

**UNIVERSITY OF FLORIDA  
COLLEGE OF PHARMACY**



**STUDENT/FACULTY HANDBOOK**

**2016 - 2017 Academic Year**

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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.

Julie Johnson, Pharm.D.  
Distinguished Professor and Dean, College of Pharmacy

## **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, 135 S. LaSalle Street, Suite 4100, Chicago, IL 60603-4810 (Phone 312-664-3575; Fax 312-664-4652 web site [www.acpe-accredit.org](http://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 Curricular Affairs and Accreditation 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/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 out of curricular sequence who have paid per credit hour in the fall or spring semesters will continue to pay per credit hour for the summer term. Once students are back on track, paying annual tuition/fee for the fall and spring semesters, summer tuition charges will not apply.

The College of Pharmacy does not receive 100 percent of the tuition and fees paid by pharmacy students to support the educational enterprise. The University receives a certain percentage with some of the funds designated for financial aid, which is made available to selected pharmacy students based on financial need.

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 and maintaining the campus facility to deliver the program.

Pharmacy students at the distance education campuses have the option of paying a health care access fee to the student health care facilities at the University of Central Florida, the University of South Florida, and to UF Health at Jacksonville. This fee allows the same or similar health care services as those provided to pharmacy students based in Gainesville.

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 two 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.

Introductory Pharmacy Practice Experience (IPPE) courses that are required in the summer semesters are covered under annualized tuition and fees.

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 are taken in that summer semester.

A distance learning technology fee is assessed on selected pharmacy courses that require at least 80 percent delivery of course content by distance education technology.

Students who are admitted to the joint degree programs (PharmD/MBA, PharmD/MPH, 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](http://www.cop.ufl.edu) under the Office for Student Affairs and then Financial Aid and Tuition.

### **IMPORTANCE NOTICE FOR NONRESIDENT TUITION**

Non-resident students are admitted to a non-sponsor program which means the tuition and fees are directly used to support their education. The non-sponsor program means the tuition and fees are lowered to a more competitive market amount that non-resident students pay at many other colleges of pharmacy. Non-residents in this program are obligated to this amount of tuition and fees for the duration of their pharmacy studies in the College of Pharmacy. Admitted non-residents must sign an agreement form that specifies the details of this arrangement in order to be enrolled in the PharmD degree program.

## **FINANCIAL AID AND GUIDANCE**

Information about UF Financial Aid is available at the UF web site [www.ufl.edu](http://www.ufl.edu) under Admissions. 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 credits 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 fall semester of the first professional year in the UF College of Pharmacy, if pharmacy students obtain 90 or more credits they are eligible for the same total amount of federal financial aid 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 scholarship terminates at 128 credits or attainment of a baccalaureate degree, whichever comes first. For those students who receive their baccalaureate degree early, they may be eligible for one semester of Bright Futures funding.

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 in the fall semester 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.

Mrs. Myra N. Edwards, AFC, is the advisor for student financial aid for pharmacy students in the Office for Student Financial Affairs. Her office is located in the Student Services Center of the HPNP Complex in Health Science Center in Gainesville. She may be contacted at [mnedwards@ufl.edu](mailto:mnedwards@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. 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.

## **CORE 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 Student 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

To empower students to be caring medication therapy experts and effective members of the interprofessional team, we provide a strong educational foundation in the biomedical, pharmaceutical, social and administrative, and clinical sciences. We deliver an organized, sequential curriculum that instills an evidence-based approach to problem-solving and fosters the development and integration of knowledge, skills, attitudes, and values required in the profession. The use of online, face-to-face, and independent learning activities requires students to assume responsibility for their own learning. Because contemporary learning occurs in multiple settings, we optimize the use of effective technology to connect learners in both synchronous and asynchronous environments. Students have diverse learning styles, and they need to apply what they learn within the actual context of practice. Therefore, we employ a variety of instructional methods such as didactic lectures, assignments, and application-based practice laboratories. We maximize student engagement through sound instructional design, and we emphasize social interaction and communication with peers, faculty, and staff to enhance the learning experience across the curriculum. We view the curriculum as a tool to develop professionals who embrace the concept of lifelong learning and who are committed to the advancement of pharmacy practice.

## 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 required 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.

Students must satisfactorily complete specified pharmacy courses in the first three professional years of the PharmD program before they may enter Advanced Pharmacy Practice Experience (APPE) courses. Introductory Pharmacy Practice Experience courses must be satisfactorily completed prior to beginning APPE courses. Academic policies in the College of Pharmacy must be satisfied prior to starting APPE courses. Students must have at least a cumulative 2.00 grade point average to enter APPE rotations.

