

# Doctor of Pharmacy STUDENT HANDBOOK



**COLLEGE OF PHARMACY AND  
PHARMACEUTICAL SCIENCES**

THE UNIVERSITY OF TOLEDO

Due to necessary revisions, a saved or printed copy of the Student Handbook may become outdated. The official, current and most up-to-date version is available at the following web address: <http://www.utoledo.edu/pharmacy/current/>.

## **Introduction**

Welcome to the College of Pharmacy and Pharmaceutical Sciences (CPPS) Pharm D Student Handbook! We hope that you find the information contained here helpful during your academic journey.

The PharmD Student Handbook (the “Handbook”) has been compiled by the CPPS Office of Student Affairs as a reference for students to use during their course of study in the Professional Division of the Pharm D program. It is designed to be used in conjunction with the College website and other available resources. Students are responsible for reviewing, understanding, and complying with the policies, procedures, and requirements as defined in the Handbook. The Handbook can be accessed from the Pharmacy Tab in the My UT Portal ([myUT.utoledo.edu](http://myUT.utoledo.edu)).

The content of the Handbook is subject to change. All changes are effective at such times the proper authorities determine and apply to matriculated students. Any questions regarding the information in this Pharm D Student Handbook, particularly with regard to perceived conflicts with other publications, should be directed to the Associate Dean of Student Affairs and Diversity and Inclusion (Wolfe Center – HEB 155, Health Science Campus; [Monica.Holiday-Goodman@utoledo.edu](mailto:Monica.Holiday-Goodman@utoledo.edu)).

## **Accreditation and Recognitions**

The CPPS holds membership in the American Association of Colleges of Pharmacy, and is recognized as an institution in good standing by the Ohio State Board of Pharmacy. The Doctor of Pharmacy program is accredited by the Accreditation Council for Pharmacy Education (ACPE).

### Completion of the Doctor of Pharmacy (PharmD)

In order to graduate with a PharmD degree, students must meet the current academic performance standards. Only students who successfully complete the PharmD degree will qualify for licensure in the practice of pharmacy.

## **Non-Discrimination Policy**

The University of Toledo does not discriminate on the basis of race, color, religion, sex, age, national origin, ancestry, sexual orientation, gender identity and expression, military or veteran status, the presence of a disability, genetic information, familial status, political affiliation, or participation in protected activities in its provision of employment and educational opportunities.

**THE UNIVERSITY OF TOLEDO**  
**COLLEGE OF PHARMACY AND PHARMACEUTICAL SCIENCES**  
**DOCTOR OF PHARMACY**  
**STUDENT HANDBOOK**

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# Section 1: College of Pharmacy & Pharmaceutical Sciences Directory

**MC:** Main Campus    **HSC:** Health Science Campus    **HEB:** Health Education Building

## College Administration (HSC)

Name	Title	Phone	Office	Email
Pam Heaton	Dean	419.383.1997	HEB145 Frederic and Mary Wolfe Ctr.	<a href="mailto:Pam.Heaton@utoledo.edu">Pam.Heaton@utoledo.edu</a>
Monica Holiday-Goodman	Assoc. Dean of Student Affairs and Diversity and Inclusion	419.383.1904	HEB155 Frederic and Mary Wolfe Ctr.	<a href="mailto:Monica.Holiday-Goodman@utoledo.edu">Monica.Holiday-Goodman@utoledo.edu</a>
Julie Murphy	Assoc. Dean of Academic Affairs	419.383.1901	HEB135 Frederic and Mary Wolfe Ctr.	<a href="mailto:Julie.Murphy@utoledo.edu">Julie.Murphy@utoledo.edu</a>
Michelle Seegert	Assoc. Dean of Admissions & Enrollment	419.383.1979	HEB145 Frederic and Mary Wolfe Ctr.	<a href="mailto:Michelle.Serres@utoledo.edu">Michelle.Serres@utoledo.edu</a>
Zahoor Shah	Assoc. Dean for Graduate Education and Research	419.383.1587	HEB294 Frederic and Mary Wolfe Ctr.	<a href="mailto:Zahoor.Shah@utoledo.edu">Zahoor.Shah@utoledo.edu</a>
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Fred Williams	Chair, Dept. of Pharmacology and Experimental Therapeutics	419.383.1991	HEB135 Frederic and Mary Wolfe Ctr.	<a href="mailto:Frederick.Williams2@utoledo.edu">Frederick.Williams2@utoledo.edu</a>
Megan Kaun	Director of Advanced Pharmacy Practice Experience (APPE)	419.383.1579	HEB137 Frederic and Mary Wolfe Ctr.	<a href="mailto:Megan.Kaun@utoledo.edu">Megan.Kaun@utoledo.edu</a>
Michelle Schroeder	Director of Assessment	419.383.1908	HEB137 Frederic and Mary Wolfe Ctr.	<a href="mailto:Michelle.Mangan@utoledo.edu">Michelle.Mangan@utoledo.edu</a>
James Slama	Director of BSPS Programs	419.383.1925	HEB274 Frederic and Mary Wolfe Ctr.	<a href="mailto:James.Slama@utoledo.edu">James.Slama@utoledo.edu</a>
Kwabena Kankam	Sr. Business Manager	419.383.1936	HEB145 Frederic and Mary Wolfe Ctr.	<a href="mailto:Kwabena.Kankam@utoledo.edu">Kwabena.Kankam@utoledo.edu</a>
Suzanne Lee	Executive Assistant to the Dean	419.383.1931	HEB145 Frederic and Mary Wolfe Ctr.	<a href="mailto:Suzanne.Lee@utoledo.edu">Suzanne.Lee@utoledo.edu</a>

## Offices of Student Affairs and Admissions (HSC)

Name	Title	Phone	Office	Email
Monica Holiday-Goodman	Assoc. Dean of Student Affairs and Diversity and Inclusion	419.383.1904	HEB155 Frederic and Mary Wolfe Ctr.	<a href="mailto:Monica.Holiday-Goodman@utoledo.edu">Monica.Holiday-Goodman@utoledo.edu</a>
Adelina Jaime	Administrative Asst.	419.383.1559	HEB155 Frederic and Mary Wolfe Ctr.	<a href="mailto:Adelina.Jaime@utoledo.edu">Adelina.Jaime@utoledo.edu</a>
Jing Meyer	Director of Student Services – Prof. Division	419.383.1904	HEB155 Frederic and Mary Wolfe Ctr.	<a href="mailto:Jing.Meyer@utoledo.edu">Jing.Meyer@utoledo.edu</a>
Meghan Schumaker	Coordinator of PharmD Admissions	419.383.1904	HEB155 Frederic and Mary Wolfe Ctr.	<a href="mailto:Meghan.Schumaker@utoledo.edu">Meghan.Schumaker@utoledo.edu</a>
Robin Van Hoy	Director of Transfer Services and Recruitment	419.383.1992	HEB155 Frederic and Mary Wolfe Ctr.	<a href="mailto:Robin.VanHoy@utoledo.edu">Robin.VanHoy@utoledo.edu</a>

## Offices of Student Affairs and Admissions (MC)

Name	Title	Phone	Office	Email
Michelle Seegert	Assoc. Dean of Admissions & Enrollment	419.383.1979	Wolfe Hall 1227	<a href="mailto:Michelle.Serres@utoledo.edu">Michelle.Serres@utoledo.edu</a>
Julie Croy	Director of Student Services – Pre-Pharmacy	419.383.2010	Wolfe Hall 1227	<a href="mailto:Julie.Croy@utoledo.edu">Julie.Croy@utoledo.edu</a>
Gina Gass	Enrollment Management Specialist	419.530.2010	Wolfe Hall 1227	<a href="mailto:Gina.Gass@utoledo.edu">Gina.Gass@utoledo.edu</a>
Adelina Jaime	Administrative Asst.	419.530.2010	Wolfe Hall 1227	<a href="mailto:Adelina.Jaime@utoledo.edu">Adelina.Jaime@utoledo.edu</a>

## Bachelor of Science in Pharmaceutical Sciences (BSPS) Programs (HSC)

Name	Title	Phone	Office	Email
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## Experiential Programs (HSC)

Name	Title	Phone	Office	Email
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Mitchell Howard	Director of Introductory Pharmacy Practice Experience (IPPE)	419.383.1979	HEB145 Frederic and Mary Wolfe Ctr.	<a href="mailto:Mitchell.Howard@utoledo.edu">Mitchell.Howard@utoledo.edu</a>
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Sherlette Hobbs	Prog. Accreditation Specialist (IPPE)	419.383.1944	HEB141 Frederic and Mary Wolfe Ctr.	<a href="mailto:Sherlette.Hobbs@utoledo.edu">Sherlette.Hobbs@utoledo.edu</a>

## CPPS Honors Program

Steven Peseckis	Director	419.704.6421	Wolfe Hall 2212	<a href="mailto:Steven.Peseckis@utoledo.edu">Steven.Peseckis@utoledo.edu</a>
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## Academic Departments

### Department of Medicinal and Biological Chemistry (HSC)

Name	Title	Phone	Office	Email
Katherine Wall	Chair, Dept. of Medicinal and Biological Chemistry	419.383.1943	HEB284 Frederic and Mary Wolfe Ctr.	<a href="mailto:Katherine.Wall@utoledo.edu">Katherine.Wall@utoledo.edu</a>
Mary Alderman	Administrative Asst.	419-383-1511	HEB274 Frederic and Mary Wolfe Ctr.	<a href="mailto:Mary.Alderman@utoledo.edu">Mary.Alderman@utoledo.edu</a>

### Department of Pharmacology and Experimental Therapeutics (HSC)

Name	Title	Phone	Office	Email
Fred Williams	Chair, Dept. of Pharmacology and Experimental Therapeutics	419.383.1991	HEB135 Frederic and Mary Wolfe Ctr.	<a href="mailto:Frederick.Williams2@utoledo.edu">Frederick.Williams2@utoledo.edu</a>
Mary Alderman	Administrative Asst.	419.383.1511	HEB274 Frederic and Mary Wolfe Ctr.	<a href="mailto:Mary.Alderman@utoledo.edu">Mary.Alderman@utoledo.edu</a>

### Department of Pharmacy Practice (HSC)

Martin Ohlinger	Chair, Dept. of Pharmacy Practice	419.383.1535	HEB135	<a href="mailto:Martin.Ohlinger@utoledo.edu">Martin.Ohlinger@utoledo.edu</a>
Rubye Wise	Program Accreditation Specialist	419.383.1922	HEB141	<a href="mailto:Rubye.Wise@utoledo.edu">Rubye.Wise@utoledo.edu</a>

For the most current CPPS Departments, please refer to this [link](#).

