholism) is a disease that affects all of society.
- advocates referral of chemically impaired students to recovery programs in the state for appropriate evaluation and referral for treatment.
- accepts the need for cooperation with the State Board of Pharmacy wherever public safety may be endangered by impaired students.
- accepts responsibility for providing professional education concerning chemical dependency in entry level programs at the College.
- encourages research in chemical dependency in pharmacy.
- encourages College participation in public education and prevention programs concerning chemical dependency.
- accepts responsibility for the development and promotion of student wellness programs as a component of the student orientation process or entry level curriculum.

Goals

The goals of the Chemical Impairment Policy are:

1. To identify students who consistently exhibit unusual or inappropriate behavior that could be attributable to drug or alcohol misuse.
2. To offer assistance, for chemically impaired or co-dependent students as appropriate.
3. To provide assistance in a way that protects the rights of the impaired student to receive treatment in confidence.

4. To afford recovering students who are not legally restricted and are no longer chemically-impaired the opportunity to continue their pharmacy education.

5. To monitor the student's progress after rehabilitation to identify relapses.

6. To protect society from harm that impaired students may cause.

7. To provide educational leadership in the development of curriculum content on the issues of drug abuse and promotion of healthy lifestyles.

Reporting

A College of Pharmacy Committee on Impaired Pharmacy Students (CIPS) composed of three pharmacy students, three faculty members, and one practicing pharmacist will screen reports of chemically-impaired students. The members of this Committee shall be appointed by the Dean of the College of Pharmacy. The Committee will attempt to insure that confidentiality is maintained for both the reporting source and the suspected chemically-impaired individual to the extent permitted by law and University of Florida and Board of Trustees rules, policies, and procedures.

Chemically-impaired students are encouraged to self report problems with drug misuse to members of (CIPS). Faculty, staff, students, spouses, and significant others are encouraged to report suspected impaired students to the CIPS. All cases reported to the Committee on Impaired Pharmacy Students will be reviewed in confidence. The individual will receive an assigned code number for the initial review. A member or members will be responsible for discussing the circumstances of the case with the individual student to obtain further information for the Committee's review.

The Committee will refer cases it believes need further investigation to the Professional Resources Network (PRN) Program for evaluation and possible treatment. The Senior Associate Dean for Professional Affairs will be responsible for attending to the administrative details of this procedure (e.g., notification to the student personally and in writing of the referral, correspondence with the Director of PRN, communication with the Registrar about medical leave of absence, signing of the contract for evaluation by the PRN, etc.).

Once the student is referred for treatment he or she must sign a contract with the College of Pharmacy regarding details of participation in the recovery program and criteria for readmission to the College of Pharmacy.

A file separate from the student file in the Office for Student Affairs will be kept on the chemically-impaired student.

The Board of Pharmacy will be informed by the Director of the PRN of the name of a student placed in the treatment program. The internship license will be suspended until such time as the student successfully completes the program and is permitted to resume studies at the College of Pharmacy. The College of Pharmacy will contact the Board of Pharmacy and inform them the student has been suspended.

Intervention

Reports of suspected cases of substance abuse will be screened by a College of Pharmacy CIPS. The assigned code numbers will be used to insure anonymity.

If the Committee believes that the case warrants an investigation by the PRN, the student will be asked to voluntarily attend an evaluation session with officials of the PRN.

If a suspected student does not voluntarily attend an evaluation session, then the Committee will refer the case to Student Judicial Affairs for possible disciplinary proceedings which could result in a sanction requiring evaluation by the PRN. This does not preclude other sanctions by Student Judicial Affairs such as probation, suspension, and
expulsion. Violations of the University of Florida Code of Conduct may result in immediate suspension. If in the
determination of the Director of Student Judicial Affairs, the student poses a significant danger of imminent and
serious physical harm to himself/herself or to others at the University; or immediate suspension is necessary to
protect the health safety, or welfare, of the student or others at the University, the Director of Student Judicial
Affairs, with approval of the Vice President for Student Affairs may suspend the student pending a hearing before
the appropriate hearing body.

In addition, a student believed to be chemically impaired will not be allowed to participate in Introductory or
Advanced Pharmacy Practice Experiences until the status of the student has been determined by PRN.

An intervention program for treatment will be carried out after initial reports of suspected impairment are confirmed.

Urine and/or blood samples may be required at the discretion of the physician in the above program.

**Treatment**

Intervention will be supervised and monitored through the PRN. However, another program approved by the
College of Pharmacy may be used by the impaired pharmacy student for treatment and rehabilitation.

The expense for this program will be the responsibility of the impaired student.

The impaired student will be granted a medical leave of absence from the College of Pharmacy for the purpose of
completing Phase I (Evaluation) and Phase II (Rehabilitation) of the PRN.