## **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

## Domain 1 – Foundational Knowledge

**1.1. Learner (Learner)** - Develop, integrate, and apply knowledge from the foundational disciplines (i.e., **pharmaceutical, social/behavioral/administrative, and clinical sciences**) to evaluate the scientific literature, explain drug action, assess and solve therapeutic problems, and advance population health and **patient-centered care**.

## Domain 2 – Essentials for Practice and Care

**2.1. Patient-centered care (Caregiver)** - Provide **patient-centered care** as the medication expert (collect and interpret evidence, prioritize patient needs, formulate assessments and recommendations, implement, monitor and adjust plans, and document activities).

**2.2. Medication use systems management (Manager)** - Manage patient healthcare needs using human, financial, technological, and physical resources to optimize the safety and efficacy of medication use systems.

**2.3. Health and wellness (Promoter)** - Design prevention, intervention, and educational strategies for individuals and communities to manage chronic disease and improve health and wellness.

**2.4. Population-based care (Provider)** - Discuss how **population-based care** influences **patient-centered care** and influences the development of practice guidelines and evidence-based best practices.

## Domain 3 - Approach to Practice and Care

**3.1. Problem Solving (Problem Solver)** – Identify and assess problems; explore and prioritize potential strategies; and design, implement, and evaluate the most viable solution.

**3.2. Educator (Educator)** – Educate all audiences by determining the most effective and enduring ways to impart information and assess understanding.

**3.3. Patient Advocacy (Advocate)** - Assure that patients' best interests are represented.

**3.4. Interprofessional collaboration (Collaborator)** – Actively participate and engage as a healthcare team member by demonstrating mutual respect, understanding, and values to meet patient care needs.

**3.5. Social & Cultural Sensitivity (Includer)** - Recognize **social determinants of health** in order to diminish disparities and inequities in access to quality care.

**3.6. Communication (Communicator)** – Effectively communicate verbally and nonverbally when interacting with an individual, group, or organization.

## Domain 4 – Personal and Professional Development

**4.1. Self-awareness (Self-aware)** – Examine and reflect on personal knowledge, skills, abilities, attitudes, beliefs, biases, motivation, and emotions that could enhance or limit personal and professional growth.

**4.2. Leadership (Leader)** - Demonstrate responsibility for creating and achieving shared goals, regardless of position.

**4.3. Innovation and Entrepreneurship (Innovator)** - Engage in innovative activities by using creative thinking to envision better ways of accomplishing professional goals.

**4.4. Professionalism (Professional)** - Exhibit behaviors and values (e.g., UF PHARMD CORES) that are consistent with the trust given to the profession by patients, other healthcare providers, and society.

## 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: didactic courses and Advanced Pharmacy Practice Experience (APPE) courses 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.

Doctor of Pharmacy Curriculum – prior to fall 2015

All students admitted prior to the fall semester 2015 in the Doctor of Pharmacy program will complete the basic courses and elective requirements as below (146 total credits).

### FIRST PROFESSIONAL YEAR

<u>Fall Semester</u>		<u>Credits</u>
PHA 5451	Clinical Biochemistry	4
PHA 5100	Dosage Forms I	3
PHA 5560C	Physiological Basis of Disease I	5
PHA 5727	Introduction to Pharmacy Health Care	3
PHA 5433	Fundamentals of Medicinal Chemistry	1
PHA 5941C	Introductory Pharmacy Practice Experiences (IPPE I)	<u>1</u>
		16

<u>Spring Semester</u>		<u>Credits</u>
PHA 5101	Dosage Forms II	2
PHA 5436	Structure and Function of Nucleotides: Basis for Therapy	2
PHA 5561C	Physiological Basis of Disease II	5
MCB 5252	Microbiological and Immunological Basis for Therapy	4
PHA 5515	Basic Principles of Pharmacology	1
PHA 5781	Pharmacotherapy I	2
PHA 5942C	IPPE II	<u>1</u>
		17

### SECOND PROFESSIONAL YEAR

<u>Fall Semester</u>		<u>Credits</u>
PHA 5782	Pharmacotherapy II	5
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	<u>1</u>
		18

<u>Spring Semester</u>		<u>Credits</u>
PHA 5783	Pharmacotherapy 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	<u>1</u>
		17