Find faculty/staff or student contact at the University e-Directory via this [link](#).

## Section 2: College Mission, Vision, Goals, and Values

### Mission Statement

The mission of the College of Pharmacy and Pharmaceutical Sciences is to educate students to become pharmacists, healthcare professionals, and pharmaceutical scientists while advancing pharmaceutical knowledge. Guiding principles are personal integrity, respect for humanity and human diversity, and professionalism.

### Vision Statement

The University of Toledo College of Pharmacy and Pharmaceutical Sciences will be a recognized educational leader that advances human health through practice, knowledge, and research.

### Goals

The goals of the CPPS strategic plan are aligned with those of the University and are dedicated to the following areas:

- I. Enhance student success and promote academic excellence for all learners in the College of Pharmacy and Pharmaceutical Sciences
- II. Excellence in teaching, clinical practice, research, and scholarship in pharmacy and the pharmaceutical sciences
- III. Engage CPPS faculty, staff and alumni to promote a culture of excellence, career progression and life satisfaction in an equitable manner.
- IV. Develop a strong and sustainable fiscal position for the CPPS with enhanced infrastructure and opportunities for students, faculty, staff and alumni.
- V. Increase the reputation of UT CPPS programs and student engagement

### Core Values

The College is committed to promote a culture that values:

- Our students, alumni, staff, preceptors, faculty and patients. We encourage strong positive relationships among these groups and support their professional development, physical and mental well-being (For discussion).
- Human diversity.
- Teaching, learning and interprofessional education for undergraduates graduates and post-graduates.

- Pharmaceutical science and clinical research and the translation of the same to pharmacy practice.
- Human health and well-being through patient-focused pharmacy practice.

### **Student/Faculty Professionalism Pledge**

To increase the awareness of the importance of professional conduct in the College of Pharmacy & Pharmaceutical Sciences, a committee of students and faculty members developed a mutual pledge that was approved by the students and faculty in April 2005. We hope this pledge serves as a reminder to students and faculty that their actions and behaviors in meeting their mutual obligations are a reflection of their attitudes toward the profession and the College of Pharmacy & Pharmaceutical Sciences. It is affirmed in the freshmen, P1 and P3 (PharmD) years.

#### **STUDENTS**

*We pledge our utmost effort to acquire the knowledge, skills, attitudes, and behaviors required to fulfill all educational objectives established by the faculty.*

*We uphold the professional virtues of honesty, compassion, integrity, fidelity, and dependability in all aspects of our academic and professional life.*

*We pledge to embrace the highest standards of the pharmacy profession, to conduct ourselves as professionals, and to demonstrate respect for faculty, staff, colleagues, and patients.*

*We are committed to the just treatment of all faculty, staff, fellow students, and patients regardless of gender, race, national origin, religion, or sexual orientation.*

*As professionals, we pledge to assist our fellow students in meeting their educational and professional obligations.*

#### **FACULTY**

*We pledge our utmost effort to ensure that all components of our educational programs for students are of the highest caliber.*

*We pledge to value our role as mentors to students. In doing so, we will maintain the highest professional standards in our interactions*

*with students, colleagues, staff and patients.*

*We pledge to demonstrate respect for students, colleagues, staff and patients. We are committed to the just treatment of all students, staff, fellow faculty, and patients regardless of gender, race, national origin, religion, or sexual orientation.*

*We pledge our assistance towards resolution of students' personal or academic problems when they are brought to our attention.*

*We value expressions of professional attitudes and behaviors and encourage the intellectual, personal and professional growth of our students.*

*We will not tolerate abuse or exploitation of our students.*

*We encourage any student who experiences mistreatment or who witnesses mistreatment or unprofessional behavior to report the facts (preferably in writing) immediately to appropriate faculty or staff; we treat all such reports as confidential and do not tolerate reprisals or retaliations of any kind.*

Adapted from Cohen, J.J. Our compact with tomorrow's doctors. *Academic Medicine*. 2002;77:475-480, and "A Covenant Between Faculty and Students," Auburn University, Harrison School of Pharmacy,

## **Oath of a Pharmacist**

The revised Oath was adopted by the AACP House of Delegates in July 2007 and has been approved by the American Pharmacists Association. The Oath is taken by PharmD graduates at their commencement ceremony.

*"I promise to devote myself to a lifetime of service to others through the profession of pharmacy. In fulfilling this vow:  
I will consider the welfare of humanity and relief of suffering my primary concerns.  
I will apply my knowledge, experience, and skills to the best of my ability to assure optimal outcomes for my patients.  
I will respect and protect all personal and health information entrusted to me. I will accept the lifelong obligation to improve my professional knowledge and competence. I will hold myself and my colleagues to the highest principles of our profession's moral, ethical and legal conduct.  
I will embrace and advocate changes that improve patient care.  
I will utilize my knowledge, skills, experiences, and values to prepare the next generation of pharmacists.  
I take these vows voluntarily with the full realization of the responsibility with which I am entrusted by the public."*

## Section 3: CPPS Office of Student Affairs (OSA) and Admissions

### Mission Statement

In concert with the mission statement of The University of Toledo College of Pharmacy and Pharmaceutical Sciences, the mission of the CPPS Office of Student Affairs is to provide current and prospective students with advising and support services that help to ensure their success in completing their College degree programs. The staff is dedicated to supplying the highest quality of "student care" possible.

### **OSA SERVICES**

The CPPS Office of Student Affairs delivers services which help to create the student experience that you need to successfully obtain your PharmD. From your initial matriculation to your graduation, this is your first stop for the answers you need to personally and professionally thrive in the CPPS. The OSA is located in Wolfe Center (HEB) 155. Contact us by phone at (419) 383-1904 or at the individual staff person's email addresses below for assistance.

### The following OSA staff members are committed to serve you:

Director of Student Services for the Professional Division

Mrs. Jing Meyer

[Jing.Meyer@utoledo.edu](mailto:Jing.Meyer@utoledo.edu)

Administrative Assistant

Ms. Adelina Jaime

[Adelina.Jaime@utoledo.edu](mailto:Adelina.Jaime@utoledo.edu)

### To foster your success, the OSA provides the following resources:

- The PharmD Student Handbook
- The Student Newsletter
- Referral/contact information to University resources (financial aid; accommodations, counseling services, etc.)
- Course Registration form  
signatures Intern license  
signatures and submission  
Matriculation approval forms
- Graduation clearance  
Academic Advising
- Group Advising
- Student Resource Center oversight and  
maintenance Phun Zone Games and Activities  
tables
- Motivational Reading Lending Library

### **The Pharmacy Tab**

The Pharmacy Tab on the MyUT portal is an easy way to locate important CPPS information. The Tab contains links to several key documents and policies, the latest news and events, and general information. You can access the Pharmacy Tab at [myUT.utoledo.edu](http://myUT.utoledo.edu).

For questions related to information found on the Pharmacy Tab, please contact the Administrative Assistant in the OSA.

### **The University of Toledo Catalog (<https://catalog.utoledo.edu>)**

The OSA updates the CPPS portion of the University Catalog annually. The University Catalog is a comprehensive resource to help you reach your goal of degree completion. Your Pharm D program academic requirements are dictated by the published catalog information of the year of your initial enrollment in the P1 class. It is your responsibility to meet and satisfy all University, College and program requirements applicable at the time of your enrollment in the Pharm D program. Questions pertaining to catalog content and degree progression should be directed to the Director of Student Services for the Professional Division in the OSA.

## **Section 4: College and University Resources**

Many resources are available within the College and University to foster your success as a Pharm D student. Please familiarize yourself with these resources and utilize them as needed or required.

### **Safety**

#### **Emergencies**

If you feel a threat is imminent, or an act of violence or a suicide attempt has occurred, please call UToledo Police at 9-1-1.

For non-emergency matters call UToledo Police at the following numbers:

Main Campus	419.530.2600
Health Science Campus	419.383.2600

#### **UT Alert Emergency Notification System**

UT Alert is an emergency notification system for UT. This system lets users opt in to receive alerts in the event of MAJOR emergencies at The University of Toledo. If you choose to register to receive UT Alerts you will be contacted by text and email. Go to [utalert.utoledo.edu](http://utalert.utoledo.edu) to sign up.

### Non-Emergency (including Lost & Found) –

Main Campus - 419.530.2601    Health Science Campus - 419.383.2601

### Night Watch (Escort Service) - 419.530.3024

### Code Blue Emergency Phones

Phones are located along walkways, in parking lots, garages, elevators and other common space areas and will provide a direct link to the UTPD Dispatch Center. Police will respond to the location even if no words are spoken. In addition to emergencies, phones can be used to request an escort, report a suspicious person or circumstance, obtain access to a building or room, request motorist assistance, report an elevator entrapment, etc.

### Rocket Care Response Report

The Rocket Care Forms are used to connect UT students with help and resources to ensure well-being and a safe learning environment for all. Anyone may submit a form. For more info, contact the Office of Student Advocacy and Support, Main Campus Student Union Room 2521, or 419-530-2471 or [rocketresponse@utoledo.edu](mailto:rocketresponse@utoledo.edu).

## **Health and Wellness Services**

### Medical Services

*Get Well and Stay Well* at University of Toledo Health Science Campus *Student Health and Wellness Center*. The Center is committed to providing quality patient-centered healthcare. Services are provided at the Rupert Health Center (R0013; Lower level). Please call (419) 383-5000 for appointments.

Students may also seek health care services at the UToledo Family Practice Center located at 3333 Glendale Avenue (Phone number: 383-5555); or at the Main Campus Medical Center, located at 1735 West Rocket Dr. (Phone number 530-3451).

### Counseling Center

The Counseling Center is the University's primary facility for personal counseling, psychotherapy, and psychological outreach and consultation services. To find out more information about the University Counseling Center, go to the [website](#) or call (419) 530-2426.



## **Financial Aid and Scholarships**

### Financial Aid Office

The Office of Student Financial Aid offers a variety of services and programs. Students can determine their eligibility to apply by reviewing the [checklist](#).

All questions about financial aid, UT scholarships, student bills or any monetary issue should be directed initially to Rocket Solution Central, Rocket Hall room 1200.

### University Scholarships

Scholarships and awards (not offered through the CPPS) can be viewed [here](#).

### CPPS Scholarships

The on-line scholarship application for the UT CPPS can be found [here](#). The application is available at the end of the fall semester of each academic year.