The impaired pharmacy student must sign a contract describing the treatment plan, the responsibility of the
student, and consequences of successful and unsuccessful completion of the program. A copy of the Contract will
be sent to the Senior Associate Dean for Professional Affairs for the College of Pharmacy and kept in the separate
file for the student. Such a contract should include the following:

- length of the treatment program (inpatient and outpatient)
- length and type of aftercare program
- mandatory participation in an appropriate support group
- periodic reports from aftercare therapist, employers and support group network
- mandatory announced and unannounced urine and/or blood analyses
- conditions under which the student may return to the College of Pharmacy
- assurance of confidentiality
- notification of clinical preceptors in clerkships regarding the status of the student in the rehabilitation
  program.

The pharmacy student must have a letter of certification from the Director of the PRN attesting to a successful
rehabilitation and a readiness to resume studies for a degree in pharmacy before he or she will be allowed to
resume studies at the College of Pharmacy. If the letter of certification is not provided within 12 months, the
student shall be deemed no longer in the College of Pharmacy. In addition, the Academic and Professional
Standards Committee must review the status of the student prior to granting permission for resumption of
pharmacy studies.

The pharmacy student must have a letter of certification of rehabilitation before entering any of the introductory or
advanced pharmacy practice experience courses.

A follow-up program through the PRN will be initiated once a formerly impaired student is readmitted to the College
of Pharmacy. The student will adhere to all prescribed outpatient treatment programs inclusive of psychiatric evaluation and counseling that may be a requirement in the rehabilitation contract. A report from an appropriate medical authority (e.g., psychiatrist, physician, clinical psychologist) on the student’s progress will be sent to the Senior Associate Dean for Professional Affairs after each semester is completed or at any time at the discretion of the Senior Associate Dean for Professional Affairs. Random samples of urine and/or blood may be requested at the discretion of the supervising physician.

The student in a rehabilitation program is encouraged to inform pharmacists who serve as employers or preceptors in experiential training about his/her impairment prior to beginning employment or educational activities.

The College of Pharmacy’s Office for Student Affairs will notify clinical preceptors for clerkships regarding the status as a participant in the rehabilitation program.

If an impaired student is charged with noncompliance with the rehabilitation contract with the College of Pharmacy, he or she will be given a hearing before the Academic and Professional Standards Committee. This Committee will make a recommendation to the Dean regarding the status of the student in the College of Pharmacy. The student may be dismissed from the College of Pharmacy by the Dean for failure to adhere to the rehabilitation contract.

Records pertaining specifically to the impairment situation of a student who has successfully completed contractual terms will be maintained pursuant to University records retention policies.

**Related Issues**

Participation in a recovery program does not make the chemically-impaired pharmacy student immune to legal proceedings for criminal acts involving drug misuse, or illegal use.

The academic standing of a chemically-impaired pharmacy student will not change while the student is on a leave of absence for therapy. If the student is academically ineligible to continue in the pharmacy curriculum, participation in the rehabilitation program will not preclude administrative action for dismissal from the College of Pharmacy for academic reasons.

Likewise, participation in the rehabilitation program will not preclude disciplinary action on other grounds (e.g., misconduct, illegal drug use) by Student Judicial Affairs for the University of Florida.

Impaired pharmacy students undergoing a rehabilitation program will not be allowed to participate in experiential components of the educational program until permission is granted by the College of Pharmacy through the Academic and Professional Standards Committee after review of assurances from officials associated with the Office of Student Judicial Affairs if applicable, physician, counselors, and PRN, that the student is ready to resume this part of the pharmacy curriculum.

**CARDIOPULMONARY RESUSCITATION (CPR)**

All pharmacy students must be certified in adult and child CPR upon enrollment in the College of Pharmacy. This may be accomplished through a certification program by the American Red Cross or a first aid course preceding enrollment. CPR certification must be maintained while a student is in the College of Pharmacy.

**CONFIDENTIALITY OF STUDENT RECORDS**

The University of Florida assures the confidentiality of student educational records in accordance with State University System rules, state statutes, and the Family Educational Rights and Privacy Act of 1974, known as FERPA or the Buckley Amendment.

Directory information is that information which can be released to the public on any student. It is limited to: name, gender, class, college, and major; dates of attendance; degree(s) earned; honors and awards received; local and permanent addresses; telephone number; participation in officially recognized activities and sports; and the weight
and height of members of athletics teams.

Currently enrolled students who wish to withhold information in these categories should complete a "Restriction of Directory Information" form available through the Office of the University Registrar.

Students have the right to review their educational records for information and to determine accuracy. A photo I.D. or other equivalent documentation or personal recognition by the custodian of record will be required before access is granted. Parents of dependent students, as defined by the Internal Revenue Service, have the same rights upon presentation of proof of the student's dependent status.