### THIRD PROFESSIONAL YEAR

<u>Fall Semester</u>		<u>Credits</u>
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PHA 5784	Pharmacotherapy IV	3
PHA 5226	Evidence-Based Pharmacy	4
PHA 5239	Pharmacy Law and Ethics	3
PHA 5104	Dosage Forms in Contemporary Pharmacy Practice	2
PHA 5113	Personalized Medicine	2
PHA 5108L	Pharmaceutical Skills Laboratory I	2
XXX XXXX*	Electives	<u>2</u>
		18

<u>Spring Semester</u>		<u>Credits</u>
PHA 5787	Pharmacotherapy V	3
PHA 5267	Critical Appraisal of Pharmacoeconomic Studies	1
PHA 5109L	Pharmaceutical Skills Laboratory II	1
PHA 5352	Herbal Medicines	2
XXX XXXX*	Elective (optional)	2
PHA 5000**	Advanced Pharmacy Practice Experiences (APPE)	<u>8</u>
		17

*\*Eight credits of 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, criminal background check and drug screen tests.

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. A flu vaccination is required by Dec. 1 of each year.

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. Students must achieve at least a C average in all APPE rotations attempted.

## **FOURTH PROFESSIONAL YEAR**

<u>Summer Semester</u>		<u>Credits</u>
PHA 5000	APPE's	12

<u>Fall Semester</u>		
PHA 5000	APPE's	16

<u>Spring Semester</u>		
PHA 5000	APPE's	8
PHA 5788	Pharmacotherapy VI	2
XXX XXXX**	Electives	<u>4</u>
		14

### **Elective Pharmacy Courses**

See the Class Schedules page located on the College of Pharmacy [website](#) for a listing of elective courses offered by semester.

## Doctor of Pharmacy Curriculum – starting Fall 2015

Students admitted to the College of Pharmacy for the fall semester 2015 will follow the new curriculum design below (146 credits).

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

Courses 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.

All pharmacy must complete the basic courses and elective requirements as described below (146 total credits) and meet the academic standards of the College of Pharmacy in order to be considered for the Doctor of Pharmacy degree.

Semester/Course Number	Course	Credit Hours
<b>Year 1 – Fall Semester</b>		
<b>Courses Across Blocks 1 &amp; 2</b>		
PHA 5700C	Personal & Professional Development I	1
PHA 5161L	Professional Practice Skills Lab I	1
<b>Block 1</b>		
PHA 5103	Principles of Patient Centered Care	2
PHA 5007	Pharmacy and Population Health	2
<b>Block 2</b>		
PHA 5560	Pathophysiology & Patient Assessment I	3
PHA 5439	Principles of Medicinal Chemistry & Pharmacology I	3
PHA 5176	Drug Delivery Systems	4
<b>Year 1 – Spring Semester</b>		
<b>Courses Across Blocks 3 &amp; 4</b>		
PHA 5701C	Personal & Professional Development II	1
PHA 5162L	Professional Practice Skills Lab II	1
<b>Block 3</b>		
PHA 5781	Patient Care I	3
PHA 5244	Principles of Evidence-Based Practice	3
PHA 5727	Principles of Systems-Based Practice	1
<b>Year 1 – Summer Semester</b>		
PHA 5941	Community Introductory Pharmacy Practice Experience (CIPPE)	3
<b>Year 2 – Fall Semester</b>		
<b>Course Across Fall and Spring Semesters</b>		
PHA 5702C	Personal & Professional Development III	1
<b>Course Across Blocks 5-7</b>		
PHA 5163L	Professional Practice Skills Lab III	1
<b>Block 5</b>		