## **Academic and Logistical Support Resources**

### HSC Student Service Center

The Student Service Center on Health Science Campus is located at 1<sup>st</sup> Floor Mulford Library, phone number 419-383-3600. It provides services on student accounts, financial aid, records, and registrations.

### Office of Accessibility and Disability Resources

The Office of Accessibility and Disability Resources is committed to removing barriers for students with disabilities at The University of Toledo by ensuring that appropriate accommodations are provided. ADR works directly in partnership with students, instructors, administrators, and staff to coordinate and provide accommodations for students with disabilities. Through an interactive process, a team including: ADR staff, instructors, college and department staff; and most importantly, the student; must work together to determine and implement the accommodations that will be most appropriate.

In order to request accommodations, students must be registered with the ADR office. The process for registering with the ADR and for requesting accommodations is outlined in the ADR Student Handbook. Please click [here](#) for more information on ADR office services and the process to request accommodations.

The ADR office has two locations to serve you.

Main Campus; 1625 West Rocket Drive

Rocket Hall Room 1820

Health Science Campus; 3000 Arlington Ave  
Mulford Library 130  
Telephone number: (419) 530-4981

### Computer Lab/Resource Center

The College has two computer labs/resource centers for student use. The resource centers provide computers, printers, leisure time reading materials, and various games/activities which are available on a first come, first serve basis.

Students have a University-wide print quota of 500 pages. Students may purchase additional print capacity by going to this link:

[https://secure.touchnet.net/C20238\\_ustores/web/store\\_main.jsp?STOREID=95&SINGLESTORE=true](https://secure.touchnet.net/C20238_ustores/web/store_main.jsp?STOREID=95&SINGLESTORE=true)

The resource centers are located at:

Main Campus- Wolfe Hall room 1259;

Health Science Campus- Wolfe Center (Health Ed Bldg) Room 150A

Please contact the CPPS Office of Student Affairs for questions related to the equipment and resources in the Computer Labs/Resource Centers.

### Open Computer Labs Link

Please click this [link](#) for information on open computer labs on the UToledo campuses.

### IT Help Desk Info

Please click this [link](#) for information on IT help, email, and computer security.

### Professional Division Student Lockers

Student lockers are available on a first come first serve basis for Professional Division students on the Health Science Campus. The lockers are located in the basement level of the Health Education Building (#1-100) and in the hallway between Wolfe Center and the Health Education Building (#1-65). As the number of lockers is limited, sharing with 1 or 2 other students is recommended.

## Undergraduate Research

Information regarding undergraduate research opportunities & faculty research interests is available [here](#).

## **Section 5: PharmD Program Advising**

Proper utilization of the advising process is integral to the successful completion of the Pharm D program. Because of the importance of proper advising to your success, CPPS provides you with both an academic advisor and a faculty advisor.

The academic advisor for all Pharm D students is the Director of Student Services for the Professional Division. Additionally, each Pharm D student has an assigned faculty advisor. P1 students are introduced to their assigned faculty advisor during P1 orientation. Throughout their matriculation, most students will have one faculty advisor. However, students who are out of sync with the curriculum of their year of entering the PharmD program will be assigned an additional faculty advisor with expanded expertise in academic and student support services. Following is additional information regarding academic and faculty advising.

### **Academic Advising**

- Professional division academic advising (course scheduling, etc.) is conducted by the Director of Student Services for the Professional Division.
- Appointments with the Director of Student Services for the Professional Division, can be made by calling 419.383.1904 or [online](#). When making an appointment, you will be asked to give your name, Rocket ID number, phone number and reason for the appointment. Most appointments are scheduled for 30-minute intervals.
- Group advising workshops for each class of professional division students (P1-P4) will be held during the academic year. Students will be notified of time and location *via* email.

### Academic Advisor Responsibilities

Your academic advisor has the responsibility to:

- Communicate curriculum, requirements, policies, and procedures.
- Provide academic support. Assist advisees in creating an academic plan consistent with their academic, career, and personal goals, and tracking the progress toward those goals.
- Be available to answer questions, either in person, *via* e-mail or by phone.
- Provide a safe and welcoming setting to listen carefully to questions and concerns.

- Refer advisees to appropriate resources and services.
- Encourage development of the skills and characteristics necessary to attain educational and professional plans.
- Maintain confidentiality according to the Federal Educational Rights and Privacy Act (FERPA) guidelines.

## Faculty Advising

Faculty advisors provide information related to co-curricular development and career planning. In order to assist students in growing as both a person and professional, students are intentionally exposed to activities throughout the curriculum (classes, IPPE and APPE) and provided additional extracurricular activity opportunities to invite discovery of self and others. Co-curricular requirements intentionally link required curricular activities with student-selected co-curricular experiences to enhance a student's development as a person and professional. Further development of co-curricular skills will benefit students as professionals and people. Due to the importance of regular communication with your faculty advisor regarding career planning and co-curricular development, **meeting with them every semester is mandatory**. The Student Advising Guide provides complete information about advising as it relates to Co-curricular advising and professional development – to view click [here](#) to log into your MyUT Portal. In the “**Pharmacy**” tab click on “**Advising**”.

## Faculty Advisor Responsibilities

The faculty advisor should focus on the personal and professional development of the student as they move through the PharmD program. As the student's professional advisor the faculty advisor should seek to build a relationship with each advisee in order to help guide them as they develop as a professional and as a pharmacist. Faculty advisors should plan on assisting their advisees with the following: semester planning, goal setting, problem solving, career and residency planning, advice on electives, meeting co-curricular requirements, internships, professional organizations, leadership and personal growth.

The faculty advisor has a responsibility to:

- Assist advisees in creating a co-curricular plan consistent with their academic, career, and personal goals, and tracking the progress toward those goals
- Assist in exploring career options. Present alternatives if road-blocks are encountered.
- Be available to answer questions, either in person, *via* e-mail or by phone.
- Provide a safe and welcoming setting to listen carefully to questions and concerns.
- Refer advisees to appropriate resources and services.
- Encourage development of the skills and characteristics necessary to attain

- educational and professional plans.
- Maintain confidentiality according to the Federal Educational Rights and Privacy Act (FERPA) guidelines.

### **Advisee Responsibilities**

As advising is a collaborative process, you, the advisee, have the responsibility to:

- Attend group advising meetings and read your UT email daily.
- Review program requirements with your advisor each semester and track your progress toward completing graduation requirements.
- Utilize your faculty advisor and academic advisor. Meet with them on a regular basis to gain assistance in creating an academic and professional plan consistent with your academic, career, and personal goals.
- Plan ahead. Schedule appointments early and have the courtesy to cancel or reschedule as needed.
- Come prepared to each appointment with questions or material for discussion.
- Ask questions if you do not understand an issue or have a specific concern; provide your adviser with accurate information; be open to their suggestions; follow up on referrals.
- Become knowledgeable about the PharmD program along with all college and university policies and procedures that pertain to your degree program.
- Take responsibility for making your own academic and career decisions based on available information and advice, including your graduation plan.
- Accept responsibility for your decisions and performance.
- Be professional and treat others with respect.
- Seek advice from your faculty advisor to ensure that you are participating in co-curricular activities that support your career path development.

### **The Early Warning Process**

In the CPPS, the successful matriculation of PharmD students depends on earning a final grade of “C” or above in each required course. In order to assist our students in the successful completion of courses, the college utilizes the Early Warning Process. In this process, when a student earns less than a “C” grade on a course exam, the course instructor informs the student’s academic advisor and faculty advisor. Students are directed to seek help from the course instructor to bolster understanding of course content. Faculty advisors can be consulted for non- academic support and referral to additional resources as needed.

## Section 6: Student Involvement and Recognition

The CPPS facilitates several aspects of student involvement and recognition as described in the sections below.

### CPPS Student Organizations

There are currently many active student organizations within the CPPS. Please click this [link](#) below for a list of active organizations.

Please note that students must be in good standing to hold an office in a CPPS student organization. The Associate Dean of Student Affairs and Diversity and Inclusion reviews organization officers for good standing at the conclusion of each semester.

### CPPS Commencement

CPPS will hold a Spring Commencement Ceremony to celebrate the accomplishments of the graduating class. The program for Ceremony will include CPPS student awards and recognition and valedictorian speeches. Graduates and faculty will wear caps and gowns for the ceremony.

For more information on CPPS Ceremony visit this [link](#), which can also be found in the **Pharmacy** tab under **CPPS News and Events**. Link will be updated accordingly.

## Section 7: PharmD Program Curriculum

### **Accreditation and Recognitions**

The CPPS holds membership in the American Association of Colleges of Pharmacy and is recognized as an institution in good standing by the Ohio State Board of Pharmacy. The Doctor of Pharmacy program is accredited by the Accreditation Council for Pharmacy Education (ACPE).

### Completion of the Doctor of Pharmacy (PharmD)

In order to graduate with a PharmD degree, students must meet the current Academic Performance Standards and Program Requirements. Only students who successfully complete the PharmD degree will qualify for licensure in the practice of pharmacy.

## Licensure Disclosure Statement

### PLEASE NOTE:

The UT CPPS Program is designed to prepare students for a license in the state of Ohio. For students who wish to practice in a state other than Ohio, you may or may not have additional requirements you must complete prior to applying for a license in that state. Please review the state board of pharmacy website for the state in which you are considering licensure and contact an Experiential Director (Dr. Kaun ([megan.kaun@utoledo.edu](mailto:megan.kaun@utoledo.edu)) or Dr. Howard ([Mitchell.Howard@utoledo.edu](mailto:Mitchell.Howard@utoledo.edu)) to discuss if you will need to satisfy additional requirements.

### PharmD Curriculum Links

The curriculum (Plan of Study) for students entering the PharmD program can be found in the [University Catalog](#).

For students entering the PharmD program in or after Fall 2018, the minimum credits required for the undergraduate portion of the PharmD program are 126.5 and for the graduate portion, 69.

### Transfer of Courses or Credits

Students completing a portion of a professional program at another College/School of Pharmacy may be accepted for transfer into the University of Toledo College of Pharmacy and Pharmaceutical Sciences (UT CPPS) professional program pending review by the Admissions Committee. Prior coursework taken at other Colleges/Schools of Pharmacy will be reviewed for potential substitution for UT CPPS required PharmD coursework. Upon final admission and based on an individual plan of study for completion of the PharmD program, all remaining PharmD required coursework must be completed at the UT CPPS.