**IMMUNIZATION POLICY**

All students must document their immunization status prior to matriculation in the College of Pharmacy. Students must indicate on the appropriate form (available in the Office for Student Affairs) their history of acquired or natural immunity to the following diseases: measles, mumps, rubella, varicella (chickenpox), diphtheria, tetanus, pertussis, and hepatitis B. Pertussis immunization can be update with a tetanus – diphtheria-pertussis combination toxoid/vaccine combination product. Varicella immunization consists for two injections of vaccine. Proof of past varicella infection must appear in the medical record and confirmed by a physician's statement on office letterhead. Antibody titer to varicella infection is also an acceptable method to document immunity against varicella infection. The above immunization are required on prior to enrollment in the College of Pharmacy and must be updated accordingly prior to entry into IPPE and APPE courses.

The hepatitis B series consists of three injections and should be started before entering the College of Pharmacy. Hepatitis B immunization must be completed by March 1 of the first professional year. On admission, all students must show proof of a recent (within the past 6 months) tuberculosis skin test (PPD or Tine test). Students must be immunized against the influenza flu virus each year.

The expense for all immunizations and TB skin tests is the responsibility of the student.

All pharmacy students must be tested for exposure to tuberculosis on an annual basis. In addition, all pharmacy students must participate in an annual training program for tuberculosis and blood borne pathogen prevention measures. The arrangements for the annual training program will be announced through the Office for Experiential Programs.

Blood titers against selected viruses and bacterial may be required by certain hospital in the Practicum (IPPE) and APPE courses.

Prior to APPE coursework, students must file results of a two-step TB skin test with the Office for Student Affairs by deadline designated. A TB skin test is also required at the end of APPE courses. The results of this skin test must be turned into the Office for Student Affairs to insure certification for graduation. For students with a positive TB skin test, a chest x-ray and/or documentation by a physician that the student is free of TB infection is required prior to beginning classes in the College of Pharmacy and prior to and after APPE courses. Chest x-rays are not necessary if the student provides documentation from a physician that they are asymptomatic and have had no evidence of TB by chest x-ray within the past year. Students may petition to be exempted from immunizations and TB skin tests for medical or religious reasons.

**HEALTH INSURANCE**

The University and SHCC strongly encourage each student to investigate his or her insurance coverage. One option to consider is the University sponsored health insurance, offered through Aetna Student Health. For more information, go to the insurance company's web site. Enrollment may be arranged within the first 30 days of a semester. The policy year begins on August 14 and terminates on the same date the next year. Other policies may be available specifically for international students. It is the student's responsibility to know the benefits and limitations of a selected plan. The Insurance Office (352-392-1161, ext. 4377) will assist you in filing claims.
Students may prefer to continue with a health insurance plan already in effect for their family, or they may want to obtain a new policy of their own. Keep in mind that some plans do not cover services in geographical areas other than the home city. Or, the listed/acceptable providers may not include the Gainesville or other metropolitan area. Ask your insurance company what coverage is provided for a student away from home.

Health insurance is required for all pharmacy students. Cost for this insurance is assumed by the student. All UF students enrolled in a degree seeking program are eligible to enroll in the Student Injury and Student Insurance Plan. Please contact the Student Health Care Center for additional information regarding insurance plans and providers.

Pharmacy students must obtain malpractice insurance. Membership in the Academy of Student Pharmacists provides liability insurance coverage from March-April in the third professional year. Renewal of membership in May of the fourth professional year provides malpractice insurance coverage through April of the next year. For malpractice insurance coverage during the first and second professional year students can make arrangements directly from the insurance company that contracts with ASP.

TEACHER AND COURSE EVALUATIONS

Introduction

The goal for conducting teacher/course evaluations is to obtain information that can be used to improve the content of a course, strengthen the teaching ability of faculty members, enhance management of courses, and provide a method for faculty peers and Departmental Chairs to assess teaching effectiveness by faculty members.

Student evaluations of faculty as teachers and coordinators of courses are valued by individual faculty, Department Chairs, administrators, and the Tenure and Promotion Committee. Data from these evaluations must be reliably obtained to insure a representative sample of completed forms. Furthermore, students must have an understanding of the importance of these data and how it is used to evaluate faculty and courses. With proper understanding and motivation, the evaluations completed by students will have a higher probability of depicting valid information about our faculty's efforts as teachers.

These data are viewed as a very important aspect regarding decisions about faculty development activities, teaching awards, salary enhancement, academic promotion, and granting tenure. Therefore, the acquisition of these data must be performed in a very serious and consistent manner to insure reliability and validity.

Students must evaluate a faculty member's teaching abilities and capabilities as a course manager without fear of recrimination. Anonymity of responses to faculty must be insured.