PHA 5755	Principles of Medicinal Microbiology, Immunology & Virology	2
	Patient Care 2: Introduction to Infectious Disease and Hematolog/Oncology	4
<b>Block 6</b>		
PHA 5267	Principles of Pharmacoeconomics	1
<b>Block 7</b>		
PHA 5XXXC	Patient Care 3: Cardiovascular and Pulmonary Disorders	6
<b>Block 8</b>		
Variable	Electives	2
<b>Year 2 – Spring Semester</b>		
<b>Course Continues Across Fall &amp; Spring (Blocks 5-12)</b>	Personal & Professional Development III	
<b>Course Across Blocks 9-12</b>		
PHA 5XXXL	Professional Practice Skills Lab IV	1
<b>Block 9</b>		
PHA 5XXX	Sterile Compounding	1
<b>Block 10</b>		
PHA 5XXXC	Patient Care 4: Gastrointestinal & Renal Disorders	6
<b>Block 11</b>		
PHA 5XXXC	Patient Care 5: Endocrinology & Reproductive Disorders	6
<b>Block 12</b>		
Variable	Electives	2
<b>Year 2 – Summer Semester</b>		
PHA 5XXX	Hospital Introductory Pharmacy Practice Experience	4
<b>Year 3 - Fall</b>		
<b>Course Across Fall and Spring Semesters (Blocks 13-18)</b>		
PHA 5XXXC	Personal and Professional Development IV	1
<b>Course Across Blocks 13-15</b>		
PHA 5XXXL	Professional Practice Skills Lab V	1
<b>Block 13</b>		
PHA 5XXX	Pharmacoepidemiology and Drug Safety	2
	Patient Safety & Quality	2
	Pharmacy Practice Management	2
	Pharmaceutical Law	2
<b>Block 14</b>		
PHA 5XXX	Patient Care 6: Skin & Musculoskeletal Disorders	3
<b>Block 15</b>		
Variable	Electives	2
<b>Year 3 – Spring Semester</b>		
<b>Course Continues Across Fall and Spring Semester (Blocks 13-18)</b>	Personal and Professional Development IV	1

#### FOURTH PROFESSSIONAL YEAR

##### Summer semester

Advanced Pharmacy Practice Experience (APPE) (12)



**Fall semester**

Advanced Pharmacy Practice Experience (APPE) (16)

**Spring semester**

Advanced Pharmacy Practice Experience (APPE) (16)

Capstone Assessment (NC)

Students are not permitted to enroll in APPEs 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.

Examples of Elective APPE rotations (4 credits each)

- Nuclear Pharmacy
- Pharmacokinetics
- Long Term Care
- Surgery
- Neonatology
- Critical Care
- Home Health Care
- Pharmacy Management I
- Pharmacy Management II
- Pharmacy Management III
- Pharmaceutics Research
- Pharmacodynamics Research
- Medicinal Chemistry
- Pharmacy Outcomes and Policy Research
- Managed Care
- Pulmonology
- Infectious Disease
- Pain Management
- Dermatology
- Oncology
- Emergency Medicine
- Cardiology
- Developmental Disabilities
- Toxicology
- Total Parenteral Nutrition
- OB/GYN
- Pediatric Pharmacokinetics
- Ambulatory Care Pharmacokinetic
- Pharmacokinetic Lab
- Psychiatry

**Elective Pharmacy Courses**

See College of Pharmacy [website](#) 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 Biology Degree Program**

Students who were majoring in biology 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 Biology 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/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.

## **ACCESS TO THE CLINICAL PHASES OF THE PHARM.D. CURRICULUM**

Pharmacy students entering IPPE and APPE must comply with pre-clinical requirements established by the College of Pharmacy and institutions that allow students access to patient care facilities. These requirements include but are not limited to the following items: up-to-date immunizations, up-to-date CPR certification, two-step TB skin test, background check inclusive of criminal background, physical exam, health insurance, HIPAA training, training on handling biological fluids, and drug screens. Pharmacy students must meet these requirements by the deadlines established by the Office of Experiential Education. The Joint Commission on Accreditation of Healthcare Organizations (JCAHO) requires institutions to consider students in clinical and practical training as the same as employees. Hence, for accreditation purposes for healthcare organizations, students must meet the same requirements at the institution that are expected of employees. The College of Pharmacy may be asked to provide an attestation that these requirements have been met in order for a student to access clinical or practical training at selected healthcare organizations.

## **INDIVIDUAL STUDY COURSES**

Students who wish to acquire research experience in pharmaceutical outcomes and policy, pharmacodynamics, medicinal chemistry, pharmaceuticals, 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. Maureen Keller-Wood, Associate Dean for 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 OneUF system at the University of Florida, <https://student.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 (APSC). A petition must be submitted to the Associate Dean of Student Affairs who serves as chair of the APSC.

## **SCHEDULE CHANGES**

### **Dropping Courses**

Pharmacy students may drop a pharmacy course only upon petition and approval by the Academic and Professional Standards Committee in the College of Pharmacy. This policy insures that the design of the

professional degree curriculum is maintained and that appropriate interventions, including revisions in the plan of study, can be assured through faculty oversight.

Drops processed after the published deadline which are not approved for exception through the petitions process by the Academic and Professional Standards Committee will be assigned grades of WF (withdrew failing) which will be calculated as failing grades.

### **Withdrawals**

Students may withdraw from the University of Florida by following the procedures established by the University Registrar's Office. Students should notify the Office for Student Affairs in the College of Pharmacy if they plan to withdraw from the PharmD curriculum.