### Pass/No Credit (P/NC) Grade Option

Refer to the University General Academic Policies for General Academic Policies that apply to all students. P/NC grading is not available for courses taught in the CPPS. In addition to courses for which P/NC grading is used exclusively, a student may elect P/NC grading for an additional seven credit hours, excluding course work in the natural sciences (biology, chemistry, physics and most math courses). Once the petition is filed, the request is irrevocable.

### PharmD Experiential Education

A significant part of the curriculum of the PharmD program is dedicated to experiential education. Experiential courses allow you to gain practical experience through observation and practice. The Introductory Pharmacy Practice Experiences (IPPE) and Advanced Pharmacy Practice Experiences (APPE) are designed to provide this active learning experience and are an extension of the information learned throughout the PharmD didactic curriculum.

The most current information can be found under the Pharmacy tab of the [MyUT](#) portal under the heading PharmD Experiential Education (IPPE and APPE).

### Changes in the PharmD Curriculum

The curriculum as outlined in the current catalog is subject to modifications with immediate implementation to keep pace with changing trends in pharmaceutical education and in accordance with accreditation standards. PharmD curricular requirements will be those listed in the catalog for the years in which the student enters the program. The CPPS reserves the right to change its policies and procedures at any time. These changes will be binding on the date they are approved by all responsible authorities.

## **Section 8: PharmD Program Requirements and Expectations**

In addition to the curricular requirements mentioned in the previous section, Pharm D students are expected to meet the following requirements and expectations.

### **Initial Matriculation Requirements**

In order to matriculate into the Pharm D program, students must be granted final admission status. Matriculation requirements are as follows:

- All course requirements have been completed by the end of summer semester prior to matriculation [date varies by year]
- Maintain a minimum 2.0 GPA (cumulative and semester) for the spring semester [insert year] and if applicable, summer semester [insert year]
- Proof of completed health requirements and a valid Social Security Number
- Completion of the PharmCAS Fall and Spring Academic Updates (if applicable)

### **P1 Orientation**

A mandatory P1 Orientation is held the week prior to the beginning of the fall semester. This event includes an overview of relevant University policies and procedures, the advising process, professionalism and academic expectations, a diversity workshop, and the Professional Advancement Ceremony (White Coat Ceremony).

### **Health Insurance**

All PharmD students are required to have health insurance coverage. Please click this [link](#) for information regarding the minimum insurance coverage required by the University and the process to obtain University coverage. Please note that you may waive University coverage if you have personal coverage that meets the minimum requirements. Please click this [link](#) for details.



### **Personal Fitness**

The emotional and psychological stability of those practicing or preparing to practice in pharmacy is considered to be very important for the proper performance of professional responsibility. The CPPS recognizes that if a student exhibits behavior suggesting an emotional or psychological concern bearing a reasonable relation to that student's ability to function competently in health-care delivery systems, experiential education, and professional employment, such behavior may present a hazard not only to the student, but also to patients, coworkers and clients. If any behavior pattern provides reason to believe that a student's psychological or emotional state may have rendered that student incompetent or unsafe, the Associate Dean of Academic Affairs shall meet with that student and attempt to resolve the situation by referral to the University Health Service, University Counseling Center and/or withdrawal from the pharmacy program.

### **Substance Abuse Avoidance**

The CPPS views the admitted or proven personal abuse of drugs, their transmittal or sale or the use of drug documents to illegally obtain controlled or legend drugs as unprofessional conduct, which may result in dismissal from the CPPS. In addition, boards of pharmacy may revoke the internship license and/or deny licensure for various drug offenses. Drug abuse in any form and/or misuse of drug documents must be avoided.

### **Academic Responsibility**

The student is responsible for the correct selection of the courses each semester and for the fulfillment of the requirements given here. Although advisors will assist wherever possible, the final responsibility rests with the student. The CPPS reserves the right to change its policies and procedures at any time. These changes will be binding on the date they are approved by all responsible authorities.

### **Class Attendance Requirements**

Students in a professional school, as responsible individuals, are expected to attend all class meetings. The maximum number of permissible absences in a course is at the discretion of the individual faculty member. The penalty for excessive absences will be determined by the faculty member in accordance with the University's Missed Class Policy #3364-71-14.

### **Technology Requirements**

ExamSoft is used in professional division PharmD and BSPS courses. A personal laptop computer (mac or PC) or an iPad will be required of all P1, P2 and P3 professional division students. A password will be provided to log into Exemplify for the first time. Minimum system requirements and latest specifications can be found at:

<https://examsoft.com/resources/exemplify-minimum-system-requirements/>

Software can be downloaded at:

<https://examsoft.force.com/etcommunity/s/article/Exemplify-Downloading-for-Windows-Mac>

### **Immunization Certification**

As part of the curriculum of the UToledo Doctor of Pharmacy program, students are required to complete an immunization certificate program where they learn about vaccine-preventable diseases, administration of vaccines, and the role of pharmacists as vaccine advocates. PharmD students who have an aversion to needles and the thought of giving an injection should seek guidance as to how to overcome these and related phobias. The Office of Student Affairs can assist you in finding these resources. Go to this [website](#) for more information on the Ohio regulations regarding immunization certification.

### **Cardiopulmonary Resuscitation Certification**

Students are also required to maintain cardiopulmonary resuscitation certification before or upon immunization certification. The college pays for two of the online codes for the students. Students then pay for their own hands-on skills session.

Students are CPR certified in August/September of their P1 year and then again in August/September of their P3 year. If a student falls out of sync, they must pay for both portions themselves.

### **Experiential Performance Standards**

The experiential series allows students to gain an appreciation of the role of the pharmacist through visiting actual pharmacy practice sites and participating in direct patient care activities. Throughout the course of the experiential series each student will be required to complete a number of health and regulatory requirements. These regulatory requirements must be completed and kept up to date at all times in order to remain in the experiential program. These requirements may include immunizations and other health documentation as well as licensures, certifications and background checks.

Specific details regarding the above requirements will be provided to all students upon admission into the PharmD program and throughout the experiential series. Additional requirements and expectations will be included in the experiential manual. The experiential manual will be made available to all students on an annual basis. Students are responsible for reading, understanding and adhering to **all** policies and procedures outlined therein.

### **Social Security Number Requirement**

In order to obtain a valid intern license, students are required to have a U.S. Social Security Number (SSN). International students should do this as early as possible during their pre-pharmacy years. Directions for obtaining a SSN can be found in the [Office of International Student Services](#) or at the Social Security Administration [website](#).

### **Internship License/Licensure Requirement**

A valid Ohio intern license is required of all students entering the professional division of the PharmD program. Any P1 student who does not obtain a valid Ohio intern license by December 31st of the P1 year will be withdrawn from all spring semester courses and will not be allowed to register for or take classes until a valid Ohio intern license is obtained. Depending upon the circumstances and length of time needed to resolve the issue, failure to obtain a valid Ohio intern license may result in forfeiture of the student's seat in the P1 class, necessitating reapplication to the professional division. Use this [website](#) to apply for an internship license in Ohio. In addition, any student in the professional division of the PharmD program who does not annually renew his/her license before September 15th will be withdrawn from all courses immediately. Depending upon the circumstances and length of time needed to resolve the issue, failure to renew an Ohio intern license may result in removal from the PharmD program.

Students planning to work as an intern in another state should contact that state's Board of Pharmacy to learn what is required to become an intern in that state.

### **Reporting Internship Hours**

Although students earn a sufficient number of internship hours (1740 hours) in the pharmacy program to be licensed in the State of Ohio, some states require more hours. It is a good idea to submit worked hours to the state. Please visit the Ohio Board of Pharmacy [website](#) for detailed information regarding reporting of internship hours.

### **PharmD Professional Development Expectations**

Attainment of a professional degree requires completion of certifications and other key assignments that may not be affiliated with a traditional academic course or experience. Throughout the curriculum, students will be required to participate in professional development, educational, and assessment activities. These activities may take place outside of officially scheduled class times or in locations outside of the CPPS facilities. Detailed information outlining these requirements is provided below.

- i. **Interprofessional Education (IPE):** The goal of the IPE Course/Sessions is for students to gain an understanding and appreciation of the roles and scope of practice of different professions. Student pharmacists will interact with other health professions students in simulations, lectures, and other training programs to solve health-care related problems. Students are required to participate in IPE activities each semester as outlined below. Attendance at the activities and submission of assignments by the deadline is also required.

<b>Class Year &amp; Semester</b>	<b>IPE Course/Session</b>
P1 Fall	1 <sup>st</sup> -year Fall IPE Course
P1 Spring	High-fidelity Simulation Poverty Simulation
P2 Fall	SDOH Workshop
P2 Spring	OARRS Session
P3 Fall	Collaborative Therapeutics Session

P3 Spring	Mid-Level Practitioner Workshop
IPE=Interprofessional Education; SDOH=Social Determinants of Health; OARRS=Ohio Automated Rx Reporting System	

- ii. **Co-Curriculum:** The goal of the co-curriculum is to provide guidance for personal and professional development of students. Co-curricular learning activities, opportunities, and experiences occur both inside and outside of required coursework. Co-curricular experiences assist students in developing and applying the program learning outcomes in the areas of self-awareness, leadership, professionalism, innovation/entrepreneurship, cultural sensitivity, patient advocacy, and as educators. Students are required to reflect on their development in these areas and discuss their development of skills with their faculty advisor at least once per semester. Students are expected to participate in a diverse group of Co-Curricular activities in each of the seven key areas over the course of their education. Students must demonstrate development by documenting participation in at least one unique event/activity for each of the seven areas at a minimum level of Developing/ Practicing (Level 2) by the end of the P3 year. If not, a written remediation plan with specifics will need to be completed before the end of P4 year. More information is available in the Student Advising Guide.
- iii. **Performance Assessment:** Students are assessed using practical examinations, objective structured clinical examinations (OSCEs) and other key assessments. Students who do not pass (score below threshold on) performance-based assessments and/or key assignments are required to meet with the appropriate course faculty to establish a plan of remediation.
- iv. **NAPLEX Advantage:** NAPLEX Advantage is a comprehensive standardized examination intended to provide an independent and objective measure of pharmacy student performance in the United States. Students are required to take the NAPLEX Advantage during their third professional year (P3) year. Students are required to discuss their NAPLEX Advantage score with their faculty advisor. Scores on NAPLEX Advantage may be used to develop personalized NAPLEX study plans.
- v. **NAPLEX Preparation Program:** The goal of the NAPLEX Preparation Program is to provide students with the knowledge, skills, and strategies needed to prepare for the NAPLEX exam. Participation in the program during the P4 year is mandatory, and students must adhere to outlined requirements and guidelines throughout the program. Students are required to actively engage in activities including, but not limited to completion of assignments, and participation in discussions. Facilitators will assess active engagement through session attendance, contribution, interaction, and activity completion rate.