Students must evaluate teachers and courses as directed by the course coordinator in order to complete requirements for a grade in the course. Evaluations of selected teachers and courses will be done by a computer on-line method as established by policies and procedures in the College of Pharmacy. Students who do not complete teacher and course evaluations by the appropriate deadlines will be given an I grade in the course. The I grade will be removed once teacher and course evaluations are completed.

State University System Policies

The Board of Regents has established the following policies for student assessment of instruction (SUSSAI).

- All courses taught by a faculty member during the academic year, including those taught by adjuncts and graduate assistants, are to be assessed using the items on the SUSSAI forms.
- There is no blanket exclusion for graduate courses.
The following courses may be excluded:

a-Courses such as independent study, internships, practica, thesis and dissertation supervision.
b-Courses where the number enrolled is less than or equal to 10.

If a course is taught by more than one instructor, each instructor must be evaluated separately.

The evaluation is to be administered during the final three weeks of scheduled instruction. (Note: A reasonable exception to this policy would be for team taught courses in which faculty could be evaluated after they complete a substantial block of teaching within the course. This would allow better feedback from students due to the closer timing to the teacher's performance and abilities.)

Students must complete the instructor evaluation using the computer on-line forms by the appropriate deadline.

Completed evaluations for a college must be completed by the date assigned at the beginning of each semester.

Questions 1-7 and 10 will be analyzed and copies placed on the University web site for public view.

The results of the entire evaluation will only be reported to the academic deans, department chairs, and the faculty member. (Written comments are excluded from the review by academic deans and department chairs.)

Policies and Procedures in the College of Pharmacy

1. Faculty are required to be evaluated by students each semester in which they teach. Students will complete forms approved by the University of Florida to evaluate teaching effectiveness of faculty. The College of Pharmacy has developed a form approved by the Curriculum Committee and the faculty for the purpose of obtaining evaluations of courses.

2. Departments may conduct more frequent course evaluations utilizing forms approved by the department faculty.

3. Each course master will be responsible for setting the dates for evaluations. These dates should be listed in the course syllabi for that department. Department Chairs should make sure that each faculty member has complied with setting evaluation dates in the course syllabus.

4. The faculty member who is being evaluated should not speak to the class prior to the evaluation in an attempt to influence the students' opinion.

5. The faculty member being evaluated will not see the results of the students' evaluations until final grades have been reported to the Registrar's Office.

6. Students are encouraged to make constructive criticism/remarks on the comment section. Students should not make any profane or disrespectful remarks about faculty members. Professional behavior in providing feedback to faculty is the normative expectation and standard in the College of Pharmacy.

7. A faculty member may be evaluated without his/her permission upon approval by the Department Chair.

8. Students' evaluations of faculty and courses will be sent to the UF Office for Academic Affairs for statistical summaries. The statistical summaries will be posted on the College of Pharmacy web site. A copy of the faculty member's evaluation inclusive of students' comments will be made available on the College of Pharmacy web site. A copy of each faculty member's statistical summary of students' evaluations is available on the College's web site for the Department Chair, the Senior Associate Dean
for Professional Affairs, and the Associate Dean for Accreditation and Curricular Affairs. The Dean and Executive Associate Dean may review the statistical summaries. The Department Chair, administrators, and other faculty do not have access to the written comments unless the faculty member grants permission.

9. The Associate Dean for Accreditation and Curricular Affairs will work with the Department Chairs to address identified problems that may require faculty development activities.

**CAREER DEVELOPMENT**

**APPLICATION FOR FLORIDA STATE BOARD OF PHARMACY EXAMINATION**

When educational requirements have been met, a completed application to take the Board examination must be submitted to the Florida Board of Pharmacy at least 30 to 45 days prior to the examination date. Application forms may be obtained [http://www.doh.state.fl.us/mqa/pharmacy/ph_home.html](http://www.doh.state.fl.us/mqa/pharmacy/ph_home.html). Board examinations are held by computer throughout the year. Also, licensure requirements to practice pharmacy in other states may vary. You should contact the Board of Pharmacy in the state in which you desire licensure for specific requirements. *Please note that although the Florida Board of Pharmacy does not require internship hours, boards of pharmacy in other states may require a minimum amount.*

**PHARMACY RESIDENCY TRAINING PROGRAM**

Pharmacy residencies are post-graduate training programs designed to give the pharmacist intensive experience in pharmacy practice. A variety of types of residencies exist including general hospital, general clinical, specialty clinical, ambulatory care, and community pharmacy. While most residency programs are hospital-based and accredited by ASHP, the American College of Apothecaries and APhA have recently developed community-based programs. It is important to emphasize that residencies are practice oriented while fellowships are research oriented.