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 who withdraw after the deadline may petition the University Petitions Committee to be allowed to withdraw without WF grades.

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.

### **Illness Policy**

Students who are absent from classes or examinations because of illness should contact their professors to make up missed quizzes, exams, projects, etc. per the policy stated in the course syllabus. Students should contact the Office for Student Affairs to process a petition to drop a course for medical reasons via approval of the Academic and Professional Standards Committee. 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. Once coursework in a semester is completed and a student believes illness contributed to unsatisfactory academic performance, a petition to the Dean of Students Office at Peabody Hall may be submitted for a retroactive medical withdrawal from courses. Information on this process is available through the Dean of Students Office at 352-392-1261 and <https://www.dso.ufl.edu/care/medical-withdrawal-process/>.

## **CLASS ATTENDANCE**

Class attendance is required unless otherwise indicated in the course syllabus. Each syllabus lists the attendance policies. 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 or the University Ombudsman Office. 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 IPPE course activities 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 professional meeting that will result in missed class time must inform the faculty member and academic coordinator 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.
- Commonly attended professional meetings are considered when the curricular calendar is established. The Associate Dean for Curricular Affairs should be consulted when pharmacy students wish to attend a meeting that is in conflict with curricular requirements.

- For those meetings that the Associate Dean for Curricular Affairs and Accreditation 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.
- Absences will be considered unexcused if the Professional meeting is not approved by the Associate Dean for Curricular Affairs and Accreditation and the student attends it instead of class.
- 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).

### **SUPERVISION AT COMMUNITY HEALTH EVENTS - POLICY**

The administration of the College of Pharmacy recognizes that student community health events are an integral part of both the experiential curriculum and the co-curriculum in the College of Pharmacy. The experiences gained by student pharmacists during these activities are vital experiences in preparing a pharmacy student to enter the practice of pharmacy. The administration also recognizes that Pharmacists are one of the most trusted professionals and that it is our responsibility as a College to ensure that our students are providing accurate and complete information to patients during these community health events. With that in mind, the College of Pharmacy requires that a pharmacist licensed in the state of Florida be present at each community health event that is part of the experiential curriculum or part of the co-curriculum.

Specifically:

- Community health events that are part of the experiential curriculum must have a Florida licensed pharmacist present during the entire event.
- The Florida licensed pharmacist must be overseeing the student activities and available to provide assistance to the students at the event.
- The Florida licensed pharmacist may be a faculty member, graduate student, resident, facilitator, or preceptor of the College of Pharmacy.
- Alumni are encouraged to volunteer as the pharmacists for community health events. Alumni are required to complete the required documents to become a preceptor before volunteering. The office of experiential programs will process the necessary paperwork for the appointment.
- For community health events that are part of the experiential curriculum, it is the course coordinators responsibility to assure that an approved pharmacist is scheduled to be present.
- For community health events that are part of the co-curriculum, it is the responsibility of the student organization president to assure that an approved pharmacist is scheduled to be present. Additionally, the student organization president is responsible for notifying the student organization faculty advisor of who the approved pharmacist scheduled will be at least one week in advance.

### **CALCULATOR POLICY**

Course coordinators determine the policy on the use of calculators on exams for specific courses. The requirements for the calculator must be stated in the course syllabus. Course coordinators should justify the use of a specific calculator, e.g., graphing calculator, other than a normal calculator for an exam. Course coordinators must include the calculator policy for a course on the form sent to proctors for

exams. Campus directors must confirm the use of calculators for exams when the course liaison form is completed.

## **POLICY ON RE-PURPOSED VIDEOS AND AUDIOS OF LECTURES AND OTHER PRESENTATIONS**

Regulations protecting the privacy and confidentiality of student activities are adhered to by the faculty and administration of the College of Pharmacy. If a lecture is video-taped or audio taped in which pharmacy students are identified, permission to use that video or audio tape for another pharmacy class is required or pharmacy students may waive the requirement to be asked. Pharmacy students are informed at Orientation about this policy.

## **MAXIMUM CREDIT HOUR DEFINITION**

The University of Florida Curriculum Committee may incorporate other considerations into its review of course credit and assign a number of credits fewer than the maximum. The following guidelines apply in determining the maximum number of credits that may be assigned to a course.