**Implications of non-compliance:** As outlined in the PharmD academic performance standards, the above are program requirements and students who fail to comply with these requirements are subject to sanctions (e.g., delay in progression in the PharmD program such as progressing within IPPEs or progressing to APPEs, enrollment holds, repeating an experience at the next offering) or being placed on academic probation. Continued non-compliance with these program requirements (repeated non-compliance in a given semester, or over subsequent semesters) is grounds for dismissal from the PharmD program. Timely attention to such program requirements is of utmost importance.

### **The Completion of the Bachelors of Science in the Pharmaceutical Sciences in Pharmacy (BSPS Pharmacy)**

Following admission to the PharmD program, if you have not previously obtained an undergraduate degree, you will complete the Bachelor of Science in Pharmaceutical Sciences degree in Pharmacy prior to more focused course work in pharmacotherapy and pharmaceutical care. To ensure that you can obtain your BSPS degree after the completion of your P1 and P2 years, you should check your degree audit to make sure all UT Core requirements, especially Multicultural Studies (US and Non-Western), Humanities and Fine Arts, and Social Sciences are completed.

All students who plan to graduate must apply for graduation via their UT portal (myut.utoledo.edu) in the term prior to the term in which they expect to graduate. The CPPS Office of the Student Affairs verifies the students' eligibility with the Office of the Registrar before a diploma can be awarded.

### **Applying for the NAPLEX and MPJE Licensure Exams**

After you have successfully completed all requirements for the Pharm D program and have been cleared for graduation by the University, you may apply to take the NAPLEX and MPJE licensure exams. The Registration Bulletin for the North American Pharmacist Licensure Examination (NAPLEX) and the Multistate Pharmacy Jurisprudence Examination (MPJE) can be downloaded from the National Association of Boards of Pharmacy (NABP) [website](#). The Registration Bulletin contains important information about applying for and taking the examinations that should be thoroughly reviewed. The exact procedure for registering for the NAPLEX is dictated by the states' Boards of Pharmacy. There are some states that require applicants to apply for the exam through their State Board. Read all instructions carefully when applying for your license.

The College Office of Student Affairs sends a Certificate of Pharmacy Education to the Ohio Board of Pharmacy upon graduation clearance. Students requiring certification for another state should contact the Office of Student Affairs.

## Section 9: PharmD Program Standards and Procedures

The following policies, procedures, and protocols have been approved by the CPPS faculty for use in the current academic year. If you have questions or require guidance on the proper use or application of these policies, please contact the CPPS Office of Student Affairs at 419-383-1904.

### Technical Standards

A candidate for the PharmD degree must enter the program possessing the essential skills and abilities needed for successful matriculation and performance in a variety of pharmacy practice settings. The following skills that are essential to fulfill this requirement can be found at this [link](#).

### Professional Conduct Standards

The expected behavior and conduct of CPPS students is directed by several guidelines. Students are expected to be familiar with and abide by all of these guidelines during their time at the University of Toledo.

The CPPS has a professional code of conduct which can be found at this [link](#).

CPPS students are also subject to the [University Student Code of Conduct](#), and the [Responsible Conduct of Scholarship and Research](#).

Students found to be in violation of the University Student Code of Conduct or the Responsible Conduct of Scholarship and Research may be subject to sanctions imposed by the University. Students found to be in violation of the CPPS Student Code of Professional Conduct may be subject to sanctions imposed by the CPPS Professional Conduct Committee (PCC). Students seeking to appeal the CPPS Professional Conduct Committee decision should see Section 10 of the Handbook and contact the CPPS Office of Student Affairs for guidance.

### Academic Performance Standards

In order to graduate with a PharmD degree, students must meet the current academic performance standards set forth by CPPS. Only students who successfully complete the PharmD degree will qualify for licensure in the practice of pharmacy.

Continued attention to your academic performance is key to your success in the PharmD program. The CPPS has developed key academic performance standards that support your continued development as a pharmacist. The University also has policies which support your progression. The Academic Performance Standards as outlined in the current catalog are subject to modifications with immediate implementation to keep pace with changing trends in pharmaceutical education and in accordance with accreditation standards.

The PharmD program Academic Performance and Progression Standards can be found at this [link](#).

Please note that the requirements for good academic standing in the PharmD program are more stringent than those set forth by The University in the policy (see [link](#)).

## **Remediation Procedure**

**Remediation Philosophy** - Remediation is a process which corrects an academic deficiency. It helps students re-engage with course content and achieve academic competency to progress in the program in a timely manner. Remediation is a sequence of events, beyond the standard course curriculum, that are designed to bring underperforming students to a level of competency expected of students at the conclusion of a course. The process of remediation should provide opportunities for students to develop and demonstrate required knowledge, skills, and/or attitudes through self-directed learning and purposeful interactions with faculty. Both student and faculty should be active participants in the remediation process. Remediation is a privilege that is to be earned by the student through demonstrated attendance and active participation throughout the course. Remediation procedures are not intended to correct grade sanctions due to academic dishonesty or plagiarism.

### **Procedure Statement – In-Course Remediation**

Each didactic course syllabus in the Doctor of Pharmacy program at The University of Toledo College of Pharmacy and Pharmaceutical Sciences must include a statement (or section) that clearly states the opportunities and procedure for remediation within the course (in-course remediation). This procedure should be implemented by the course faculty.

Click this [link](#) for the In-Course Remediation Procedure.

### **Procedure Statement – Post-Course Remediation**

Students may be eligible for post-course remediation if they 1) earn a course grade of C-, D+, D, or D- after unsuccessful completion of in-course remediation, or 2) earn a grade of F in a course. Opportunities to remediate the entire laboratory component of a laboratory/lecture course are not available.

Click this [link](#) for the Post-Course Remediation Procedure.

**Student Responsibility** - It is the student's responsibility to obtain their course grade, and to inform course coordinator of intent to remediate within the course policy's stated timeframe of notification.

## **Time to PharmD Completion**

To ensure provision of the most up-to-date and relevant pharmacy and pharmaceutical sciences education, all Doctor of Pharmacy degree requirements must be completed within six (6) years from the time the student first enrolls in the professional division (P1) of the Doctor of Pharmacy program. An approved leave of absence will justify an extension.

The Time to Doctor of Pharmacy Program Completion Guidelines can be found [here](#).

## **Student Leave of Absence Procedure**

A student enrolled in the Doctor of Pharmacy program who is in good academic standing or on academic probation (excluding those students eligible for suspension or dismissal from the CPPS) may request a leave of absence (LOA) for up to 12 months. All students approved for a LOA, regardless of the type of LOA, must also request and be approved if they wish to return from the LOA.

For the Student Leave of Absence Procedure please click this [link](#). To apply for a Leave of Absence (LOA), please consult with the CPPS with the Office of Student Affairs

## **Student Global Health Programs Policy**

The purpose of this policy and accompanying forms is to establish official University procedures to minimize the risk to students during elective global health programs. Please go to this [link](#) for more information on this policy (#3364-81-04-030-02).

## **Section 10: Grievances and Appeals Procedures**

PharmD students have the right to appeal decisions impacting their academic or professional conduct status within the College. See the information below for specific instructions on grievance and appeals processes.

### **Procedure for Grievance of Individual Final Course Grades**

To initiate resolution of final course grade grievances for non-experiential courses, the student shall formally dispute the grade in writing to the faculty member responsible for assigning the grade. The written dispute should include the student's name and Rocket number, date, course number and section, semester, the specific issue in dispute, and the student's request for resolution. The written request should be delivered (email or hard copy) within 7 days of the grade posting. The faculty member then has 7 days in which to respond in writing (email or hard copy) back to the student.



If resolution is not achieved, the student may forward the written dispute (as described above and with the response of the faculty member) to the chair of the faculty member's department. The student has 7 days in which to appeal to the department chairperson following the receipt of the faculty member response. The department chairperson then has 7 days in which to respond in writing (email or hard copy) back to the student.

If resolution is still not achieved, the student may submit the same written dispute (as outlined above and with the response of the department chairperson) to the CPPS dean. The student has 7 days in which to appeal to the dean following the receipt of the department chairperson's response. The dean then has 7 days in which to respond in writing (email or hard copy) back to the student. The decision of the dean is final and without appeal.

Please note, grade grievances for experiential course grades will follow the appeal process in the experiential manual entitled "Student Appeal of Grade Assignment".

### **Appeal Procedure for the Professional Division Academic Performance Decisions**

The appeal procedure for academic performance and degree progression for the professional division is available by clicking this [link](#).

The Student Progress Committee (SPC) reviews and administers CPPS Academic Performance Standards, as outlined in the College's Catalog. In the case of all action taken by the SPC, including probation, suspension, dismissal, and progression decisions, appeal is available to the student.

Appeal is limited to academic issues based on the following:

- A claim that the Academic Performance review and ruling process was not conducted as required by the Academic Performance policy.
- A claim that the sanction imposed is excessive for the academic performance issue.
- Information has become available that was not available at the time of the original decision.

The impact of commuting or excessive work hours will not be considered as a basis for appeal. Pharm D students seeking to appeal an Academic Performance Committee decision should seek guidance from the Associate Dean of Student Affairs and Diversity and Inclusion in the Office of Student Affairs.

### **Pendency of Action for SPC Decisions**

Generally, implementation of an academic dismissal of a student from the Doctor of Pharmacy program and/or the CPPS will be deferred until all the due process hearings

and time for appeals made by the student have been exhausted. Students will be allowed to continue in CPPS didactic coursework pending the ruling on appeal(s). Students will **not** be permitted to continue in experiential education on site experiences during the appeal process. Assignments/Exams may be completed but will not be scored unless the appeal is accepted. If the appeal is denied, the student will be immediately administratively removed from registered coursework.

Please note, the Dean of the CPPS or the Associate Dean for Academic Affairs of the CPPS may impose immediate removal or restrictions on the student if the alleged academic conduct in any way concerns patient or public safety (including faculty, staff and other students).

### **CPPS Appeal Procedure for Professional Conduct Rulings**

The CPPS [Student Code of Professional Conduct](#) outlines the process for appeal to the Student Progress Committee decisions. A student may appeal the committee's decision to the dean in writing, requesting a review related to the following two criteria that apply:

- (1) the failure of process; or
- (2) a review of the evidence concerning the charges and/or sanctions.