A pharmacy residency should be considered by any student interested in clinical pharmacy practice. In most instances, a general clinical residency is most appropriate for a student just graduating from the college. Specialty residencies are most appropriate for those with previous residencies or other clinical experience. ASHP-accredited specialty residency programs are available in the areas of administration, adult internal medicine, ambulatory care, clinical pharmacokinetics, drug information, geriatrics, nutritional support, oncology, pediatrics, and psychopharmacy.

Most ASHP-accredited residencies participate in a nationwide matching program. The deadline for applying to the matching program can be obtained by contacting the Director of Experiential Programs. Residency rankings must be submitted to ASHP by February. Students, especially third and fourth year students, interested in residency programs are strongly encouraged to attend the Residency showcase program at the ASHP Clinical Midyear Meeting.
UNIVERSITY POLICIES

DISABILITY

All support services provided to and for University of Florida students are individualized to meet the needs of students with disabilities. To obtain individual support services, each student must meet with one of the support service coordinators at the Disability Resource Center and collaboratively develop appropriate support strategies. Appropriate documentation regarding the student’s disability is necessary to obtain any reasonable accommodation or support service. The web site for further information is www.dso.ufl.edu.

HARASSMENT

It is the policy of The University of Florida to provide an educational and working environment for its students, faculty and staff that is free from sex discrimination and sexual harassment. In accordance with federal and state law, the University prohibits discrimination on the basis of sex, including sexual harassment. Sex discrimination and sexual harassment will not be tolerated, and individuals who engage in such conduct will be subject to disciplinary action. The University encourages students, faculty, staff and visitors to promptly report sex discrimination and sexual harassment. The web site for more information is www.hr.url.edu/eeo/sexharrassment.htm.

Scope
This policy applies to visitors, applicants for admission to or employment with the University, and students and employees of the University who allege sex discrimination, including sexual harassment, by University employees, students, visitors or contractors.

Definition
Sexual Harassment is a form of sex discrimination that can occur when:

- The submission to unwelcome physical conduct of a sexual nature, or to unwelcome requests for sexual favors or other verbal conduct of a sexual nature, is made an implicit or explicit term or condition of employment or education; or
- The submission or rejection to unwelcome physical conduct of a sexual nature, or to unwelcome requests for sexual favors or other verbal conduct of a sexual nature, is used as a basis for academic or employment decisions or evaluations; or
- Unwelcome physical acts of a sexual nature, or unwelcome requests for sexual favors or other verbal conduct of a sexual nature, have the effect of creating an objectively hostile environment that interferes with employment or education on account of sex.

Reporting

Sexual harassment may take the form of unwelcome verbal or physical actions which create a hostile, demeaning, offensive, or intimidating behavior of a sexual nature. A person who believes that he or she has been subjected to sex discrimination or sexual harassment should report the incident to any University official, administrator or supervisor. The Office of Human Resource Services investigates all complaints. Incidents should be reported as soon as possible after the time of their occurrence. Reports of sexual harassment can be reported to the Dean's Office. A report is filed...
with the Student Judicial Affairs if misconduct seems to have occurred. Students who have experienced sexual harassment or who have friends who have been harassed may find it helpful to discuss the situation with someone. Confidential counseling services are available at the University Counseling Center in 301 Peabody Hall and at Student Mental Health Service and the Sexual Assault Recovery Service in the Student Health Care Center. Staff in the Office for Student Services, 202 Peabody Hall, have been designated to assist students who have complaints or questions about sexually offensive behavior by faculty, staff, and students.

HAZING

It is a violation of Florida state law, Board of Trustees policy and University of Florida policy for students to engage in any activity that may be described as hazing. Hazing is a broad term encompassing any action or activity that does not contribute to the positive development of a person; or that inflicts or intends to cause mental or physical harm or anxieties; or that may demean, degrade or disgrace any person regardless of location, intent or consent of participants. In addition, hazing can be defined as any action or situation which intentionally or unintentionally endangers the physical or mental health of a student for the purpose of initiation or full admission, or affiliation with any organization operating under the sanction of the University of Florida. The University believes that any activity that promotes a class system within organizations is inappropriate. Subservience in any form is unacceptable. Subsequently, activities which facilitate inappropriate levels of authority over students may be deemed as hazing and will not be allowed.

Any student organization found to have violated this policy may face loss of recognition as a student organization. Further, any student found to be involved in any hazing activity will face disciplinary action, and is subject to a maximum sanction of expulsion or suspension from the University. Students, as well as their respective organizations, are also subject to civil and criminal action as it relates to the state law prohibiting hazing. For more information, contact the Office for Student Services or refer to Florida Statute 240.252. For further information please access http://regulations.ufl.edu/chatper4/40161/pdf.