- For courses taught in a “traditional” classroom format in a 14 week semester, the maximum number of credits to be assigned is limited to the weekly number of 50 minute contact periods (or their equivalent) with the instructor. Underlying this statement is an assumption that each 50 minute contact period requires a minimum additional two hour of student work outside the class involving reading, exercises, etc. Where this assumption does not hold true (e.g., as may be the case with some laboratories) then the maximum number of credits may be significantly less than the weekly number of 50 minute contact periods.
- For courses taught in “modular” classroom format taking only a portion of a 14 week semester, the maximum number of credits to be assigned is obtained by prorating the guidelines above.
- For courses taught in an electronic and/or asynchronous format the maximum number of credits is computed from the traditional or modular format when there is an analogous course taught in the traditional or modular manner. When there is no analogous course taught in a traditional or modular format, the instructor is required to write a syllabus describing the structure of the course in a traditional format. The maximum number of credits is then computed as above.

Lecturers in selected pharmacy courses may be allowed to give presentations that exceeds 50 minutes in a subject series with the understanding that other presentations in that series may be less than 50 minutes. Hence, the total time for the presentations may sum to a total that yields an average of 50 minute presentations with some lectures being more or less than 50 minutes.

## **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

### Requirements for incoming PharmD Students

Information about computer requirements may be accessed at <http://it.pharmacy.ufl.edu/student/requirements/pharmd-req/>  
Encryption and security requirements may be found here as well.

### Gatorlink Email and Accounts

Official University and College business email will be communicated to students using the University Gatorlink email account (see UF [Office 365](#) Email Address). That is, official mail will be sent exclusively to [GatorlinkUserName@ufl.edu](mailto: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.

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.

## 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 Core 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. The due process review for charges of violations of the Student Conduct Code is stated in the University brochure on Student Rights and Responsibilities. The College's Professionalism Committee, Academic and Professional Standards Committee and the Health Center Student Conduct Standards Committee may review and make decisions on misconduct 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, exclusive of Advanced Pharmacy Practice Experience (APPE) courses, in order to enter the APPE rotations. 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 Resources 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 Petitions Committee acts on all other matters (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 web site ([www.pharmacy.ufl.edu](http://www.pharmacy.ufl.edu)) under the Office for Student Affairs and then Forms. 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 Associate Dean for Student 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 Associate Dean for Student Affairs. If a petition for readmission or continuation in the College of Pharmacy is denied, the student may meet with the Associate Dean for Student 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**

### **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. Keller-Wood, Associate Dean for Research no later than two weeks prior to the date of graduation. Approval by the Graduate Studies Council is required.

## **GRADES**

The University of Florida and the College of Pharmacy have no official grading scale, i.e., a set correlations of percent grades yielding a specific letter grade. In the College of Pharmacy most of the

course coordinators use the plus and minus grades established by the University of Florida. Course coordinators are allowed to choose whether to utilize plus or minus grades. The College of Pharmacy's Executive Council and the Curriculum Committee recommend that all course coordinators use the plus and minus grade system. Course coordinators must give reasons in the course syllabus for significant variability from a department grading scale system inclusive of plus and minus grades.

Each department in the College of Pharmacy may establish a grading scale that correlates percent grades on exams and other measures of performance to specific letter grades. The Curriculum Committee has reviewed the grading scales in the five departments and noted only small differences. Therefore, the grading scales are viewed as reasonable consistent across the courses offered in the PharmD curriculum.

### 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>.

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

<b>Letter Grade</b>	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	E	WF	I	NG	S-U
<b>Grade Points</b>	4.0	3.67	3.33	3.0	2.67	2.33	2.0	1.67	1.33	1.0	.67	0	0	0	0	0

**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**

<u>Credits</u>	<u>Grades</u>	<u>Grade Points</u>
----------------	---------------	---------------------



PHA 5541	4	C	8.00
PHA 5100	3	C-	5.01
PHA 5560C	3	D+	3.99
PHA 5727	4	C	8.00
PHA 5433	1	D+	1.33
PHA 5237	1	C	2.00
PHA 5941C	<u>1</u>	C	<u>2.00</u>
	17		30.33

17 credits x 2 = 34      34-30.33 = 3.67 deficit points

Grade point average =  $30.33/17 = 1.78$

## 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 OneUF at <https://student.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. 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 or his/her designee and then, if necessary, the University Ombudsman in the Office for Academic Affairs.

## 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. Students should allow the class representatives to complete this responsibility and not create a separate initiative. Class representatives should provide timely feedback to students on this meeting. Class representatives may meet with the Associate Dean for Student 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 Associate Dean for Curricular Affairs before announcing a change to students.