### **Pendency of Action for SPC Decisions**

Generally, implementation of Student Progress Committee sanctions will be suspended until all appeals made by the student have been exhausted. However, the dean of the CPPS may, in his/her discretion, impose interim suspensions and/or restrictions on the student if the dean believes that the alleged conduct in any way concerns patient and/or public (including faculty and other student) safety, or when dismissal from UTCPPS is a possible sanction.

### **Student Grievances/Complaints Related to PharmD Accreditation Standards**

Student complaints specifically related to Accreditation Council for Pharmacy Education (ACPE) standards should be submitted on the appropriate form to the CPPS Office of Student Affairs (Wolfe Hall Room 1227 or Frederic and Mary Wolfe Center, Health Education Building, Suite 155) in care of the associate dean for student affairs. Forms and a copy of the ACPE standards are available by accessing the Pharmacy tab from the [myUT portal](#). Students can also find the ACPE standards at the ACPE web site. The associate dean will meet with the dean of the College to review the complaint and consult with the student complainant and individuals involved. A formal response will be issued by the dean.

If the issue is not resolved at the College level, the student complainant can submit the complaint directly to ACPE. In addition, a student may submit a complaint directly to ACPE without submission to the College. See this [link](#) for more information.

## **Section 11: Additional Academic Programs of Study**

### **Dual Degree Programs**

#### **PharmD/MBA**

The College of Pharmacy and Pharmaceutical Science (CPPS) and the College of Business and Innovation (COBI) have worked cooperatively to enable students in the PharmD program to earn an MBA. The COBI Graduate Student Advising Office provides advising for the MBA portion of the program. Degrees will be conferred separately with the College of Graduate Studies (COGS) conferring the MBA, and the CPPS conferring the PharmD.

#### **PharmD/MBA Admissions**

The admission process for the PharmD/MBA will require that students must have an undergraduate degree and must apply to each program separately. More specifically, students will apply and be required to meet the admission requirements of the MBA program as administered by the COBI, and the same students will be required to apply and meet the admission requirements of the PharmD program as administered by the CPPS. COBI will accept the PCAT in lieu of the GMAT. GMAT may be waived for students with a Business Administration Minor.

For further admission information please refer to the [COBI catalog](#) or online admissions website.

#### **PharmD/MBA - Integrated Curriculum**

PharmD graduate electives will be fulfilled by the MBA courses in the dual degree program. The nine credit hours of MBA major elective course work can be fulfilled by (3) APPE rotations from the Management and Administration Track.

Please see this [link](#) for specific course information related to the MBA.

## **PharmD/PhD**

### **Combined Pharm.D. – Ph.D. in Medicinal Chemistry/Experimental Therapeutics Program Admission Requirements**

Students must be admitted separately to their desired PhD program. The Department of Medicinal and Biological Chemistry offers a PhD in Medicinal Chemistry while the Department of Pharmacology and Experimental Therapeutics offers a PhD in Experimental Therapeutics. Requirements for admission to these programs can be found at this [link](#) for Experimental Therapeutics and at this [link](#) for Medicinal Chemistry. The PharmD and the PhD of your choice may be pursued concomitantly.

### **General Information**

Although the requirements for both programs will be met, there is some overlap and flexibility, allowing a student to complete graduate-level requirements for both degrees. In general terms, students will follow the sequence for the Pharm.D. curriculum during the first four semesters. In the seventh and eighth semesters, students will take the required Pharm.D. courses, plus the two- hour seminar, with at least one clerkship rotation involving a research experience. Some 6000-level Pharm.D. courses may be used as Ph.D. electives. The Ph.D. requirement for MBC6550 (Biochemistry) may be waived. Beginning with the summer semester following the second year, students can begin to complete the requirements for the Ph.D.

### **Residency Programs**

The College of Pharmacy and Pharmaceutical Sciences has residency programs that provide outstanding residency opportunities and allow pharmacists to advance their careers. Consult your faculty advisor for more information on residency programs.

### **CPPS Honors Program**

The CPPS offers an Honors Program for eligible students in all of its undergraduate programs as part of the Jesup Scott Honors College. Highly qualified students entering the University in the CPPS will be considered for entry into honors courses and honors sections of major courses offered in the first two years. Decisions regarding entry of students into the Honors College will be made after evaluation of the honors application by the Honors College. Normally, entering students with an ACT composite score of 25 and above (or SAT equivalent), coupled with a 3.50/4.00 high school GPA, will be considered for entry into honors courses. During the first two years of study, the CPPS offers courses that orient the student toward the profession of pharmacy and the pharmaceutical sciences. Many honors students take much of their honors course work (required and elective courses) during the first two years of the curriculum.

A variety of required and elective courses also are offered with honors sections in the professional division. A specific honors seminar course and an honors thesis option are offered to fulfill the requirements for graduation with the Honors College medallion. These

courses also can fulfill requirements for electives within the major.

The Bachelor of Science in Pharmaceutical Sciences with the Honors College medallion is attainable by all students who complete at least 27 semester hours of honors course work with a grade of C or better and who have a minimum cumulative GPA of 3.3. CPPS students in the JSHC honors program complete the Blue Track Honors Curriculum (with the Gold Track being optional). In the Blue Track, the following three honors courses are required: 1) HON 1010 – Ideas and Society (Humanities requirement), 2) HON 2010 – Multicultural Toledo (U.S. Multicultural and Social Sciences requirement), and 3) HON 3010 – Community Engagement. Other honors credit hours can be fulfilled by coursework in any college or department (with the exception of the thesis and seminar, which must be completed in the CPPS). In addition, five to eight hours of the 27 must be taken within the honors thesis project and honors seminar. These courses are to be taken within one department: medicinal and biological chemistry, pharmacology and experimental therapeutics, or pharmacy practice.

Graduation with departmental honors is also available to students who are not members of the Honors College, but who meet departmental honors requirements. These departmental honors requirements are a GPA of 3.2 or higher and completion of eight hours of honors course work in one department, including a minimum of four semester hours honors thesis and a minimum of one semester hour honors seminar.

## **Section 12: University and Federal Policies**

Pharm D students are also subject to University and Federal policies. Please familiarize yourself with these policies. Please refer to the UT Policy [website](#) for additional information on academic policies.

### **Withdrawal**

Refer to the University General Academic Policies for Withdrawal, GPA Recalculation and Audit policies that apply to all students. Withdrawal from an experiential course for which a final grade has already been determined will not be permitted.

### **Curricular Practical Training (CPT) for International Students**

At the University of Toledo, an international student may be authorized to participate in a curricular practical training (CPT) program that is an integral part of an established curriculum and directly related to the student's major area of study. International PharmD students need to apply to CPT for their required IPPE and APPE experiences, as well as their paid internships through the Office of International Student Scholar Services (OISSS). Pharmacy technicians do not qualify for CPT; students must be offered a pharmacy intern position.

International PharmD students can do a maximum of 12 months full time CPT in each degree level with no impact to their Optional Practical Training (OPT). Part time CPT does not count. If students do more than 12 months full time CPT in a degree level, they will not be approved for OPT.

Twenty (20) hours and below are considered as part time; 21 and above hours are full time. If students are doing the paid elective internship during their IPPE or APPE terms, they will need to apply for 2 CPTs. The two experience hours will be added together. For example, if you do 5 hours IPPE and 16 hours internship per week, your total hours will be 21 which is considered full time. On campus part-time internships (paid or non-paid) do not need to apply for CPT, unless it is more than 20 hours a week.

Here are the steps for PharmD students to apply for CPT:

- Get an offer letter.
  - For IPPE CPT get an offer letter from the IPPE instructor
  - For APPE CPT get an offer letter from the APPE instructor
  - For the paid internship CPT get an offer letter from the employer
- Get a support letter from the Director of Student Services for the Professional Division
- After receiving the letters, students can start the CPT request form online through [iRocket Portal](#)
- If you are doing an internship during a term where there is no IPPE or APPE, P1 and P2 students need to schedule an 1 hour PPHR 4910; P3 and P4 students need to schedule an 1 hour PPHR 5990
- If you applied for the CPT less than two weeks from the beginning of the internship, you will need to schedule an appointment with OISSS, phone 419-530-4229, email, [oisss@utoledo.edu](mailto:oisss@utoledo.edu)

Students only need to apply for one CPT each term for their IPPEs and APPEs regardless of the number of IPPE sites and the number of APPEs they do each term. CPT authorization is typically given on a semester basis. Students must apply and submit new documents each semester for their CPT experience.

Students can find additional OISSS CPT information at this [website](#).

### **Inclement Weather or Emergency/Disaster Policy**

Every effort will be made to notify the campus community in a timely manner of class or event cancellation. The decision to cancel morning classes will be made by 6 a.m.; afternoon classes by 10 a.m.; and evening classes by 3 p.m. After an inclement weather situation is declared, University Communications shall activate the emergency communication plan:

- (a) Local media: notify local television and radio stations;
- (b) SNOW hotline; provide inclement weather information at 419.530.SNOW (7669)
- (c) Email: send out a campus wide email
- (d) UT Alert: a text message to UT Alert subscribers. All students should

register to receive these alerts by clicking on the link under the Student tab in the Portal in the My Other Resources section.

(e) Website: Update UT website

Please follow this [link](#) for more info and the complete policy.

### **Missed Class Policy**

Students in a professional school, as responsible individuals, are expected to attend every class meeting of courses in which they are registered. The University supports basic protections and reasonable accommodations for students who miss class with excused absences.

Only in specific, unavoidable situations does the University excuse absences from class: (1) personal emergencies, including, but not limited to, illness of the student or of a dependent of the student [as defined by the Policy on Family and Medical Leave], or death in the family; (2) religious observances that prevent the student from attending class; (3) participation in University-sponsored activities, approved by the appropriate University authority, such as intercollegiate athletic competitions, activities approved by academic units, including artistic performances, R.O.T.C. functions, academic field trips, and special events connected with coursework; (4) government-required activities, such as military assignments, jury duty, or court appearances; and (5) any other absence that the professor approves.

Students are responsible for all material covered in classes they miss, even when their absences are excused as defined above. Students must make arrangements with instructors to complete missed assignments, labs, examinations or other course requirements. In turn, instructors are not to penalize students with excused absences.

The maximum number of permissible absences in a course is at the discretion of the individual faculty member. The penalty for excessive absences will be determined by the faculty member in accordance with the University's policy.

Please follow this [link](#) for more info and the complete Missed Class policy. The CPPS follows this policy for years P1 – P4 of the PharmD curriculum.