OFFICIAL POLICY REGARDING THE USE OF SOCIAL NETWORKING SITES

The administration of the College of Pharmacy recognizes that social networking websites and applications including, but not limited to, Facebook, MySpace, Twitter are an important and timely means of communication. However, students who use these websites and applications must be aware of the critical importance of privatizing these websites and applications so that only trustworthy “friends” have access to the sites. They must also be aware that posting certain information is illegal. Violation of existing statues and administrative regulations may expose the offender to criminal and civil liability, and punishment for violations may include fines and imprisonment. Offenders also may be subject to adverse academic actions that range from a letter of reprimand to probation to dismissal from the University.

The following actions are strictly forbidden:

- You may not report the personal health information of other individuals, be they friends, relatives, or actual patients. Removal of an individual’s name does not constitute proper de-identification of protected health information. Furthermore, inclusion of data such as age, gender, race, or date of evaluation may still allow the reader to recognize the identity of a specific individual.
- You may not report private (protected) academic information of another student or trainee. Such information might include, but is not limited to: course grades, narratives evaluations, examination scores, or adverse academic actions.
- In posting information on social networking sites, you may not present yourself as an official representative or spokesperson for the University of Florida College of Pharmacy.
- You may not represent yourself as another person.
- You may not utilize websites and/or applications in a manner that interferes with your work commitments.

In addition to the absolute prohibitions outlined above, the following actions are strongly
encouraged:
- Use of privacy settings to limit the unknown or unwanted access to your profile or application.
- If you choose to list an email address on a social networking site, use a personal email address (not your ufl.edu address) as your primary means of identification.

In addition to the absolute prohibitions outlined above, the following actions are strongly discouraged as these are considered unprofessional and reflect poorly on the individual, the pharmacy profession, the College of Pharmacy and the University of Florida.
- Display of vulgar language
- Display of language or photographs that imply disrespect for any individual or group because of age, race, gender, ethnicity, or sexual orientation.
- Presentations of photographs that may reasonably be interpreted as condoning irresponsible use of alcohol, substance abuse, or sexual promiscuity.

When using these social networking sites, students are strongly encouraged to present themselves in a mature, responsible, and professional manner. Discourse should always be civil and respectful. Please be aware that no privatization measure is perfect and that undesignated persons may still gain access to your networking site. A site such as YouTube, of course, is completely open to the public. Moreover, once an item is posted on a network site, it may not be easily removed. Future employers (residency or fellowship program directors, representatives of pharmacy employers) may review these network sites when considering potential candidates for employment. You certainly want these individuals to have positive opinion of you.

**POLICY ON THE USE OF ALCOHOLIC BEVERAGES**

The College of Pharmacy adheres to the University's Policy on the Use of Alcoholic Beverages by students and organizations. The policy can be found in the University of Florida Student Guide. A summary of this policy follows.

The sale, service, and consumption of alcoholic beverages on the University of Florida campus must be within the guidelines established by federal and state law and municipal and county ordinance. The sale, service, or consumption of alcoholic beverages is not allowed in classrooms, laboratories, offices, and outdoor areas of the campus.

Alcoholic beverages may not be served or consumed at social events held in conjunction with fraternity "rush" or any organized drive to recruit students on campus. Social events held by student groups that are open to the public and in which alcoholic beverages are sold and consumed are permitted only after permission is obtained from the Office for Student Services (student organizations, fraternities, and sororities) or the Director of Housing (residence halls, student groups) and only under applicable University rules.

Any student, student group, or employee of the University who is found to be in violation of the law or the University alcohol policy shall be subject to disciplinary action by the University.

Any group that holds a function at a location where consumption of alcoholic beverages is permitted shall abide by the following principles when conducting the function.

a. The group holding the event must establish precautionary measures to ensure that alcoholic beverages are not served to persons under the legal drinking age, to persons who appear intoxicated, or to persons known to be addicted to intoxicants.

b. At the function, a person (or persons) over the legal drinking age must be designated as the server(s). All alcoholic beverages to be served must be placed in such a manner and location so that access to them can be had only through the designated server(s).

c. The only alcoholic beverages that may be possessed or consumed at the function are those alcoholic beverages served at the function, and the alcoholic beverages must be consumed within the designated area in which the function is being held.

d. Non-alcoholic beverages must be available at the same place as the alcoholic beverages.
and featured as prominently as the alcoholic beverages.

e. No social event shall include any form of drinking contest or any other activities which encourage the rapid and/or excessive consumption of alcohol at the event.

f. Alcoholic beverages may not be served or consumed at any social event held in conjunction with fraternity rush or other organized drive to recruit students on campus.

g. If the function is sponsored by a student group (or groups), the group(s) and event must be registered with the Office for Student Services (student organizations/fraternities/sororities) or the Housing Office (residence hall student groups) prior to the event.