Students who arrive within 30 minutes of the start of an exam will be allowed to take the exam unless another student has already completed the exam and left the exam room. Students who are more than 30 minutes late for an exam will need to make arrangements for a make-up exam.

### **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 Curricular 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.

Students who are on academic warning, academic probation, or out of curricular sequence must meet at least once during each semester with their faculty advisors.

### **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 Associate Dean for Student 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.

A Student Council is operative at each campus for the College of Pharmacy.

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 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**

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.

### **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.

#### **Student Chapter of the American Association of Pharmaceutical Scientists**

The American Association of Pharmaceutical Scientists-University of Florida Student Chapter promotes a learning environment which is geared towards graduate students across all departments. AAPS invites guest lecturers from UF -- as well as scientists from regulatory, industry, and academic settings -- to speak to the chapter in an effort to foster professional development. Social events and a journal club serve as outreach activities to facilitate interaction among graduate students across various disciplines.

#### **Student Chapter of the National Community Pharmacists Association**

The National Community Pharmacists Association (NCPA) represents independent community pharmacists. NCPA promotes pharmacy advocacy, ownership, and niche markets in the field of pharmacy. The NCPA seeks to give students the opportunity to learn about independent community pharmacy through guest lecturers, an interactive compounding workshop, and more.

#### **Student Chapter of the American College of Clinical Pharmacy**

The American College of Clinical Pharmacy (ACCP) is a professional and scientific society that provides leadership, education, advocacy, and resources to enable clinical pharmacists to achieve excellence in practice and research.

#### **Student Chapter of Industrial Pharmacy Organization**

Students interested in careers in the pharmaceutical industry may participate in this organization.

#### **PediaGators**

PediaGators is a student organization interest in all aspects of pharmaceutical care for pediatric patients.

#### **Gator Pharmacists for Wellness**

Students interested in maintaining a physical exercise program to promote health and enjoy recreation are encouraged to join this organization.

### **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; the Professionalism Committee, which reviews report of exceptional professional behavior and incidents of unprofessional behavior; 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, Chair

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

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

Curriculum Committee  
Dr. Karen Whalen, Chair

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

Committee for Impaired Professionals  
Dr. Richard Segal, Chair

Committee on Professionalism  
Dr. Robin Moorman Li, Chair

## **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 Associate Dean for Student Affairs that this action has occurred. If the Associate Dean for Student 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 Associate Dean for Student Affairs. Students who defy a professor's instruction regarding seating or instruction to leave the classroom will be referred to the Office for Student Conduct and Conflict Resolution 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 Associate Dean for Student Affairs and to the Professionalism Committee. All such complaints must identify students who are disruptive in class and describe the nature of the disruptive activity.

The Professionalism Committee will investigate all such complaints. This investigation may include interviews with students and faculty and attendance at class. If the Professionalism Committee concludes that the student has been disruptive in class, then a warning letter will be sent to the student. If the student is involved with a second disruptive classroom incident, the Professionalism Committee may refer this

situation to the Academic and Professional Standards Committee for review. One consequence for disruptive behavior requires the student to sit in an assigned seat. The student may also be referred to the Office for Student Conduct and Conflict Resolution 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 by the Committee on Professionalism.

If at any time, the Associate Dean for Student Affairs learns that student conduct in the classroom poses a threat to the health or welfare of any student, faculty, or staff, then the Associate Dean for Student 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 and Professional Standards 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 grades less than C 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 assuming the student does not already have three grades less than C, 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+, 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 pre-professional 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.

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 Associate Dean for Student 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. texting, 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 HIPAA or privacy regulations, acts of physical violence, aggression, and sexual harassment against patients, students, faculty, or staff; arrests for DUI or other violations of the law; and, involvement with drug diversion and illicit drug use.

Students are expected to self-report incidents that include, but are not limited, to actions listed above. The report should be promptly filed with the Office for Student Affairs. This is a student's professional responsibility to demonstrate accountability for their actions.

- 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 or computer screen 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 (Associate Dean for Student 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 Disability Resources Center.

### **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 Student Conduct and Conflict Resolution (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 Student Conduct and Conflict Resolution, 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 Student Conduct and Conflict Resolution 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 accountability or innocence and penalties to the University's Dean of Student Services.