### **University Academic Dishonesty Policy**

Academic dishonesty will not be tolerated. Among the aims of education are the acquisition of knowledge and development of the skills necessary for success in any profession. Activities inconsistent with these aims will not be permitted.

Students are responsible for knowing what constitutes academic dishonesty. If students are uncertain about what constitutes plagiarism or cheating, they should seek the



instructor's advice. For more info and examples of academic dishonesty, please refer to this [link](#).

### **University Bully Incident Report**

If you have experienced or witnessed an incident of bullying, discrimination and/or harassment at The University of Toledo please use this form to let us know. If you would prefer to speak with someone immediately, contact the University of Toledo Police at 419-530-2600.

To fill out the UT Bully Incident Report form, go to this [link](#).

### **University Student Code of Conduct**

Students and student organizations are required to engage in responsible social conduct that reflects credit upon the university community and to model good citizenship in any community. Actions by students or student organizations which interfere with the orderly functions of the university or actions which endanger the health or safety of members of the university community will not be tolerated. For additional info and the policy, go to this [link](#).

### **University Nondiscrimination Policy**

The University of Toledo does not discriminate on the basis of race, color, religion, sex, age, national origin, ancestry, sexual orientation, gender identity and expression, military or veteran status, the presence of a disability, genetic information, familial status, political affiliation, or participation in protected activities in its provision of employment and educational opportunities.

Discrimination, including discriminatory harassment, on any of those bases is strictly prohibited. Upon notice of possible discrimination, the University takes prompt and appropriate steps to determine what occurred, end a discriminatory practice or hostile environment if one has been created, and prevent its recurrence. Retaliation against anyone because he or she has made a complaint or served as a witness or otherwise engaged in activity protected by this policy is also strictly prohibited by this policy.

The University encourages anyone who believes he or she has been subjected to conduct in violation of this policy to file a complaint under this policy to ensure that the University has an opportunity to address prohibited conduct. For additional information on the policy and for reporting instructions go to this [link](#).

### **University Policy on Nondiscrimination on the Basis of Disability-Americans with Disabilities Act Compliance**

The University of Toledo is committed to eliminating barriers to services, employment and educational opportunities for people with disabilities. In accordance with the Americans with Disabilities Act (ADA), the University does not discriminate on the basis



of disability in admission or access to, or treatment or employment in, its programs or activities. For additional information on this policy, go to this [link](#).

### **University Title IX (Sexual Discrimination/Sexual Harassment) Policy**

The University of Toledo is committed to educational and working environments that are free from sex discrimination, including sexual harassment, sexual assault, or retaliation. Title IX of the Education Amendments of 1972 (Title IX) is a federal law that prohibits sex discrimination. The University's policies are consistent with the requirements of Title IX, Title VII, as well as relevant state laws.

The University encourages the reporting of sexual misconduct (including sex discrimination, sexual harassment and sexual assault) or retaliation that may occur in its programs or activities, to ensure that the University has an opportunity to address prohibited conduct.

If you are a student who believes you have been subjected to sexual misconduct which includes sex discrimination, sexual harassment, sexual violence, sexual assault, conduct that exploits another person in a sexual and non-consensual way (such as voyeurism and non-consensual recording), stalking, dating violence, domestic violence, and indecent exposure or retaliation, please contact the Title IX Office. You can contact the Title IX Office at 419.530.4191 or [titleix@utoledo.edu](mailto:titleix@utoledo.edu). You can also submit a complaint online. The entire complaint procedure and complaint form may be [found here](#). For additional info and the policy, go to this [link](#).

### **FERPA**

The Family Educational Rights and Privacy Act of 1974, otherwise known as FERPA, is a Federal Law introduced to give students certain rights regarding the confidentiality of their educational records.

FERPA establishes the rights of the parents and students of any school which receives federal educational funds. It requires that a written institutional policy complying with the act be established and that a statement of the adopted procedures be published. Our official publication is the "Confidentiality of Student Records" and is available for review in the University Policy website.

To obtain a form for a single meeting (or long-term) authorization with your academic advisor, go to the Office of Student Affairs (MC-WO1227; HSC-HEB155).

### **Proxy Access**

Proxy Access provides a Proxy (the person authorized by the student) the ability to view specific student information on-line. The student must create an account and authorize

access for others to view certain information. A valid e-mail address is required to have a Proxy account created and to access the site in the “Student” tab of the [MyUT Portal](#) .

## HIPAA

Each physician, staff, resident, medical student, and pharmacy student part of The University of Toledo community is required to complete privacy and security training regarding patient information. The training focuses on the Health Insurance Portability and Accountability Act (HIPAA) 1996 (Public Law 104-191) and Department of Health and Human Services (DHHS) rules and regulations. It is our intent to ensure that all involved in patient care shall protect the personal privacy of patients and maintain confidentiality of patient information at all times.

All P1 Pharmacy students will receive the HIPAA training as part of their Orientation before their classes begin on the Health Science Campus. Other professional division students will be notified by the compliance office when updates are necessary.

## Section 13: University Registration and Records

Please consult the University Registrar’s office for information related to the items below. The Registrar’s office is located on Main Campus in Rocket Hall Rm 1100 (Phone number (419) 530-4844); and on the HSC in the Student Service Center located on the 1<sup>st</sup> floor of Mulford Library (Phone number (419) 383-3600).

### Office of the Registrar forms

The following printable and online Registrar forms can be found by clicking this [link](#).

- Administrative Adjustment Form  
*Requests for discretionary adjustments for students with extenuating circumstances beyond the student's control. Please review the University policy on administrative adjustments before submitting a petition. The policy can be found by clicking [here](#).*
- Concurrent Enrollment Form  
*After UT college advisor's approval, bring the completed form to the Registrar's Office*
- Course Request (Add/Drop) Form
- Credit by Assessment form  
*Review details of Prior Learning Assessment at this [link](#).*
- GPA Recalculation (Grade Deletion) Form  
*Be sure to print and read the instructions on page 2.*
- Incomplete Grade Documentation Form
- Letter Request Form  
*Health Science Campus students only*
- Medical Withdrawal Application
- Name Change Application

- Pass/No Credit Grade Petition  
*CPPS restricts to a maximum of 7 hours (excluding science or calculus courses).*
- Petition for Academic Forgiveness
- Request for Non-funded Late Registration Form
- Transcript (official) Request Form
- Withdrawal Form  
*Be sure to check financial ramifications before processing.*

## UTAD Email Account

All registered UT students have a UTAD email account using the default format of **Firstname.Lastname@rockets.utoledo.edu**. All official email communications from the University to students will be sent to this address. It is your responsibility to check this account regularly. If you have any questions or if you need technical assistance, please contact the IT Help Desk at 419.530.2400 or [ITHELPDESK@utoledo.edu](mailto:ITHELPDESK@utoledo.edu).

## Preferred First Name

Your preferred first name is the name you are called in day-to-day life. It is a first name you are known by other than your legal first name.

Your legal first name is your official first name of record. For example, your official transcripts, tax forms, Rocket ID card, diploma, payroll records will not change from your legal first name to your preferred first name.

If you decide to update your preferred first name, you can change it by following these steps:

1. Log in to the myUT portal at [myut.utoledo.edu](http://myut.utoledo.edu)
2. Click on the **Student** tab.
3. Under **MY TOOLKIT**, in the **My Other Resources** section, click **Update Preferred First Name**.
4. Your default preferred first name is your legal first name. Enter your preferred first name in the box and click the **Update** button.
5. You may reset your preferred first name to your legal first name by clicking the **Reset My Preferred First Name** button.

Once saved, your preferred first name will appear on myUT portal, Blackboard, and eDirectory. Your legal name will appear on official transcripts, Rocket ID Card, and degree audit. For more info, go to this [link](#).

## Graduation Application Deadlines

When you are nearing the completion of your program, you must complete an online application to graduate by the posted application deadlines. It's important to meet the

application deadlines to avoid certain consequences or delays. Applying for graduation by the posted deadline ensures...

- ...CPPS has ample time to review your record before you graduate
- ...you receive commencement related mailings
- ...your name appears in the commencement program

Application deadlines can be found at the Office of the Registrar's [website](#).

## **University Commencement**

The University of Toledo holds a spring and fall commencement. The commencement is a joyous occasion at which family and guests are welcome to celebrate the accomplishments of the graduating class. Visit UT commencement [website](#) for detailed information.

## **Medical Withdrawal Application**

A medical withdrawal may be requested in the event of catastrophic/serious illness, injuries or conditions that seriously impair and/or incapacitate the student and their ability to attend classes. Applications based on personal illness/injury will require documented medical information.

The deadline to submit an Application for Medical Withdraw will be the last day of the semester in question. Late applications will not be processed. Applications are made available only after the deadline has passed for students to withdraw themselves for a particular semester.

Email [registrar@utoledo.edu](mailto:registrar@utoledo.edu) to obtain the Application for Medical Withdraw. For additional information go to this [link](#).

## **Identifying Term of Enrollment**

On Course Request forms, etc., the term field is signified by two digits (10 = Spring semester, 30 = Summer semester, 40 = Fall semester).

## **Schedule of Classes**

For the most up-to-date live class search, click this [link](#).

Course Registration -- **HOW TO ADD A CLASS**\*

<p><b>During Early or Open Registration</b> <b>If the class is open:</b></p>	<p><b>During Early or Open Registration</b> <b>If the class is closed:</b></p>	<p><b>After Semester Begins</b> <b>(Late registration fee may apply)</b></p>
<ol style="list-style-type: none"> <li>1. Register for the class at <a href="http://myut.utoledo.edu">http://myut.utoledo.edu</a> or in person in Rocket Solution Central, MC (RH1200) or Registrar, HSC Mulford Library (Suite 114).</li> <li>2. Registration priority times are determined by the student's earned hours. These times can be found by clicking this <a href="#">link</a>.</li> </ol>	<ol style="list-style-type: none"> <li>1. Print a Course Request form (link above) or pick up the form in the Office of Student Affairs (WO1227/HEB155), Rocket Solution Central (RH1200) or HSC Mulford Library (Suite 114).</li> <li>1. <b>Ask</b> the instructor if they will sign you into the closed class. If not, you must pick another section or class.</li> <li>2. If the instructor signs the form, take it to Rocket Solution Central (RH1200) or HSC Mulford Library (Suite 114) to process.</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>First 5 days of the term</b>, register at <a href="http://myut.utoledo.edu/">http://myut.utoledo.edu/</a>.</li> <li>2. As of 6<sup>th</sup> day of term, print a Course Request Form (link above) or pick up the form in the Office of Student Affairs (WO1227/HEB155) or Rocket Solution Central (RH1200) or HSC Mulford Library (Suite 114).</li> <li>3. <b>Ask</b> the instructor if they will sign you into the class. If not, you must pick another section or class.</li> <li>4. If the instructor has signed the form, you must also get the Dean's designee's signature on the form (WO1227/HEB155).</li> <li>5. Take the signed form to Rocket Solution Central (RH1200) or HSC Mulford Library (Suite 114) to process.</li> <li>6. As of the 15<sup>th</sup> day of the term, print a Request for Non-Funded Late Registration Form (link above)</li> <li>7. Obtain the signatures of the instructor, Assoc. Dean, and the appropriate Provost/Chancellor (UH3340/MLB0213).</li> <li>8. Take the signed form to Rocket Solution Central (RH1200) or HSC Mulford Library (Suite 114) to process.</li> </ol>

\*Check for holds at <http://myut.utoledo.edu> before you attempt registration.