h. All announcements or advertisements including but not limited to flyers, banners, t-shirts, and newspaper and radio announcements concerning the function must note the availability of non-alcoholic beverages as prominently as the availability of alcoholic beverages and that proper identification must be presented in order to be served or sold alcoholic beverages. Promotional materials must not make reference to the amount of alcoholic beverages available at the event nor to any form of drinking contest.

i. A uniformed member of the University Police Department, or a substitute approved by the Chief of the University Police Department, must be present at all times during the function and be paid by the sponsoring group.

j. Advertising which promotes campus events must not portray drinking as a solution to personal or academic problems of students nor as necessary to social, sexual, or academic success.

k. Promotion of alcoholic beverage brands at sponsored events must not encourage any form of alcohol abuse nor should it place emphasis on quality and frequency of use.

l. Alcoholic beverages, including kegs or cases of beer, shall not be provided as awards to individual students or campus organizations.

m. A student adjudicated guilty of a violation of the Alcoholic Beverage Policy of the University shall be guilty of a violation of the Student Conduct Code and subject to sanctions which may include one or more of the following penalties as provided for in rule (C1-4.16(2)) of the Florida Administrative Code: reprimand, conduct probation, suspension or expulsion. Sanctions shall be commensurate with the offense and any aggravating and mitigating circumstances.

**AFFIRMATIVE ACTION/EQUAL OPPORTUNITY**

The University of Florida and the College of Pharmacy are committed to equal opportunity for all students in all matters related to admissions, housing, public and health accommodations, and other programs and activities across the campus. Furthermore, eligibility for student jobs, clubs, and sports activities (with the exception of recognized fraternities and sororities and certain athletic teams) should be available to qualified individuals regardless of race, ethnicity, religion, national origin, gender, age, or disability.

**HIV/AIDS POLICY**

The College of Pharmacy adheres to the State University System (SUS) Policy on AIDS (Acquired Immune Deficiency Syndrome). The following section adapts the statements in the SUS Policy on AIDS to situations and circumstances pertaining to the College of Pharmacy. A copy of the complete SUS Policy on AIDS is available in the Office for Student Affairs or in the University of Florida Student Guide.

It is the policy of the College of Pharmacy to balance the rights of individuals with AIDS with regards to education and employment with the rights of students and University employees to an environment in which they are protected from contracting the disease.

The College of Pharmacy will be flexible in its response to incidents of the disease on campus, evaluating each occurrence in light of its general policy and the latest information available. The University of Florida has established a committee which is responsible for acting upon and administering the SUS Policy on AIDS in specific cases. The College of Pharmacy will consult with the committee to consider individual occurrences of the disease and recommend appropriate action.
The University of Florida Committee on AIDS has designated an AIDS counselor on a request basis to answer questions and provide counseling with regard to the disease. Contact with the AIDS counselor is confidential. The location of the AIDS counselor and hours the available for counseling are included in the AIDS Policy.

Education

The University Committee on AIDS coordinates educational efforts to inform students and employees about the transmissibility of the disease and precautions that may be taken to prevent the spread of the disease. The College of Pharmacy will include information on AIDS in its Orientation program and within the curriculum.

General Guidelines

There is no evidence to indicate that Human Immunodeficiency Virus or Acquired Immune Deficiency Syndrome can be spread by casual contact. The evidence demonstrates that HIV requires direct passage through body fluids to cause infection. The greatest risk, therefore, lies in the use of contaminated syringes or exposure via intimate contact with an infected partner.

AIDS is included in the definition of a disabled person for purposes of state laws prohibiting discrimination in employment on the basis of disability, and the federal Rehabilitation Act of 1973 which prohibits discrimination against qualified individuals by employers and by those who provide services with the assistance of federal funding. Under federal law the College of Pharmacy is required to make reasonable accommodations for individuals with HIV/AIDS.

Under these regulations the College of Pharmacy may not deny admission to a person with HIV/AIDS because the individual has HIV/AIDS. Furthermore, the College of Pharmacy may not ask students applying for admission whether they are HIV positive or have AIDS, or require a serologic test for infection with HIV. If students with AIDS require special accommodations due to their illness, the College of Pharmacy may inquire about the disease after the student has been admitted. Records gathered by the College of Pharmacy about a student's medical condition are strictly confidential.

Students with AIDS must be offered the same opportunities and benefits offered all students. This requirement includes access to educational programs, counseling, health insurance, housing, employment opportunities, transportation, health care, and financial assistance.

Under the Rehabilitation Act of 1973 the College of Pharmacy is required to reasonably accommodate the special needs of students and employees with AIDS unless the College of Pharmacy can show that accommodation causes undue hardship. Generally, the accommodation does not produce an undue hardship unless funds must be expended to accommodate the individual.