The Office for Student Conduct and Conflict Resolution 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 Conduct and Conflict Resolution 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 Conduct and Conflict Resolution, 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 include the following:

- 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 thereto.
- 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 Conduct and Conflict Resolution. The decision of the Director of Student Conduct and Conflict Resolution 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 Associate Dean for Student Affairs. If the student admits to the misconduct, the case will be referred to the Director of Student Conduct and Conflict Resolution for a hearing and decision on discipline. The College of Pharmacy through the Associate Dean for Student Affairs can make a recommendation to the Director of Student Conduct and Conflict Resolution on the type and severity of the discipline for misconduct. If the student does not agree that misconduct occurred, the Associate Dean for Student Affairs may refer the evidence for a review by the Director of Student Conduct and Conflict Resolution.

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 Conduct and Conflict Resolution. This form details the circumstances of the academic dishonesty case, clearly states that the student admits accountability, and specifies the academic penalty for the dishonesty. The adjudication form is forwarded to the Director of Student Conduct and Conflict Resolution 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 Conduct and Conflict Resolution 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 Conduct and Conflict Resolution is 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 Conduct and Conflict Resolution 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 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 information.

## 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 Conduct and Conflict Resolution. 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 word mark; 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.

## 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) for evaluation and possible treatment. The Associate Dean for Student 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 Office for Student Affairs 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 Office of Student Conduct and Conflict Resolution for possible disciplinary proceedings which could result in a sanction requiring evaluation by the PRN. This does not preclude other sanctions by Office of Student Conduct and Conflict Resolution 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 Conduct and Conflict Resolution, 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 or PRN 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 Associate Dean for Student 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 APPE rotations 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 Associate Dean for Student Affairs after each semester is completed or at any time at the discretion of the Associate Dean for Student Affairs. Random samples of urine and/or blood may be requested at the discretion of the supervising physician or PRN.

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 the Director of Experiential Education 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 the Office for Student Conduct and Conflict Resolution 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 Conduct and Conflict Resolution 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 CPR and life support 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. Antibody titer to varicella infection is an acceptable method to document immunity against varicella infection. The above immunization are required 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 hospitals in the IPPE and APPE courses.

Prior to APPE coursework, students must file results of a two-step TB skin test with the Office for Experiential Programs 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 Experiential Programs 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**

Pharmacy students are required to have health insurance. One option to consider is the University sponsored health insurance. 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.

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.

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.

## 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 ensure 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 ensured.

**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.**

### 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 be reported to the academic deans, department chairs, and the faculty member.

## 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.
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.

# ***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 obtain [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.*

## **RESOURCES ABOUT PHARMACY CAREERS**

Information about career opportunities and pathways in pharmacy may be explored through different resources. These include conversations with faculty including your faculty advisors and faculty mentors. The latter person is particularly motivated to discuss career options with students. In addition to conversations with faculty and pharmacists in a student's community, the APhA Career Pathway Evaluation Program (<http://www.pharmacist.com/apha-career-pathway-evaluation-program-pharmacy-professionals>) is available to students to assist them in self-assessment, review of resources, and a decision-making process to enable an early direction for a pharmacy career. The College of Pharmacy web site (<http://pharmacy.ufl.edu/education/student-affairs/careers-in-pharmacy/>) contains information about preparation of resumes and cover letters. Tips on interviewing are also on the College of Pharmacy web site. The University Career Resource Center (<http://www.crc.ufl.edu/>) is also an important source of information about career opportunities and how to best be prepared to be competitive for positions.

The College of Pharmacy provides a Career Day activity at each campus so that students can meet potential employers for internships and position in pharmacy. Students in the first and second professional year of the PharmD program are required to attend Career Days.

The many pharmacy student organizations often have guest speakers from different pharmacy careers to share information with students. Kappa Epsilon and the student chapter of FSHP hold a residency forum each year to allow pharmacy students to learn about residencies, the application process, and to meet many of the residency coordinators in the state of Florida.

## **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 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 (PGY1) is most appropriate for a student just graduating from the college. Specialty residencies (PGY2) 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.

Information about the ASHP Resident Matching Program is located at this site: <https://www.natmatch.com/ashprmp/>.

Information about the Pharmacy Online Residency Centralized Application Service (PhORCAS) is located at this site: <http://www.ashp.org/PHORCAS>.



# 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](http://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/sexharassment.htm](http://www.hr.url.edu/eeo/sexharassment.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 Office of Student Conduct and Conflict Resolution 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 and Wellness Center 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 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, Instagram, 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 statutes 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 undesigned 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 a 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.

### **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.

### **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.

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 cases of emergency mouth-to-mouth resuscitation, the following should be used: mouthpieces, resuscitation bags, or other ventilation devices.
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 Student 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.