## **Waitlist**

Register for classes in your student portal and if a class is closed, check to see if a WL (waitlist) is offered and has waitlist seats available.

Add yourself to the waitlist. Remember that the same restrictions and/or holds will stop you from registering on a waitlist also.

Check your university rocket email **daily** for a waitlist notification and take action within 24 hours.

Register for the waitlisted class. If you have already registered for another section of the same class, be sure to drop the unwanted section first.

If you no longer wish to be on a waitlist, drop the class so that others may move up on the list.

For more information, go to this [link](#).

## **Finance Brochures, Tuition and Fees**

Credit-hour fees are assessed based upon the student's residence classification, school, and class standing. A complete listing of tuition rates and fees can be found in the Finance Brochures on the Office of the Treasurer's [website](#).

## **Academic Calendars**

Please click this [link](#) for information.

## **Academic Course Load**

For undergraduate students, full-time status are 12 -18 credit hours, half time are 6 credit hours, maximum credit hours are 21 hours. For graduate level students, full-time status are 9 and above credit hours, half time are 5 credit hours, maximum credit hours are 18 hours.

If for some reason that students need to take over the maximum credit hours, pre-professional division students should contact the Director of Student Services for the Pre-professional Division; professional division students should contact the Director of Student Services for the Professional Division.

## Class Rank

The University of Toledo ranks students based upon the number of semester hours earned (successfully completed).

Freshman:	1-29.9 earned hours
Sophomore:	30-59.9 earned hours
Junior:	60-89.9 earned hours
Senior:	90+ earned hours

## Course Deregistration - How to Exit a Class

Continuous Registration through 15 <sup>th</sup> day of term	After 15 <sup>th</sup> day of term but before the end of the 10 <sup>th</sup> week of classes	Important Reminder
<ol style="list-style-type: none"> <li>1. <b>Web Drop</b> the class at <a href="http://myut.utoledo.edu">http://myut.utoledo.edu</a>.</li> <li>2. Or fill out a Course Request Form at Rocket Solution Central (RH1200) or HSC Mulford Library (Suite 114).</li> <li>3. Instructor and/or advisor signatures are NOT required.</li> </ol>	<ol style="list-style-type: none"> <li>1. Withdraw online at <a href="http://myut.utoledo.edu">http://myut.utoledo.edu</a> or obtain a <b>withdrawal</b> form in Rocket Solution Central (RH1200) or HSC Mulford Library (Suite 114) or print one (link above). These forms are <b>not</b> available in the Office of Student Affairs.</li> <li>2. Instructor and/or advisor signatures are NOT required. <u>However, please inform your advisor at your next advising session that you have withdrawn from the course.</u></li> </ol>	<p><b>If you want to drop or withdraw from a class, make sure to research the possible impact on your financial aid or scholarship(s) before you do so!</b></p>

### Warning:

Withdrawing from a course(s) will result in a grade of "W", which will appear on your official transcripts. Once a withdrawal is processed, it cannot be rescinded. Based on the date of withdrawal, fees may or may not be adjusted. **Since withdrawn courses reduce your enrolled hours, withdrawing from courses may have an adverse effect on financial aid benefits, scholarships, loan deferments, athletic eligibility, health insurance, veteran's benefits, degree requirements, or other areas.** If you are uncertain what effect withdrawing from the course(s) would have, it is recommended that you contact the appropriate department for guidance.

## Refunds

Refunds are prorated. Refer to the [refund schedule](#).

## Grades - Definitions

### What Certain Grades Mean and What to Do About Them

GRADE	MEANING	ACTION
F	<b>Failure</b>	<b>If you get an “F” for a course, do <u>not</u> take the next course in the sequence.</b> See your academic advisor. You must repeat and pass the same course to receive credit.
IN	<b>Incomplete</b> Requirements for the course have not been met. May impact your financial aid.	Check with your instructor immediately to see what you need to do to complete the requirements for the course. (Print an Incomplete Grade form from the link above to take to your instructor.) If these req’s are not met before the end of the term following the term in which the IN grade was received, the IN grade will turn into an F. <b>DO NOT RE-REGISTER FOR THIS CLASS!</b>
PS/NC	<b>Pass/No Credit*</b> A grade of $\geq$ C will be posted as PS. A grade of $<$ C will be posted as NC. Pharmacy, calculus and science courses cannot be taken Pass/No Credit. A grade of PS or NC <u>does not</u> impact your GPA.	No action required if PS. If NC, you must successfully repeat the same course to receive credit.
<b>GRADE /NC</b>	<b>Grade/No Credit</b> <i>English Comp I</i> courses use this type of grading. The actual grade will be posted if you earn $\geq$ C; NC will be posted if you earn $<$ C.	No action required if PS. If NC, you must successfully repeat the same course to receive credit.
<b>W</b>	<b>Withdrawal</b> The <i>student</i> has formally withdrawn from a class before the end of the 10 <sup>th</sup> week of the term. No impact to your GPA. May impact financial aid or scholarship requirements.	No action is required.  (Check financial aid and scholarship requirements PRIOR to withdrawing from any class.)
<b>PR</b>	<b>Progress</b> Given to denote work in progress. May impact your financial aid.	After work is completed, the instructor will post your final grade.



\*No more than seven (7) semester hours of Pass/NC can be taken during the student's academic career in The University of Toledo College of Pharmacy and Pharmaceutical Sciences. (Courses that are already coded as Pass/NC are excluded from the seven-hour restriction.) CPPS, calculus or science courses cannot be taken Pass/NC. A student must complete the University core curriculum courses such that a C average is maintained. An average of less than a 2.00 does not fulfill the UT core requirement. Consult the General Information section of the [UT Undergraduate Catalog](#) for further information.

**IF YOU BELIEVE YOUR GRADE FOR A COURSE IS IN ERROR, CONTACT THE INSTRUCTOR OF THE CLASS AS SOON AS POSSIBLE TO DISCUSS THE GRADE.**

### **Grade Requirements to Advance**

To advance into the next course in a sequence, students must first pass the pre-requisite course. If they do not, they are responsible for dropping the next course in the sequence.

Some courses have higher requirements than D- or above. For example, CHEM1090, Elementary Chem requires a grade of C or higher to advance into CHEM1230, Gen Chem I. All math courses require at least C- or above to advance into the next class in the sequence. Please check online, with the department, on the course syllabus or with your advisor if you are unsure of the requirements.

### **Double-dipping Courses**

This term refers to a course that simultaneously satisfies one of the two multicultural requirements and a second area in the Core Curriculum. The successful completion of a double-dip course reduces the number of required core credits.

### **Changing Personal Information (Name, Phone, Address, Email, Etc.)**

It is imperative that the University be kept informed of any changes to your name, phone number, permanent address, local address or email address. To change any of your information, go to myUT- Student Self Service at <http://myut.utoledo.edu/> / log in using your Username and password, and click on **Update Personal Information** link in your **Student** tab.

Also please make sure to set up your voice mailbox and check periodically to see if it is full.

## **Degree Audit**

The Degree Audit Report (DAR) is an electronically generated report that provides information about degree requirements for specific majors and minors. In addition, the DAR takes course information from a student's transcript in order to show how courses the student has taken at UT (or transferred from another institution) are used toward meeting degree requirements.

Students should check their degree audit anytime a change is made to their schedule. Remember it is the student's ultimate responsibility to make sure they are fulfilling degree requirements.

Instructions for running a degree audit can be found under the Pharmacy tab in the CPPS Advising and Student Services section. Instructions also include how to run a "what-if" degree audit if student is considering a major/college change.

If a student notices a problem with their audit or would like to discuss or review their audit, they should print a copy (printer friendly version) and bring it with them to an advising appointment with an academic advisor.

## **Transfer Credit/Transferology**

To find an equivalent course (at another institution) to a specific UT course, students should follow these instructions (also found under the Pharmacy tab):

1. Go to this [link](#).
2. Create an account (name, email, password) and Login.
3. Click on "Find a Replacement Course" tab (top right).
4. Type in "University of Toledo" for "school you currently attend" (if you type partial e.g. "Toledo" it will bring up a pull-down list).
5. Type in the Department of the course(s) you want credit for (Engl, Econ, etc.)—again, it will bring a pull-down list of options if you aren't sure of exact department name.

*NOTE: If you are looking for a science course, make sure to list both the lecture AND the lab.*

6. Select the correct course(s) from the list provided by clicking the Green Plus Sign.
7. Continue with different departments/courses until all possibilities have been uploaded.
8. Click "search for matches" (upper right above list of courses) and it will give you ALL schools in the database that match these courses.

9. You can narrow your search by typing in a school or city name at the top.
10. To see the course name/number at the other school, click on the blue Match button (left).
11. Transferology will save your list of UT target courses if you log out (or you can delete them).

If the course or institution is NOT found here, click on the “Transfer Credit Inquiry Form” link in the Pharmacy tab in the Portal and follow the instructions at the top of the form.

Students must check with the institution to confirm they will be offering the requested course(s). The College of Pharmacy and Pharmaceutical Sciences cannot guarantee that the equivalent courses will be offered at another institution.

After completing the course and receiving a grade, students must request that the other institution’s Registrar send an official transcript to The University of Toledo Office of Undergraduate Admission MS #338. The course must be passed in order to receive credit.

The grade from the transferred course will **not** be averaged in the UT cumulative grade point average; however, the hours will be added to the UT earned hours. If credit is received for one of the science-GPA courses (used in determining acceptance into the professional division of the PharmD program), the grade and semester hour equivalent will be used in the science-GPA calculation.