Action Guidelines for Students

For the purpose of these guidelines, an infected individual means:

a. an individual who is diagnosed as having AIDS  
b. an individual who is diagnosed as having AIDS Related Complex (ARC); or  
c. an individual who is determined to be HIV positive but has not yet developed the symptoms of AIDS or ARC.

Admission will not be denied to a qualified student solely on the grounds that the student has an infectious disease.

No student will be required to cease attending the College of Pharmacy solely on the basis of a diagnosis of infection. Such decisions will be made only after reasonable accommodations have been made and an examination of the facts demonstrates that the student can no longer perform as required, or that the student presents a health risk to themselves or the College of Pharmacy or community. Infection of the central nervous
system by the AIDS virus may lead to progressive neurological and cognitive dysfunction and consequent inability of the student to maintain his scholastic performance. Decisions regarding remedial or disciplinary action in such cases will take these facts into consideration.

**Infectious Disease Prevention Recommendations**

The risk of contracting Hepatitis B is greater than the risk of contracting HIV. Therefore, recommendations for the control of Hepatitis B infection will effectively prevent the spread of HIV via blood or blood contaminated items.

1. Sharp items (needles, scalpels, blades, and other sharp instruments) should be considered potentially infective and be handled with extreme care to prevent accidental injuries.

2. Disposable syringes and needles and other sharp items should be placed in puncture resistant containers located as close as practical to the area in which they were used. To prevent needle stick injuries, needles should not be recapped, purposely bent, broken, removed from disposable syringes, or otherwise manipulated by hand.

3. When the possibility of exposure to blood or other body fluids exists, students should wear gloves to handle these soiled items. Gowns, masks, and eye covers may also be required per instructions of the infectious disease control committee. Hands should be washed thoroughly and immediately if they accidentally become contaminated with blood.

4. In place of emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be used.

5. Pregnant students are not known to be at greater risk of contracting HIV than students who are not pregnant. However, because the infant has an increased risk of infection through prenatal or perinatal transmission, pregnant students should be especially familiar with precautions for preventing the transmission or acquisition of HIV.

6. Students engaged in health care who are HIV positive or have AIDS and are not involved in invasive procedures need not be restricted from work unless they have some other illness for which any health care worker would be restricted.

7. For students engaged in health care who are HIV positive or have AIDS, there is an increased danger from infection due to diseases they may come in contact with in a class or in the work place. Students with AIDS who have defective immunity are at risk of acquiring or experiencing serious complications of such diseases. Of particular concern is the risk of severe infection following exposure to patients with infectious diseases that are easily transmitted if appropriate precautions are not taken (e.g., tuberculosis or varicella). Students with HIV/AIDS will be counseled about potential risk associated with exposure to or taking care of patients with transmissible infections and will be advised to continue to follow existing recommendations for infection control to minimize their risk of exposure to other infectious agents.

8. The physician of a student with HIV/AIDS and/or the University’s Student Health Physician, the Associate Dean for Professional Affairs for the College of Pharmacy, and the University Committee on AIDS will determine on an individual basis whether a student with AIDS or ARC can adequately and safely perform patient care duties and suggest changes in work assignment if indicated.

9. Students with AIDS who are infected neurologically who cannot control bodily secretions or who have open lesions will not be permitted to participate in health services. The determination of whether an AIDS infected student should be excluded from providing health care shall be made on a case-by-case basis by a team composed of the student’s physician, the Associate Dean for Student Affairs of the College of Pharmacy, and the University Committee on AIDS.

**RELIGIOUS HOLIDAYS**

The Board of Trustees policy statement governs University policy regarding observance of religious holidays:
• Students shall, upon notifying their instructor, be excused from class to observe a religious holy day of their faith.
• While students will be held responsible for material covered in their absence, each student shall be permitted a reasonable amount of time.
• No significant test, class event, or University activity shall be scheduled on a major religious holiday.
• Professors and University administration shall in no way penalize students who are absent from academic or social activities because of religious observance.

The University of Florida urges faculty and administrators not to schedule exams or major events on evenings or days observed as holy days by a significant number of students. Students who ask to be excused from class for religious reasons will not be required to provide second-party certification. A student who believes that he/she has been unreasonably denied an education benefit due to religious beliefs or practices may seek redress through the student grievance procedure.

THE VALUE OF DIVERSITY

The College of Pharmacy, along with the University of Florida, strives to develop a climate and environment where the value of diversity among students, faculty, and staff is accepted, encouraged, and embraced. Diversity encompasses differences in age, ethnicity, gender, national origin, physical or mental ability, race, religion, sexual orientation, socioeconomic background, or unique individual style. The individual characteristics, talents, and contributions of all persons are valued and recognized.